

**DERBYSHIRE SAFETY CAMERA PARTNERSHIP**

**STEERING/WORKING GROUP MEETING**

**MINUTES**

**Wednesday 15<sup>th</sup> December 2004**

**Police Headquarters – New Conference Room**

**OPEN SESSION**

**1. Attendance:**

Matt Pickard	-	Police
Margaret Ward	-	Police
Roy Stevenson	-	Police
Geoff Hall	-	Police
Ellen Li	-	Police
Rebecca Hampson	-	Police
Liam Vint	-	Police
Neill Bennett	-	Derbyshire County Council
Paul Robinson	-	Derbyshire County Council
Pete Leigh	-	Derbyshire County Council
Ian Butler	-	Derby City Council
Jon Pumfrey	-	Derby City Council
David Fox	-	Magistrates
Jane Kirk	-	Magistrates

**1. Apologies:**

David Skinner (Police), Martin Cantrill (Police), John Buttress (Police), Philip Bellefontaine (County), Graham Wheatley (County), Sue Pollard (County), David Payne (City), Andy Roberts (City), Keith Sharples (AMScott), Ben Cooke (AMScott), Sue Savage (Magistrates), Becky Mahon (CPS), Andrea Charity (CPS), Louise Harper (CPS).

**3. Minutes of Previous Meeting**

The minutes of the previous meeting held on 4<sup>th</sup> November 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:**

**Casualty Analysis:**

A flow chart based around problem sites has been devised by Ellen and the Project Team and ratified by the Senior Partners (the flow chart will be published on the website, along with the DfT handbook document).

### **CTO Workload/Enforcement:**

Geoff confirmed that everything is running well. Maggie suggested that it may be useful for the other Partners to have a look at the new computer system that has been implemented within the CTO.

### **PR/Marketing:**

### **Website Administration (Freedom of Information):**

Much work is being undertaken on the DSCP website [www.slowitdown.co.uk](http://www.slowitdown.co.uk) in readiness for FOI Act that comes into effect on 1<sup>st</sup> January 2005. The website will soon contain:-

- Casualty/collision stats – Will be made available in January.
- Speed stats
- FAQs
- Glossary of terms
- The Handbook for 2005/2006
- All Minutes of meetings
- All Operational Cases (those approved by DfT)
- Links to many other websites, e.g. Partners, other Partnerships, DfT etc.
- Finance. The public will be directed to Derbyshire County Council regarding the September publication of the annual accounts.

A huge amount of work is being undertaken in relation to developing a procedure for handling mail - the Act requires an audit trail and each letter will require a form filling in and an entry onto a special log sheet.

### **WORKING GROUP SECTION;**

#### **5. Proposed 2003/2004 Sites:**

A6 Ambergate – Installed but awaiting power and signage.

Woodville – Installed but awaiting power.

### **OPERATIONAL CASE 2004/2005**

#### **6. Proposed Fixed 2004/05 Sites**

Pete confirmed some housings still aren't in yet. These include Langley Mill, Sandiacre and Sinfin Lane.

#### **7. Proposed Mobile 2004/05 Sites**

Hardstandings at the following locations are planned:

Hearthcote Road, Swadlincote - Roy stated that the hardstanding is in but no camera signs have been put up. Pete is to investigate as enforcement is due to take place soon.

A6 Dove Holes – To be completed in January

A6 Northwood – Hardstanding has been improved and is now suitable for use.

Burton Road Littleover – Has now been completed.

Duffield Road, Allestree – Due to be started in January.

Station Road, Mickleover – Due in the next financial year.

### **8. Vehicle Activated Signs:**

Graham previously stated to Maggie that six signs are to be delivered on Friday. Jon also confirmed that they are ready to place an order for a VAS on Shardlow Road. The cost should be around £5000.

### **9. Speed Data Collection Equipment: (Loops and Radar)**

Neill, Maggie and the Police Contract Section are working together within the contract process. Realistically it will be around May/June 2005 before the new systems are in place.

### **10. Operational Case 2005-2006:**

Senior Partners met on the 24<sup>th</sup> November 2004 to discuss the draft Operational Case 2005/2006 - approval was given to the following:-

- Assistant Data Analyst (as discussed previously)
- Website Administrator
- Data Collection/Enforcement Supervisor (support staff). This role will also include dealing with other Partnership enquires.
- Enforcement - Other Partnership Enquiries (two additional staff)
- Data Collection Admin Officer (already approved - progress with recruitment is already underway)
- Mobile Gatsos - (two). Looking into this for around April 2005.
- Hardstandings at Chesterfield:
  - Sheffield Road, Stonegravels
  - Chesterfield Road, Dronfield.
- Vehicle Activated Signs (ten signs). The criteria has now been changed by Government. Previously VAS could be sited at Community Concern Sites (i.e. Cat 3). However this has now been changed to Core Sites only.
- Vehicle for enforcement purposes (eg other Partnership Enquiries)
- The new Speed Data Collection kit will have to roll forward into the new Operational Case year due to contract timescales.
- Document Scanning System - add on to the CTO StarTraq auto film viewing system. This is to be progressed in the new year. It is likely that the equipment will be purchased from StarTraq, as it is guaranteed to be compatible with the existing system.
- Website Payments System - add on to the CTO StarTraq auto film viewing system. This will have the ability for the offender to pay via the website, and will include all relevant information about their offence. This can be accessed by their own pin number.
- Folder Inserter upgrade - CTO
- Meeting Room conversion. This will be done to provide extra office space to accommodate new staff.

Once approval has been received from DfT a copy of the document will be circulated to the Senior Partners and the Working Group members.

**11. Any Other Business:**

Marketing initiatives for 2005 were highlighted by Rebecca and Maggie. These include bus back advertising, Regional Partnership advertising (including a possible television campaign), and information boards at Donnington Park with the message that speeding is for the race track, not for the roads.

Roy mentioned that an inverter is being looked into so that power can be provided at the County shows. Matt raised the point that they have been used for ANPR and are not efficient, and so an alternative solution may need to be found.

**12. Date of Next Meeting:**

16<sup>th</sup> February 2005 – 2.00pm – New Reception Room Police HQ.