**Transport Plan Working Group – Terms of Reference**

**Name: Transport Plan Working Group**

**Background**

At the Neighbourhood Plan Continuity Committee (NPCC) meeting held on 17 May 2016, it was minuted and resolved to form a cross party working group to coordinate progression of the three key identified (and interlocking) key issues. (Future of the Cattle Market site / Transport within Thame / Parking within Thame).

It was then further proposed outside of the meeting to actually create two separate Working Groups; a Transport Plan Working Group and a Community Facilities Working Group, with the parent group remaining to provide co-ordination between formal NPCC meetings. This was ratified at the NPCC meeting on 28 June 2016.

**Members**

* Cllr Paul Cowell (Chair)
* Cllr Bob Austin (Chair of Co-Ordination Working Group) or delegate
* Cllr David Bretherton (Chair of Infrastructure Delivery Plan Working Group) or delegate
* Cllr Helena Fickling (Chair of Green Living Plan Working Group) or delegate
* Cllr Linda Emery (Chair of Town Centre Working Group) or delegate
* Cllr Mary Stiles (Passenger Transport Representative)
* RSA/GLP Transport representative
* Graham Hunt (Town Clerk) / Graeme Markland (NPCO)
* SODC representatives, as required
* OCC representatives, as required
* Market Town Co-Ordinator (may eventually be TCWG rep too)
* Phil Kirk (public transport expertise)
* Additional Councillors, Officers, Resident Association representatives, community members / members of the public to be invited as and when their expertise or input is required.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Graham Hunt / Graeme Markland.

Quorum is three members of the group, including two Councillors.

**Goals**

To do all that is possible to ensure effective transport provision within Thame.

**Activities**

Working group to establish, but possibly include:

1. To identify transport needs via analysis of all relevant data and information sources
2. To propose how those needs could be addressed
3. To liaise with the other NPCC Working Groups to ensure sharing of relevant information and agreement of base responsibilities
4. To make recommendations to NPCC as relevant

**Deliverables**

Specific proposals to support traffic movement, highways safety, public transport, parking, pedestrian and cycling provision within (and impacting on) Thame.

**Scope / Jurisdiction**

It is the responsibility of Oxfordshire County Council as the Highways Authority to define policy / strategy - and to then implement it, with Thame Town Council doing what it can to influence that policy / strategy as it is further developed – to help ensure the right outcome for the community of Thame.

The Group is required to:

* only work on projects within (or impacting on) Thame civic parish
* only work on projects in line with the Thame Neighbourhood Plan
* provide an update report to each meeting of the Neighbourhood Plan Continuity Committee and to contribute to the Neighbourhood Plan Monitoring Report.

**Guidance from the Council / Parent Committee**

Provided at initial resolution (Items 14/16/17 at NPCC meeting of 17 May 2016), the subsequent discussion paper from Cllr Bob Austin, and after each meeting report back to the parent Committee.

**Resources and Budget**

The Group will be allowed use of Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is to be sought from the parent Committee or Full Council, in conjunction with the Infrastructure Delivery Plan Working Group as necessary.

**Governance**

Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson’s casting vote if necessary.

**Additional Notes**

* Methods of work (e.g. consultations, press releases, surveys, studies, progress reports, letters etc) are entirely up to the Working Group to decide.
* The Group will communicate through email, phone and meetings, both formally and informally.
* Relevant documentation is stored in the Neighbourhood Plan Continuity Committee folder on the Town Council IT data store, plus in member’s e-mail folders.
* The group will meet at a frequency required to ensure progress as required.
* Sub-groups (with other nominated members) can be created as necessary to progress specific items.
* The Working Group’s work is ongoing by nature, but its longevity will be determined by the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.