



# **Whitchurch on Thames**

## **Traffic and Parking Working Group**

### **Terms of Reference**

**08 April 2021 – Date of Approve by the PC**

## 1. NAME

The group's name is Whitchurch on Thames, Traffic and Parking Working Group; referred to as 'TAPWG'.

## 2. OBJECTIVES

1. To take the lead in analysing and finding solutions to the traffic and parking related issues facing the Village on behalf of the Parish Council by finding ways of addressing parking, speeding, public safety and the reinstatement of verges throughout the Village.
2. To present feasible options to the Parish Council along with reasons for the recommended options which demonstrate this approach is the best remedy for the perceived problems.
3. To use as a starting point the Traffic and Parking strategy included in the 2019 Village Plan previously developed by TAPAG. This should be reviewed in the light of changed circumstances as follows:-
  - (a) The impact of the Covid-19 pandemic on long term traffic and parking patterns in the Village.
  - (b) Feedback received from the two informal consultations which were held with the Village in 2020.
  - (c) The linking of residents parking to the plan as requested by numbers of residents in the 2017 survey and 2020 consultations now that 'Parking Enforcement' is highly likely to be taken over by SODC from the police by Autumn 2021.
4. To ensure that options address the reasonable expectations of residents from all areas of the Village, especially residents and business owners on the High Street who may be most impacted by the proposals.
5. To support and integrate into their proposals the provision of pedestrian safety measures which are being led by the Parish Council.
6. To ensure that all options are feasible by liaising with OCC Highways Department and that all options are compatible with the Highway Code and Government traffic regulations.
7. To consult traffic consultants where necessary, as advised by the Highways Authority, after approval from the Parish Council.
8. To consider the following when forming options:-
  - (a) Safety to pedestrians (improvement/detriment//parity)
  - (b) Safety to drivers (improvement/detriment/parity)
  - (c) Speed through Village (improvement/detriment/parity)
  - (d) Parking availability (improvement/detriment/parity)
  - (e) Impact on congestion (improvement/detriment/parity)

- (f) Environmental impact (improvement/detriment/parity)
- (g) Cost
- (h) Unintended consequences.

### **3. RELATIONSHIP TO PARISH COUNCIL**

1. TAPAG will have no delegated powers and so may not implement any proposal not approved by the Parish Council.
2. The budget for TAPAG led activities will come from the Parish Council on a case by case basis.
3. Traffic consultants must not be appointed without approval from the Parish Council.
4. TAPAG will report to the Parish Council on a regular basis and provide a complete update at least once a quarter.

### **4. MEMBERSHIP**

1. At least one member will be a member of the Parish Council.
2. The remainder of the members will be residents of the Village.
3. TAPAG will communicate any changes of membership to the Parish Council. Members who wish to resign should do so in writing to the Chair of the group with a copy to the Parish Council Chair.
4. The Chair of the group will be appointed by the group but will need to be ratified by the Parish Council.
5. Membership of the group will be reaffirmed at Annual Parish Meetings unless members wish to resign.

### **5. MEETINGS**

1. TAPAG will meet regularly, typically every month.
2. Minutes for each meeting will be circulated to all members and sent to the Parish Council Clerk who will circulate the minutes to the PC members and post them on the Village Website.
3. If members have a conflict of interest they must declare it at the beginning of the meeting.

### **6. PUBLIC FORUM**

To comply with transparency and facilitate public participation TAPWG should hold a public forum every three months. The date and venue should be advertised on the Village Website and Notice Board

a month in advance At the Forum TAPWG should give a full update on the progress of the Group and then invite comments and take questions from residents present and in writing from those unable to attend. Answers should be given at the time or later in writing where necessary.

## **7. STAKEHOLDERS**

TAPAG will consult with the following Stakeholders. The Parish Council, OCC, SODC, Thames Valley police, external consultants and residents of the Village.

## **8. GENERAL**

1. Changes to the Terms of Reference must be approved by the Parish Council.
2. The Parish Council has the authority to disband TAPAG at any time acting reasonably.
3. This Terms of Reference was adopted on 08 April 2021 by approval of the Parish Council.

## **9. EXPENSES AND INVOICES**

Councillors and WG members are responsible for always obtaining value for money. The Parish Council shall ensure as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates (if works exceed £1,000) from appropriate suppliers.

All invoices that are £250 and above in one purchase must be approved prior to purchase and the invoice must be addressed to the Parish Council as noted below. Approval for the payment will be made at the next Parish Council meeting.

Please note that the Parish Council cannot re-claim any VAT from a purchase if an invoice is not addressed to it.

Residents may be reimbursed for purchases made on behalf of the council provided that the expense has been approved by the council in the annual budget and are under £250 in one expense. Expense claims should be submitted with a receipt with an explanation of the item purchased to the Parish Clerk. The expense will then be reimbursed after the next Parish Council meeting.

If an expense by a resident is outside the items approved in the annual budget, the expense must be approved, before purchase, by the Council at the next Parish Council meeting.

Invoices and any queries should be addressed to the Parish Council as below:

Ms. Jane M. Yamamoto, Parish Clerk  
Whitchurch-on-Thames Parish Council  
11 Hillside, Hardwick Road  
Whitchurch-on-Thames RG8 7HL  
[Parishclerk.whitchurchonthames@gmail.com](mailto:Parishclerk.whitchurchonthames@gmail.com)  
07876 714 906