

WITNEY TRAFFIC ADVISORY COMMITTEE

Date: Tuesday, 26 September 2023
Title: Committee Terms of Reference
Contact Officer: Deputy Town Clerk, Witney Town Council

Background

The Witney Traffic Advisory Committee is governed by its terms of reference which are its rules, and which define how it runs and for what it has responsibility.

There have been decisions taken within the last year which needing to be addressed in the current terms to allow greater transparency, attendance and to widen its remit regarding a Community Speedwatch Scheme. As this meeting is the Annual meeting, it is an ideal time to review and amend the terms.

Current Situation

Attached are updated terms of reference for the Committee's consideration. The changes include:

- Updated information regarding public access/participation.
Traffic Advisory Committees were established to facilitate discussion on traffic related matters amongst officers of Local Authorities and local stakeholders. It should be noted that this Committee has no statutory powers, and any member of the public attending should be made aware of this to establish expectation.
- Allowance for meetings to be held virtually or in a hybrid format.
The Town Council is currently considering the best way to upgrade the Gallery Room at the Corn Exchange to enable virtual/hybrid meetings of Committees it administers.
- The responsibility of the Committee to manage a Witney Town Community Speedwatch Scheme.
As agreed at previous meetings, the terms have been amended to reflect this function (as agreed by Witney Town Council as administrator of the Committee).

Recommendations

Members are invited to note the report and consider the following:

1. Agreeing the amended terms of reference for the Witney Traffic Advisory Committee.