

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 2015, 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 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.

In 2020 Thame Town Council adopted the Thame Green Living Plan which included several actions related to active travel. In 2022 Oxfordshire County Council created Local Cycling & Walking Infrastructure Plans (LCWIPs) for local areas. Thame Town Council did not have a working group to lead on any action that arose in response to either of these Plans. It was therefore proposed at the NPCC meeting held on 18/10/22 that the then 'Transport Plan Working Group' being re-named to the 'Travel Plan Working Group', to take the lead on all forms of Travel and Transport.

Members

Proposed Members are:

- Chair – Cllr Helena Richards
- Cllr Andrew Gilbert (Deputy Chair)
- Cllr David Bretherton (Chair of Infrastructure Delivery Plan Working Group and Transport Rep) or delegate
- Cllr Helena Fickling (Chair of Planning & Environment Group) or delegate
- Cllr Kate Gregory (TTC, SODC & OCC Cllr)
- Becky Reid (Environmental Project Officer)
- SODC representative, as required.
- OCC representative, as required.
- Additional Councillors and community members to be invited as and when their expertise or input is required.

Secretarial support (agendas, meeting notes, circulation of information) is provided by an Officer or member of the committee.

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

Goals

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

Activities

Working group to establish, but possibly include:

1. To identify transport and active travel 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 public transport, parking, pedestrian and cycling provision within (and impacting on) Thame.

Scope / Jurisdiction

The Group is required to:

- only work on projects within (or impacting on) Thame civic parish.
- only work on projects in line with the Town Council adopted policies and strategies.
- arrange or undertake consultation as required.
- work with stakeholders such as local groups, other parishes, and local authorities as necessary.
- provide an update report to each meeting of the Neighbourhood Plan Continuity Committee and to contribute to the Neighbourhood Plan Monitoring Report.

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

- Activities to fulfil the deliverables (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, zoom, 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.