

DERBYSHIRE SAFETY CAMERA PARTNERSHIP

STEERING/WORKING GROUP MEETING

MINUTES

Wednesday 7th April 2004

Police Headquarters – CTO Meeting Room

OPEN SESSION

1. Attendance:

David Skinner	-	Police
Geoff Hall	-	Police
Ian Windmill	-	Police
Alan Bannister	-	Police
Maggie Ward	-	Police
Ellen Li	-	Police
Liam Vint	-	Police
Martin Cantrill	-	Police
David Walker	-	Derbyshire County Council
Graham Wheatley	-	Derbyshire County Council
Pete Leigh	-	Derbyshire County Council
Paul Robinson	-	Derbyshire County Council
Neill Bennett	-	Derbyshire County Council
Jon Pumfrey	-	Derby City Council
Becky Mahon	-	CPS
Ben Cooke	-	AMScott
David Fox	-	Magistrates
Jane Kirk	-	Magistrates

2. Apologies:

Ian Butler (City), Phil Bellefontaine (County), Keith Sharples (AMScott).

3. Minutes of Previous Meeting

The minutes of the last meeting of the 25th February 2004 were read and agreed as a true and accurate record.

4. Matters Arising:

Maggie gave an update on the operations to date, as follows:-

Operations Update:

CTO Workload/Enforcement:

Geoff stated that there are currently no backlogs and no issues that need dealing with.

It was mentioned that the Startraq system should be implemented in the near future. The system has the ability to read all films in CTO, resulting in less inputting required. The contract written by North Wales has enabled other forces to join them including Derbyshire. This means that we don't have to go through the tendering process, and so it should be implemented by May.

PR/Marketing:

Maggie informed the group, that the PR/Marketing Officer post has been advertised this week.

Maggie confirmed that the PR/Marketing budget has been increased to 5% of overall expenditure, at DfT's request. It was originally set in the Operational Case at 3%.

PR/Marketing Leaflets:

Leaflets have been distributed at every Police location in the County. Pete is to see how many boxes are required for County. City also have the capacity for leaflets to be placed in each department's post tray but refuse on principle. Alan is to speak with Chief Supt Bateman regarding this. Magistrates and CPS were asked how many leaflets they require, and Liam is to send them.

Carlton Advertising:

Maggie informed the group that the Senior Partners approved cinema advertising within the Operational Case 2004/05 - £9,000.

A quote has been obtained from Carlton for advertisements at both UCI cinemas for a 52 week period at £6,760.00. The DSCP logo and website will be displayed on screen, maybe with a suitable collision photograph, and a quote.

Maggie asked if progress could be made with Carlton, and the Senior Partners agreed to action being taken. Drafts will be submitted to Senior Partners for approval before the final go ahead.

Radio Advertising:

RAM fm have visited the Project Team to discuss radio advertising. £25,000 has been placed in the Operational Case – Maggie asked if approval could be given to progress commencement of the process, and this was agreed. The advertisements have yet to be written, once completed Maggie will ensure the Senior Partners hear the productions in order to choose the appropriate recordings. We are hoping to do a promotion during June/July/August.

Video production:

A company (LBV Television) produces promotional videos, and have completed a number for other SC Partnerships. Maggie asked if research would be allowed with a view to eventually producing Derbyshire's own – it would be useful at public meetings, and could be played continually at the summer events. There are various examples from other Partnerships within the project office. Chief Superintendent Bateman suggested that contact be made with Derby University as they hold a Media

Course, and interest may be shown by the University in assisting with a production for the DSCP.

Promotional Items:

Maggie reported that promotional items have been ordered from last years budget (2003/2004) to use up some of the income. The items are in storage at the suppliers ready for delivery nearer the dates of the Events, commencing in early May.

£30,000 has been placed in the Operational Case for 2004/2005. Further promotional items will require ordering during May, and Maggie asked the Partners for approval to order some time in May – this is because it takes two months for items to be obtained by the suppliers (i.e. shipped to England from China). The Partners approved expenditure during May.

It is disappointing to note that the DSCP are having to pay to attend the local events in the County this year, i.e. Bakewell Show, Chatsworth Fair, Derbyshire County Show.

Advertising Boards:

Advertising Boards: were agreed as follows :-

- . Derby County Football Club – total cost £2,000
- . Derbyshire County Cricket Club – total cost £1,400
- . Chesterfield Football Club – total cost £2,000 (including quarter page advert in the programme for 1 year).

Derby County Football Club have also asked if we are interested in advertising on their fixture chart – the total cost varies according to size, i.e. £275 to £599 and is displayed for a full year at various locations, including their main sponsors (leisure centres, libraries, museums, night clubs, bars, hotels, anywhere the public may attend). Maggie asked the Senior Partners if they considered that progress should be made on this, and they agreed to an advert being placed.

Regional Marketing:

Maggie raised the concern that no work was being undertaken with the Regional group regarding marketing of the partnerships by Derbyshire. There is to be a Regional SC stand at the NEC within the next two months, and also research in each Partnership area. The Partners agreed to working with the Regional Group, and the commitment of expenditure to this. Expenditure is in the region of £32,000. Regional meeting is taking place on Thursday 8th April 2004.

WORKING GROUP SECTION:

5. Proposed Fixed 2003/2004 Sites:

Update from Graham.

The Senior Partners (Mike Ashworth/Tony Bateman) have finally agreed to the implementation of all 2003/4 sites, although some no longer meet the criteria. Graham confirmed that these sites are now in but are currently without power. This may be sorted out by the end of April. Any queries regarding justification to be dealt with by the Local Authority Partners.

Maggie asked about the progress of the Spondon housing, that is situated too low into the ground, and which may attract vandals. Pete investigated the matter and stated that it already has the longest post possible, so it may not be able to go higher. It was also noted that a resident had made a complaint about the housing obstructing his view and so if it was made higher he is likely to complain again.

6. Removal of 2 unused housings:

The housings on A61 Derby Road Chesterfield, and B6019 Mansfield Road South Normanton are to be removed. Two sites have been identified at Swadlincote and Alfreton. But if all else fails the housings can be utilised for the 04/05 Operational Case sites.

7. Signing:

Following an assessment of mobile sites that came on line after January 2003, a number of signs must be replaced as soon as possible (Ellen provided handouts for City + County). City/County/HA were asked to ensure that signing for 2004/5 sites meet the legislation. It was confirmed that the signs are now down, and as yet have not been replaced.

OPERATIONAL CASE 2004/2005

8. Vehicle Activated Signs:

Two signs have been installed at Quarndon and Ticknall, and are both working. It was discussed about the merits of using a VAS on category 3 sites where a mobile van cannot be placed. The general opinion was that the Partnership shouldn't be financing message signs that aren't at collision sites. Neill also stated that it is likely that people will eventually get used to these VAS and so will speed up.

9. Data Collection Equipment:

Maggie updated the group regarding the meeting which was held on 12th February to discuss progress on the data collection equipment. The project team are to test a radar device from C + A and also Golden River – they will be compared with the tubes and other current equipment during the next week or two.

If the Project Team are happy with the testing a contract will be prepared with the Contracts Section to progress through the tendering process.

10. Casualty Analysis:

Ellen will be submitting a quarterly update at the next meeting, as requested.

Alan reported that there have been no fatalities in Derbyshire during March 2004, an achievement worth noting, although this is not attributable to any operational work undertaken. The last time this occurred was in 1991.

11. Speed Data Collection:

At a meeting of the Working Group on 25th February 2004, there was a discussion on the length of time the equipment was out on site collecting data.

The Partnership have collected data over five day periods in order to obtain a realistic speed reading, spread over a week-end and including several mid-week days. This method of data collection covers the resurveys of the entire safety camera sites, and also the complaint sites. The Working Group asked that this matter be brought to the attention of the Senior Partners.

- ❖ It was suggested that, for the complaint sites, we collect data over a two/three day period, because the numbers of complaints has risen so high that we have now accumulated a substantial backlog.
- ❖ The Working Group Partners also suggested previously that data be used for site selection excluding peak periods, which would then capture some sites currently not acceptable for the Operational Case. Free flowing traffic speed data usually shows a higher speed of traffic than that including peak period time.
- ❖ A debate on what was considered to be a peak period, i.e. 8.00am to 10.00am and 4.00pm to 6.00pm, and will this differ from site to site.

The Senior Partners agreed that speed data collection would continue to be collected for five full days, and that assessments of free flowing traffic data during the five day period may be used when selecting sites.

12. Legacy Sites:

Quite a number of legacy sites and sites selected in the earlier days of the DSCP do not meet the criteria for cameras (although approved by DfT in previous Operational Cases – before the criteria existed). DfT are to make a decision in the near future as to what Partnerships should do with legacy/dormant sites. The research is to be undertaken by DfT and other Partnerships.

13. Plain Vehicle:

Information item. This vehicle has been received at Police HQ, and is now in use.

14. Anti-skid Surface at Middlecroft Staveley (Chesterfield):

The Film Viewing Section has reported that this is still occasionally giving viewing problems. Geoff is to contact Graham to discuss the issues. One suggestion made by Graham is to use cat's eyes to illuminate the markings. However he stated that this may cause the same problems to motorcycles as that of Hi stars. The situation still needs to be resolved.

15. Anti-Graffiti Coatings:

Ian Windmill had previously contacted a company to trial anti-graffiti coatings to the housings in the Harvey Road area – the result was that it did not work on the camera lenses due to the smooth surface, but it is to be used on the housings in this area. Maggie to progress.

Gatso front photography: Trialled in Essex. Used purely for identification – not type approved, but used in conjunction with current rear photography – using optical sensor – sites on top of robot system. 2 systems: wet film / digital - currently researching the flash. A visit is to be made in the near future.

16. OPERATIONAL CASE 2004/2005:

Maggie reported that the Department for Transport has contacted all Partnerships, requesting more details on certain aspects of their Operational Cases. Derbyshire have received fifteen minor caveats, and all have been answered within the deadline of 15th March 2004.

As soon as the MOU has been written and agreed the Operational Case document will be reprinted for the Partners.

17. Service Level Agreement / Memorandum of Understanding:

The SLA (Memorandum of Understanding) has not yet been finalised for the DSCP. Maggie informed the group that Dan Tank has discussed this with Senior members of the HA with a view to reducing their commitment from 25% to 5%. This is causing the HA some difficulties as the risks are too high. The Partners felt that it was important that the HA stay within the Partnership and Chief Superintendent Bateman is to write to HA expressing concern. (Dan is to forward to Chief Superintendent Bateman a response from Gary Crockford regarding the HA views on commitment within the MOU, and once received Chief Superintendent Bateman will write to the HA).

18. Any Other Business:

Martin Cantrill reported to the Partners that a letter had been received from the Department for Transport on the quarterly reporting system. This is to be improved, and the reconciliation will be adjusted at each quarter – this will ensure tighter control on the finance.

19. Date of Next Meeting:

Thursday 20th May 2004 – at 2.00pm - ***New Reception Room – Police HQ***