



20mph Scheme Working Group Terms of Reference (revised August 2025)

1. The 20mph Scheme Working Group is constituted to:
 - i) Identify key routes in the Parish which have a history of speeding reports, collected from accident data, Speedwatch data, traffic surveys or direct reports to the office.
 - ii) Research Hampshire County Council's guidance on 20mph speed limit schemes: <https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limit#step-1> to establish if the location meets Hampshire County Council's policy criteria: <https://efaidnbmnnnibpcajpcglclefindmkaj/https://democracy.hants.gov.uk/documents/s115742/Report.pdf>
 - iii) Draw up a list of suitable routes and potential costs and refer to Council for agreement.
 - iv) Subject to outcome of iii), to put the agreed routes for public consultation.
 - v) Subject to the outcome of the public consultation, to research detailed feasibility and costs of the preferred routes and present a costed action plan to Council for approval.
2. In delivering these objectives, the working group shall have authority to:
 - i) Through the Clerk, seek professional advice such as advice on legal and financial matters.
 - ii) Through the Clerk, liaise with principal authorities and request related data.
 - iii) Liaise with local town and parish councils to seek advice and guidance on similar schemes in their area.
3. Membership shall comprise of:
 - i) No less than four and no more than ten members.
 - ii) A minimum of two councillors with one serving member acting as chair of the working group.
 - iii) Community representatives, subject to the working group's view that their input adds value. This may include councillors from principal authorities and local organisations. However, note that non-councillors do not have voting rights.
4. The quorum for working group meetings shall be at least two councillors supported by a parish council officer.
5. The working group may appoint its own Chairman subject to 3ii.



6. Full Council retains overall responsibility:
 - i) The working group must provide regular progress reports to full Council.
 - ii) The working group does not have authority to agree or sign any contracts or deeds.
 - iii) The working group does not have delegated financial authority, however, the Clerk may liaise with working group members on financial matters which fall under the Clerk's delegated authority.
 - iv) The working group must not formally consult with the community until a costed action plan has been agreed by the Council.
7. The working group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
8. Conflicts of interest - working group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
9. Data protection – the working group must comply with the Data Protection Act and OPC's data protection policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.