

**Terms of Reference: Swynnerton Parish Council - Traffic Safety Working Group**

**1. Role of the Working Group**

The Traffic and Road Safety Working Group has been established by Swynnerton Parish Council (“the Parish Council”) to:

- identify areas of concern surrounding traffic movements and the safety of all road users throughout Swynnerton Parish Council (“the Parish”).
- to identify initiatives to improve the safety and well-being of all road users in the Parish through collaborative efforts and sharing knowledge.

**2. Membership and Controls**

- 2.1. In accordance with Standing Orders, members of the working group are not permitted to act on behalf of the Parish Council and can only act in accordance with resolutions made by the Council.
- 2.2. The working group will consist of at least one councillor, together with as many members of the public as is considered appropriate.
- 2.3. Initially members of the existing Tittensor Road Safety Partnership will be members of the working group. Further members of the public may be invited to join as agreed by the Parish Council or the members of the working group.
- 2.4. It is anticipated that a Councillor from each ward will be a member should initiatives arise in their respective ward.
- 2.5. Any members of the Parish Council may attend the meetings.
- 2.6. The working group may invite non-members to attend meetings.
- 2.7. The working group will not have powers of spend but may make recommendations for approval to spend at council meetings when required.
- 2.8. The working group will work within the Parish Council’s framework regarding Code of Conduct, data protection and equality and diversity.
- 2.9. The Parish Council shall review the continued need for the working group annually at the Annual Parish Council Meeting.

**3. Meetings**

- 3.1. Meetings will take place at an agreed location in the Parish as necessary, but no more than 10 meeting per year shall be held per year, unless otherwise agreed by the Parish Council.
- 3.2. Meetings will be scheduled for no longer that 1.5 hours.
- 3.3. The Parish Council will cover the costs of hiring a venue for meetings set out at 3.1 up to a maximum of £300.
- 3.4. The working group will need a minimum of three members in attendance to be deemed quorate, of which, at least one must be a councillor.
- 3.5. The working group will elect a chairman from among its members. In the absence of the chairman at a meeting, the working group will elect any member to act as chairman for that meeting.

- 3.6. A report (oral or written) from the working group will be provided to the Parish Council at the next Parish Council Meeting following a working group meeting. A copy of the meeting notes will, after approval, be available to the public.

**4. Aims and objectives**

- 4.1. The objective of the group is to consider initiatives for improved road safety for all road users in the Parish and to make recommendations to the Parish Council. In doing so the working group may:
- gather and analyse data on traffic speeds, accidents, and other road safety issues.
  - liaise with relevant stakeholders to develop measures to improve road safety.
  - liaise with the community, local schools and other organisations to promote road safety and responsible road use.
- 4.2. The working group does not have any delegated powers to make decision on behalf of the Parish Council.
- 4.3. The working group shall not undertake any activities other than set out above, unless specifically authorised by the Parish Council and relevant risk assessments are in place.

Approved at Swynnerton Parish Council meeting on [21 May 2026]