



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

20's Plenty Working Group Terms of Reference

Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
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- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027

1. Name

The Working Group shall be known as the **20's Plenty Working Group** ("the Group").

2. Status and authority

2.1 The Group is a working group of Barrowby Parish Council and is not a committee/sub-committee.

2.2 The Group has no delegated authority to make decisions on behalf of the Council, to commit expenditure, enter contracts, or make formal representations to external bodies unless specifically authorised by a Council resolution.

2.3 The Group's role is to research, consult, develop options, and make recommendations to the Council.

3. Purpose

To support Barrowby Parish Council in exploring, developing and progressing opportunities to introduce safer speeds within Barrowby (including the potential for **20mph limits** and related measures), to improve road safety and the village environment.

4. Objectives

The Group will, on behalf of the Council, work towards the following objectives:

4.1 Village environment and character

To do what is reasonably possible, through lawful and proportionate measures, to support the village character and quality of life in Barrowby.

4.2 Road safety for vulnerable road users

To identify and promote measures that improve safety for children, older residents, pedestrians, cyclists and other vulnerable road users living in or visiting Barrowby.

4.3 Conservation Area and wider village speeds

To consider how current arrangements (including the advisory 20mph within/around the Conservation Area, where applicable) might be supported and, where appropriate, how calmer speeds could be extended more broadly across the village.

4.4 Highway authority engagement and feasibility

To liaise with Lincolnshire County Council (LCC) as highway authority (and, where relevant, South Kesteven District Council (SKDC) and other partners) to understand:

- the policy/tests for 20mph limits and related interventions,
- the evidence required (e.g., traffic speeds/volumes, collision history, community support), and
- the practical options available (statutory orders, signage, engineering, complementary initiatives).

4.5 Community engagement and communications

To propose and support appropriate publicity and resident engagement, including communications via Barrowby News, the Parish website, and other channels agreed by the Council, to ensure the project is transparent and informed by community feedback.

4.6 Funding and resourcing

To identify likely costs and funding **sources** (grants, partnerships, Council budgets, donations where lawful), and make recommendations to the Council.

- Any request for expenditure must be made to the Council for approval in accordance with the Council's Financial Regulations.
- Any funds received or held for this project must be handled through the Parish Council's proper financial arrangements and under the oversight of the Responsible Financial Officer/IFO, unless the Council resolves otherwise in a lawful manner.

4.7 Reporting

To provide the Parish Clerk with a short monthly written update (or as otherwise requested) covering activity, progress, issues/risks, and any recommendations requiring Council decisions.

5. Scope

5.1 The Group will focus on roads/areas within Barrowby where a 20mph approach is most relevant (typically residential streets, the village centre, routes to community facilities), and will be guided by LCC policy and feasibility.

5.2 The Group may also consider complementary measures that support safer speeds (e.g., gateway treatments, lining/signage proposals, community speed initiatives, education/awareness), but any proposals must be recommended to Council before action.

6. Membership

6.1 Membership will comprise:

- Parish Councillors appointed by the Council; and
- Co-opted resident volunteers / community representatives (non-voting), as agreed by the Council.

6.2 The Council will appoint:

- a Councillor Chair of the Group (and optionally a Vice-Chair).

6.3 The Group may invite external stakeholders (e.g., LCC officers, police/road safety partners, campaign representatives) to attend for specific items.

7. Meetings and administration

7.1 Meetings will be held as required, typically every 4–8 weeks, to maintain momentum.

7.2 The Parish Clerk (or nominee) will provide basic officer support as agreed (e.g., agenda coordination, circulation of papers).

7.3 Notes/actions will be recorded and shared with members and the Clerk. The Group's updates will feed into Council reporting.

8. Quorum and conduct

8.1 The quorum shall be two councillor members of the Group.

8.2 Members must act in accordance with the Parish Council's adopted standards (including Code of Conduct and declarations of interest, where applicable).

8.3 The Chair is responsible for orderly conduct, ensuring actions are agreed and recorded.

9. Communications and media

9.1 The Group will not issue statements on behalf of the Council unless agreed by the Council or authorised by the Chair of the Council/Clerk.

9.2 Public-facing communications should be aligned with the Council's agreed messaging and shared through approved channels.

10. Deliverables

The Group will aim to deliver:

- an initial scoping note (priority areas, issues, evidence required);
- an outline engagement plan (how community views will be gathered);
- a recommended options report to Council (including estimated costs, feasibility, and proposed next steps); and
- ongoing monthly progress updates.

11. Duration and review

11.1 The Group will operate for an initial period of 12 months (or until its task is completed), unless the Council resolves to extend it.

11.2 These Terms of Reference will be reviewed by the Council annually (or sooner if required).