Terms of Reference for the Road Safety & Speed Watch Working Group

Definitions

In this document the following terms have the meanings assigned to them below: -

Council	Stapeley & District Parish Council
Working Group	The Road Safety and Speed Watch Working Group of the Council.
Member	An elected or co-opted member of the Stapeley & District Parish Council.
Working Group Member	Any person appointed to the Working Group in accordance with the section headed "Membership and Quorum.

1. General

a) These Terms of Reference define the Council's specific responsibilities delegated to the Road Safety and Speed Watch Working Group.
b) The Working Group is a non-decision-making body and may only make recommendations to the Council.
c) The Working Group has no power to authorise expenditure on behalf of the Council. Any expenditure required by the Working Group shall be recommended and approved by full Council.
d) The working group will meet informally on an ad hoc basis as required.
e) These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

The Working Group shall undertake the following duties on behalf of the Council:

a) To identify and prioritise road safety issues within the parish, including speeding concerns, pedestrian safety, and signage.
b) To develop proposals to address road safety issues and recommend these to the Council.
c) To liaise with relevant authorities [for example, Cheshire East Council, Cheshire Police] and other organisations to seek improvements in road safety.
d) To coordinate with community stakeholders to gather feedback and input on road safety matters.
e) To oversee the organisation and management of a Community Speed Watch group in partnership with the local Police Community Support Officer [PCSO].
f) To ensure that all individuals participating in Speed Watch activities have received appropriate training from the PCSO before deployment.
g) To report to the Council on activities, progress, and any recommendations for Council approval.

3. Powers

a) The Working Group shall have no other powers except those set out above.

4. Speed Watch Arrangements

a) The Working Group will oversee and organise a Community Speed Watch group.
b) Members of the public may participate in Speed Watch activities but are not considered Working Group Members.
c) All participants in Speed Watch must receive appropriate training from the PCSO before any activities commence.

5. Membership and Quorum

a) The Working Group shall consist of a minimum of 3 and a maximum of 5 Members of the Council.
b) As this is a Working Group and not a Committee, there is no requirement to appoint a formal Chair.
c) Due to the informal nature of this Working Group, there is no minimum quorum requirement.

6. Review

a) These Terms of Reference shall be reviewed annually by the Council.

These terms of reference were adopted by council at the meeting held on the 16th June 2025.