



## **Whitchurch on Thames**

# **Traffic and Parking Action Group (TAPAG)**

## **Terms of Reference**

**Draft**

**12 September 2019**

## **1. NAME**

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

## **2. OBJECTIVE**

TAPAG has the following objectives:

- Take the lead in analysing and finding solutions to key traffic and parking related issues facing the village on behalf of the Parish Council. This includes finding ways to address congestion, speeding, public safety, and parking issues.
- Prepare a recommended strategy for addressing medium to long-term traffic and parking issues to be included in the 2019 Village Plan.
- Take the lead in implementing selected solutions to traffic and parking issues on behalf of the Parish Council. This includes working with Oxfordshire County Council (OCC) and other key stakeholders to implement traffic and parking strategy agreed by the Parish Council as part of the 2019 Village Plan.

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

- TAPAG will advise the Parish Council of recommended solutions to traffic and parking issues facing Whitchurch on Thames. TAPAG will not proceed with implementing any traffic and parking solution or strategy unless the Parish Council approves it.
- Budget for TAPAG led activities will normally come from the Parish Council and must be approved on a case-by-case basis.
- TAPAG will report back to the PC on a periodic basis and keep the PC advised of progress in developing or implementing solutions to new or on-going traffic and parking issues.
- PC standing orders for Working Groups apply to TAPAG.

## **4. MEMBERSHIP**

- TAPAG will consist 1 or 2 members of the Parish Council and a number of residents volunteering their time from the village.
- A representative of the PC will normally chair the group, but this could also be someone from outside of the PC. Cllr Rachel Hatcher is now acting as Chairman.

## **5. STAKEHOLDERS**

- TAPAG will liaise with the following stakeholders: Parish Council, OCC, SODC, Thames Valley Police, external consultants, the Village Plan Steering Committee, and residents of the village. Other stakeholders may be added as required.

## **6. MEETINGS**

- TAPAG will meet regularly, typically every month.
- Minutes for each meeting will be shared with TAPAG members and members of the PC. Minutes will not generally be shared on the Village website as traffic and parking related decisions will also be included in the PC meeting minutes.
- If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

## **7. GENERAL**

- Changes to the Terms of Reference are to be approved by the PC.
- Winding up: the PC has the authority to disband TAPAG at any time, acting reasonably.
- This Terms of Reference was adopted on 12 September 2019 by approval of the Parish Council and members of TAPAG.