

Name of Working Group	Traffic Advisory Group
Membership Who should be part of the group, and what rights do they have in decision-making?	Open to any Town Council member expressing a wish to become a member (voting rights) – a Chairman to be appointed at each meeting Deputy Town Clerk and Information Centre Manager (no voting rights)
Purpose Why does it exist? What does it seek to achieve?	To consider significant issues around vehicle, bicycle and foot traffic facing the town and to identify the ways Didcot Town Council can interact with other traffic-related stakeholders to improve outcomes for residents.
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	Ongoing
Meetings Does the group meet in person or virtually?	In person
How often should it meet, and should it meet in the day time or evening?	Members to have discretion to set meeting frequency to meet the demands at the time, but to meet at least once every six months. Meetings timings to be set by the Chairman of the Planning Committee in conjunction with the Town Clerk.
Reporting How should the business be reported and to whom?	Reporting and making recommendations to the Planning Committee.
Minutes published Are minutes required, and who should they be sent to?	Yes, to be circulated to all Town Councillors. All Town Councillors and other invited attendees to be sent a formal agenda three working days before the meeting.
Public attendance Can the public attend, can they participate and are there any rules around this?	Representatives from other transport stakeholders such as OCC Highways officers, Thames Valley Police representatives, and members representing Didcot on South Oxfordshire District Council and Oxfordshire County Council to be invited according to the relevance of items on the agenda. The general public may attend without any condition on doing so. Members of the public wishing to speak may do so according to the Council's Standing Orders on public participation with the exception that the issue on which they wish to speak need not be on the agenda but must be traffic related.

The Committee recommends a number of ancillary changes to the work of officers to work alongside the Traffic Advisory Group

- Officers to record all traffic-related contacts to the Town Council
- Officers to have regular meetings with OCC Highways and, if required, Thames Valley Police to pass on and chase up concerns, and to record actions taken. The regularity of meetings to be decided by officers, but is anticipated to be between every four to six weeks
- Officers to report back records of issues and actions taken to the Chair of the Planning Committee, who will agree the agenda for the next meeting.