

# ABINGDON-ON-THAMES TRAFFIC ADVISORY COMMITTEE TERMS OF REFERENCE

Agreed by town council 18.05.26, minute T7/26

## 1 Title

- 1.1 The Committee shall be known as the “Abingdon-on-Thames Traffic Advisory Committee”, hereinafter called the “Advisory Committee”.

## 2 Administration

- 2.2 The administration of the Advisory Committee will normally be undertaken by the Town Clerk of Abingdon-on-Thames Town Council.

## 3 Meetings of the Advisory Committee

- 3.1 Meetings of the Advisory Committee will normally be held three times a year, commencing at 7.00 pm, on dates agreed by the Advisory Committee.
- 3.2 The quorum of the Committee shall be five members including a representative of each of the local authorities at 5.1 a, b and c.
- 3.3 No business other than that set out in the agenda published by the Town Clerk may be considered at a meeting of the Advisory Committee unless details have been notified to the Town Clerk prior to the start of the meeting, and the Chair has agreed to such matter being considered on the grounds of urgency.

## 4 Chair and Vice-Chair

- 4.1 The Chair and Vice-Chair shall be elected by the Advisory Committee at its annual meeting, being the first meeting of each Council year.
- 4.2 The Chair is to be an elected member of Abingdon-on-Thames Town Council.

## 5 Representatives

- 5.1 The Advisory Committee may include representatives from the following, who shall be regarded as members of the Advisory Committee: -

### Representatives from:

- |    |  |   |
|----|--|---|
| a) | Abingdon-on-Thames Town Council            | 5 |
| b) | Vale of White Horse District Council       | 3 |
| c) | Oxfordshire County Council                 | 3 |
| d) | Southern Oxfordshire Magistrates Committee | 1 |
| e) | Abingdon on Thames Chamber of Commerce     | 1 |
| f) | Thames Valley Police                       | 1 |

5.2 Any organisation represented on the Advisory Committee may, at the discretion of the Advisory Committee determined at its Annual Meeting, have more than one representative.

5.3 Where a member is unable to attend a meeting they may nominate a substitute member provided that the nominating member informs the office of the Town Clerk prior to the commencement of the meeting.

## 6 **Officers**

6.1 Officers representing (a) the County Council (b) the District Council (c) Town Council and (d) Thames Valley Police, shall have a right to attend meetings of the Advisory Committee and speak in an advisory capacity.

## 7 **Terms of Reference**

7.1 The Advisory Committee does not have executive powers, but may consider any traffic related matter of concern either directly or indirectly to the Town of Abingdon-on-Thames, and may offer advice on such matters to Oxfordshire County Council, Vale of White Horse District Council, Abingdon-on-Thames Town Council, or to any other relevant organisation as may be appropriate.

7.2 The following list is not exhaustive, but represent the type of matters which may be discussed by the Advisory 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 crossing and school crossings
- g) Footpaths
- h) Street lighting
- i) On-street and off-street car parking
- j) Road safety engineering
- k) Cycling

## 8 **Public Participation**

8.1 Meetings of the Advisory Committee shall be open to the public and press. However the public and press may be excluded by resolution of the Advisory Committee on the grounds of the confidential nature of the business to be transacted.

8.2 At the discretion of the Chair, Members of the public or representatives of organisations may address the Advisory Committee. The address shall be in the form of a statement lasting not more than three minutes. The person giving the address shall not be permitted to participate in any subsequent debate by the Advisory Committee on the matter in question.

9 **Amendments to constitution and Terms of Reference**

- 9.1 The Advisory Committee's constitution and terms of reference may be amended by resolution of the Town Council.