

RUYTON XI TOWNS PARISH COUNCIL

TERMS OF REFERENCE: SAFER ROADS GROUP

Adopted Nov 2022, Next Review: Nov 2023

Introduction:

Whilst Highways are the responsibility of Shropshire Council, Town and Parish Councils have a vital role to play in filtering and providing key input in terms of understanding road safety concerns, including speed management, as reported by local communities. The perception of danger, environmental concerns and quality of life in addition to accident rates, can be a legitimate trigger for action and road safety work.

The Safer Roads Group was established in Ruyton XI Towns in 2016 to enable it to undertake this role and duty.

In December 2020 Shropshire Council allocated £225,000 of Community Infrastructure Levy funding towards road safety improvements in Ruyton XI Towns village. The Safer Roads Group works closely with and members attend meetings for the CIL Road Safety Project Group (which includes Shropshire Council officers, representatives from WSP, the Head Teacher of St John's CofE School, and Shropshire Councillor Nick Bardsley), to ensure that the CIL funding is used to maximum benefit to tackle the most pressing highways safety concerns in the village, and that the local community is properly consulted on proposed road safety improvements.

Purpose

The overall purpose of the Safer Roads working group is:

- To promote, assist, and help improve road safety throughout the parish of Ruyton XI Towns for the benefit of all road users and make recommendations to the Parish Council.

Function

- To receive representations and concerns from residents and councillors relating to highways safety throughout the parish with a view to improving road safety
- The anticipated result of improved road safety is:
 - Reduce the risk of accidents/collisions, casualties/injuries/deaths
 - Improved driver behaviour
 - Improved quality of life and perceptions of safety by the local community
 - Increased uptake of walking, cycling etc., in the parish, resulting in reduced traffic on the roads

Membership

Membership of the Safer Roads Group is made up of Parish Councillors and non-councillors:

- **Parish Council:** Cllrs David Spicer (Chair), Alyson Lister, Bob Edwards,
- **Non-councillors:** Ros Slowley, Colin Case, Clare Emblen, Tania Carson and Andrew Collier
- **Shropshire Council:** Shropshire Cllr Nick Bardsley (Ruyton and Baschurch)

The Safer Roads Group is intended to represent the range of views and interests that may exist within the community, so interested members of the local community from the whole parish area are welcome and encouraged to join.

The Chair of the Safer Roads Group is: Cllr David Spicer.

Parish Council representatives and leadership of the working group will be reviewed and agreed at the Annual Council Meeting.

Responsibilities

- To gather evidence, relevant information, and expert guidance on all matters relating to road safety
- To provide representation at CIL Road Safety Project meetings, including associated site visits, and report back to Full Council
- To consider representations and concerns, and evidence from the whole parish area, and devise with the highway authority (and any other relevant body as necessary) measures by which concerns may best be addressed
- To share reports and prepare proposals for the consideration of Full Council, including any expenditure and possible funding sources. Parish Councillors are encouraged to raise questions about Safer Roads Group reports and/or proposals on email to ensure that clarifications and additional information is available on time for the Council to make informed decisions at the next Council meeting
- To advise the Parish Council of sums thought necessary to be included in the following years' budget for addressing road safety issues and indicate the potential use of CIL funding
- To assist the Parish Council with preparing community engagement and consultation on all matters relating to road safety
- Where measures have been devised, agreed, and put in place to address road safety issues, the group shall work with any other relevant body to monitor the effect and success of such measures, and determine if further actions are needed
- To liaise with members of the public and representative groups of members of the public, representatives of Shropshire Council and any other person or body which can further the function of the group.
- To coordinate volunteers for charging and swapping batteries on parish VAS signs and other VAS maintenance.
- To download data from VAS signs periodically, analyse, and share with relevant authorities, e.g., West Mercia Police, Shropshire Council Highways

Delegated powers

1. The Safer Roads Group will have delegated authority to liaise and consult with relevant groups and authorities and any other person or body which can further the function of the group
2. All proposals for road safety improvements will need to be presented to Full Council for approval. Once proposals have been agreed by Full Council, the Safer Roads Group will have the authority to coordinate and progress agreed activities
3. The Safer Roads Working Group will have no authority to incur expenditure on behalf of the Parish Council. All expenditure must be agreed in advance by Full Council, and all purchase orders for goods or services shall be prepared by the clerk to the Parish Council.
4. To ensure compliance with relevant Parish Council Communications and Community Engagement Policies, Parish Councillors and the clerk should have sight of any proposed communications with the community prior to dissemination, but these can be approved by councillors/clerk on email.

Meetings and quorum

1. The Safer Roads Group will meet as often as needed, including site visits, but will conduct business relating to routine matters via email/Zoom.
2. As all road safety proposals require approval by Full Council in an open and transparent manner, Safer Roads Group meetings will not need to be open to the public, and no meeting notices or agendas will need to be published.
3. Whilst meeting notes will be helpful, formal minutes will not be required, and the clerk will not be required to attend Safer Road Group meetings. A record of all Parish Council decisions relating to Safer Roads Group issues will be recorded in the minutes of the Full Council
4. No formal quorum is required, however it is recommended that at least 3 working group members are present during Safer Roads Group meetings.
5. Non-Councillor members of the Safer Roads Group will have voting rights at Safer Roads Group meetings. Where a vote is tied, the Chairman of the Safer Roads Group may have a casting vote.