

FARINGDON AREA TRAFFIC ADVISORY COMMITTEE

**Constitution and Terms of Reference
ADOPTED 2nd December 2011**

Constitution

The Oxfordshire County Council have approved the formation of Traffic Advisory Committees in urban areas where more detailed consideration should be given to proposals and a wider range of comments sought. The Constitution of the Committee will generally be as follows:

Town Council	2 Members
County Council	2 Members
District Council	2 Members
Magistrates Court	1 Member
Faringdon Chamber of Commerce	1 Member

Four members from the above shall constitute a quorum.

Officer representing the OCC Highways & Transport Service and Thames Valley Police. Written reports or substitutes representing these organisations will be required when the usual officer cannot attend.

The Chairmen of local Parish Councils will be informed of the dates of future meetings and could be invited to attend in order to speak on issues relevant to their parish, but not to vote.

Chairman of Committee

The Chairman and Vice Chairman shall be chosen from the members forming the quorum. The selection shall be open to all of those members and non-rotational. The Chairman shall be re-elected on an annual basis, with no maximum term of office.

Frequency of Meetings

Meetings shall be held 4 times per year.

Minutes of Meetings

Administration of the Committee will be undertaken by the Clerk (or Assistant Clerk) to the Town Council.

Public Access

Members of the public have the right to address the Committee for not more than five minutes, provided the statement is related to an item on the agenda or is within the jurisdiction of the Committee. Requests to address a meeting shall be given in writing to the Town Clerk before 12.30 p.m. on the last working day preceding the meeting, and any such request shall be passed to the Chairman or Vice Chairman, or to the Chairman on the day of the meeting with the Committee's approval.

Terms of Reference

The following is a list of those items which may be raised for discussion:

- (a) Traffic Management matters in relation to existing road systems, e.g. One Way systems, Weight restrictions, Prohibition of turns.
- (b) Traffic signs and road markings.
- (c) Mini-roundabouts
- (d) Traffic signals
- (e) Pedestrian crossings
- (f) Footpaths
- (g) Street Lighting
- (h) School Crossing Patrol Officers
- (i) Car Parking (on and off street)
- (j) Road Safety Engineering
- (k) Traffic Calming
- (l) Rural Traffic Matters

Other items may be raised, but where these are not the direct responsibility of the Committee, a note will be made and passed to the appropriate section.