



Sheepy Parish Road Safety Steering Group

Terms of Reference



2026

The Villages of

Sheepy Magna, Sheepy Parva, Sibson, Wells borough, Upton, Pinwall, The Cross Hands.



Terms of Reference:

The Road Safety Steering Group's mission is to support Sheepy Parish Council's aim to improve road safety and the associated well-being of our community.

Introduction:

Speeding and road safety has been a major concern to parishioners for many years and regularly a subject raised at Parish Council meetings. Whilst the Parish Council has achieved a number of successes, such as getting a reduction in speed limit to 30mph along part of the main road in Sheepy Magna, purchasing and installing mobile vehicle activation signs (mVAS), and carrying out the community speed watch (CSW) operations, it considers there is more that it would like to do.

To make further progress, the Parish Council has agreed to establish a Road Safety Steering Group.

Purpose and Objectives:

The purpose of the Road Safety Steering Group is to identify and consider the on-going and emerging concerns on the road safety in the parish and recommend what further measures are possible to improve road safety. The progress, findings and recommendations of the group will be presented to a full Parish Council meeting for the councillor's consideration.

In considering road safety matters, the steering group will analyse data from the Parish Council's mVAS signs and collect additional data and evidence as required. It will also consider relevant guidance, information and evidence from other reliable bodies such as UK Government, LCC Highways, Leicestershire Police, Highways England and Road safety GB. Any recommendations made will therefore be relevant to the parish and be evidence based.



Authority and Delegation:

The Steering Group will be delegated responsibility for accessing the Parish's mVAS to download data, data analysis to support the steering groups objectives and maintaining the mVAS on behalf of the Parish Council. Any change in mVAS location must be discussed and approved by the Parish Council before re-location takes place.

The Group will also be given the authority to liaise with Leicestershire Road Safety Partnership to coordinate CSW operations, but any correspondence must be copied and/or reported to the Parish Clerk.

The Steering Group will not have any financial bank accounts or be allowed to receive any money from members of the public or businesses.

The Steering Group will be required to adhere to the Parish Council's data protection policy, in relation to GDPR and other data matters, and when carrying out CSW operations any relevant requirements of the of the CSW online organisation, as registered body with the ICO.

Membership and Roles:

Any parishioner is eligible to be a member of the Steering Group. All members of the steering group are volunteers. The Parish Council will advertise the group (at least annually) and invite parishioners to express an interest in being a member and at least one Parish Council member of the steering group.

As a minimum, the steering group should elect a chair and a secretary, although it might with approval of its members approve appointment of an additional roles, e.g. a Vice chair.



Meetings Arrangements:

The Steering Group will meet every two months and follow relevant guidelines on arrangements of meetings by giving members (and wider community) one week's notice of a meeting either on-line or face to face. Agendas and any associated papers will be emailed out to all members ahead of the scheduled meeting.

Reporting Procedures:

The Steering group will produce a report for the Parish Council following a meeting i.e. every two months. This will be submitted to the Parish Clerk for inclusion on the agenda for the next scheduled Parish Council meeting.

Any other materials produced including meeting agendas, papers and minutes, data reports and useful information should be copied to the Parish Clerk for upload onto the Parish Council's website. An area of the website will be established specifically for the steering group.

Should an urgent matter be identified, the Steering Group should draw this to the Parish Council's attention at the earliest opportunity.

Governance:

The Steering Group will review its objectives and Terms of Reference in discussion with the Parish Council on an annual basis to ensure they remain relevant. Either the Parish Council or the group itself can recommend that the group be disbanded, in either case, the decision will be made following discussion. However, the Parish Council reserves the right to disband the group.



The Steering group members are volunteers but will be required to comply with the Nolan principles. The Steering group will report only to the Parish Council and follow all relevant parish council and NALC guidelines.

(<https://www.good-governance.org.uk/publications/insights/the-nolan-principles>)