

**WITNEY TRAFFIC ADVISORY COMMITTEE**  
**CONSTITUTION AND TERMS OF REFERENCE**

**1. Title**

- 1.1 The Committee shall be known as the “Witney 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 Witney Town Council, or by his or her representative.

**3. Meetings of the Advisory Committee**

- 3.1 Meetings of the Advisory Committee will normally be held four times a year, commencing at 2.30pm, on dates set by Witney Town Council in consultation with Oxfordshire County Council.
- 3.2 The quorum of the Committee shall be five members.
- 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**

- 4.1 The Chair shall be elected by the Advisory Committee at its annual meeting in September.
- 4.2 The Chair needs to be an elected member of one of the local authorities represented on the Advisory Committee.
- 4.3 In the event that the Chair is absent from a meeting of the Advisory Committee, a member of the Advisory Committee shall be elected to chair the meeting.

**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) | Witney Town Council               | 3 – 4                              |
| b) | West Oxfordshire District Council | 1 – 2                              |
| c) | Oxfordshire County Council        | 3 (+ Cabinet Member for Transport) |
| d) | Witney Chamber of Trade           | 1                                  |
| e) | Thames Valley Police              | 1                                  |

Other organisations which have been invited to send a representative: -

2003	Stagecoach	1	
	Local Taxis	1	
2009	Witney BUG	1	Changed to Windrush Bike Project
2019	Witney Community Transport	1	
	Volunteer Link Up	1	Town Council representative (Outside Body)
2021	Oxfordshire Association of Blind	1	
	Parish Transport Representative	1	Independent of Town Council

5.2 Any other organisation represented on the Advisory Committee may, at the discretion of the Advisory Committee, have more than one representative.

## 6. **Officers**

6.1 Officers representing (a) Oxfordshire County Council (b) West Oxfordshire District Council and (c) 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 Parish of Witney, and may offer advice on such matters to Oxfordshire County Council, West Oxfordshire District Council, Witney Town Council, or to any other relevant organisation as may be appropriate.

7.2 The following list is not exhaustive but is 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 crossings and school crossings
- g) Footpaths
- h) Street Lighting
- i) On-street and off-street car parking
- j) Road safety engineering

## 8. **Public Participation**

8.1 Meetings of the Advisory Committee shall be open to the public and press, other than in exceptional circumstances, where 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 Chairman, 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 five 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 at any time by resolution of the Advisory Committee.