

**BANBURY TRAFFIC ADVISORY COMMITTEE
CONSTITUTION AND TERMS OF REFERENCE
(as approved by the Committee on 6 September 2000)**

1 Title

- 1.1 The Committee shall be known as the "Banbury Traffic Advisory Committee", hereinafter called the "Advisory Committee".

2 Administration

- 2.1 The administration of the Advisory Committee will normally be undertaken by the Town Clerk of Banbury 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 2.00 pm, on dates set by Banbury Town Council.
- 3.2 The Chairman of the Advisory Committee or, in his or her absence, the Vice-Chairman of the Advisory Committee, may call a meeting of the Advisory Committee at any time, subject to the agenda published by the Town Clerk being sent to Members of the Committee at least three clear days before the meeting.
- 3.3 The quorum of the Committee shall be five members.
- 3.4 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 Chairman has agreed to such matter being considered on the grounds of urgency.
- 3.5 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.
- 3.6 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.

4 Chairman and Vice-Chairman

- 4.1 The Chairman and Vice-Chairman shall be elected by the Advisory Committee annually at its first ordinary meeting during the municipal year.

- 4.2 The Chairman and Vice-Chairman need not be a member of one of the local authorities represented on the Advisory Committee.
- 4.3 In the event that the Chairman and Vice-Chairman are both 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:-
- (a) Banbury Town Council
 - (b) Cherwell District Council
 - (c) Oxfordshire County Council
 - (d) Banbury Magistrates
 - (e) Banbury Community Associations
 - (f) Road Haulage Association
 - (g) Local Taxi Drivers' Association
 - (h) Local Cycling Clubs
 - (i) Local Bus Companies
 - (j) Local Association of Driving Instructors
 - (k) Local Disability Groups
 - (l) Local Chamber of Trade/Commerce
 - (m) Any other organisation not listed above which has an interest in traffic management in Banbury
- 5.2 Any 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) the County Council's Director of Environmental Services; (b) the District Council's Property and Technical Services Manager and Head of Planning and Development Services; 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 Banbury, and may offer advice on such matters to Oxfordshire County Council, Cherwell District Council, Banbury Town Council, or to any other relevant organisation as may be appropriate.
- 7.2 The following list is not exhaustive, but are the type of matters which may be discussed by the Advisory Committee:-

- 4.2 The Chairman and Vice-Chairman need not be a member of one of the local authorities represented on the Advisory Committee.
- 4.3 In the event that the Chairman and Vice-Chairman are both 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:-
- (a) Banbury Town Council
 - (b) Cherwell District Council
 - (c) Oxfordshire County Council
 - (d) Banbury Magistrates
 - (e) Banbury Community Associations
 - (f) Road Haulage Association
 - (g) Local Taxi Drivers' Association
 - (h) Local Cycling Clubs
 - (i) Local Bus Companies
 - (j) Local Association of Driving Instructors
 - (k) Local Disability Groups
 - (l) Local Chamber of Trade/Commerce
 - (m) Any other organisation not listed above which has an interest in traffic management in Banbury
- 5.2 Any 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) the County Council's Director of Environmental Services; (b) the District Council's Property and Technical Services Manager and Head of Planning and Development Services; 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 Banbury, and may offer advice on such matters to Oxfordshire County Council, Cherwell District Council, Banbury Town Council, or to any other relevant organisation as may be appropriate.
- 7.2 The following list is not exhaustive, but are 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 Amendments to constitution and Terms of Reference

- 8.1 The Advisory Committee's constitution and terms of reference may be amended at any time by resolution of the Advisory Committee.

