

Hindolveston Parish Council
Traffic Speed Management Policy

Dated 20 July 2017

Adopted 15 June 2017

Revision 1 dated 20 July 2017

General

1. In January 2017, the Hindolveston Parish Council voted unanimously to seek a grant to support the purchase of a Speed Indicator Device (SID). The application was successful and the SID was bought from Westcotec Traffic Safety Systems based in Dereham. The purchase included a spare battery, brackets, 2 new posts that were pre-placed in the village and the peripherals to enable the download of data collected directly from the SID. The SID was delivered on 30 May 2017.

Parish Council Responsibilities

2. The Parish Council is responsible for the operation of the SID but delegates the running of the system to an appointed Speed Management (SM) team. This team comprises a team leader and deputy and at least 2 but no more than 4 residents from the village to operate and maintain the system all of whom will be required to comply with the conditions set out in this policy.

3. The names of the current management team can be found at Annex A. Any changes will be reported to the Parish Council by the team leader who will also seek approval for the change to Annex A of this policy at the following scheduled Parish Council meeting.

4. For insurance and liability purposes, only the nominated team members, who are undertaking their duties maintaining and moving the SID and conducting site inspections, are deemed to be working on behalf of the Hindolveston Parish Council.

Speed Indicator Device (SID)

5. The SID is movable by hand and its key functions are:

- To indicate to a driver moving towards the SID the speed of the vehicle
- To indicate to a driver to SLOW DOWN if the vehicle is exceeding the speed limit for that location
- To record the speed and time of all vehicles at the point the SID radar is triggered

6. The SID system is activated by an oncoming vehicle 50 - 100 meters away and will continue to track its speed until the vehicle passes the SID. As the maximum speed limit throughout Hindolveston is 30 MPH, the SID will respond as follows:

- Below 20 MPH, nothing is shown
- Between 20 to 30 MPH, only the speed of travel is shown
- Between 30 to 40 MPH, the speed of travel and 'SLOW DOWN' are shown
- Higher than 40 MPH, only 'SLOW DOWN' is shown

7. The Speed Management team leader/ deputy will, periodically, download the data gathered by the SID for analysis and publication onto the village website. It

should be noted that whilst the SID is unable to record details of the vehicles themselves, the data can be used to justify action by the police to instigate physical speed checks.

SID Sites

8. The SID is mounted on 76mm galvanised steel posts, in a variety of positions around the village, using brackets which are secured and padlocked to the posts. Only SM team members are authorised to move the SID between sites.

9. All the SID sites have been approved by the Highways Department of Norfolk County Council (NCC). A single post may host multiple sites where the SID is mountable to face traffic from different directions. The list of sites, with grid references, is provided in Annex C.

10. It is NCC policy that the SID may not stay on a site for more than 28 days and that it may not be returned to that site within the following 56 days.

Site Movement Schedule

11. The selection and frequency of the SID sites are done by the SM team. This schedule will be known only to this team but a copy will be filed with the Parish Clerk for formal record keeping only. Ordinarily, no-one else is to be informed of the schedule; the only exception being the police and only if it is specifically requested.

Speed Management (SM) Team Responsibilities

12. The SM team is responsible to the Hindolveston Parish Council for the operation, positioning, maintenance and record keeping of the SID. The associated list of tasks is shown below:

- To deploy the SID in a safe and secure manner, all year around, using only the approved sites and in accordance with the time restrictions time above
- To ensure that the spare battery is fully charged and available for deployment within 24 hours
- To ensure site serviceability by making routine checks of all sites, regardless of use, at time intervals of no more than 3 months
- To maintain an SID logbook and to ensure the relevant information is made available on the village website in a timely manner

SID Logbook

13. The SM team leader is responsible for maintaining the logbook. It will include, as a minimum, the schedules for movement and service checks, an up to date record of team members, approved sites, serviceability checks and soft copies of the downloaded data.

14. With the exception of the Site Movement Schedule, all other information will be made available to the public either via the website or upon request via the Parish Council clerk.

SID System Health and Safety Considerations

15. Members of the SM team involved in the physical movement or maintenance checking of the SID are expected to take all reasonable precautions to ensure their safety, that of the public and any passing traffic.

16. For the dismounting, movement and remounting of the SID, it shall be done:

- In daylight hours and only if road and weather conditions are favourable
- By a minimum of 2 team members wearing high visibility clothing
- In accordance with a pre-determined Site Movement Schedule

17. For the maintenance and serviceability of the SID, it shall be done:

- In daylight hours and only if road and weather conditions are favourable
- By an appointed team member wearing high visibility clothing
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Speed Management Membership

18. Membership of the SM team is entirely voluntary and is drawn from residents of Hindolveston. Team members must be at least 18 and be in good enough physical condition to hold and carry the SID short distances.

19. Membership is conditional to agreement to comply with the latest version of the Hindolveston Traffic Speed Management Policy using either the template at Annex B or by a similar worded declaration sent by email. Members may resign at any time but they are expected to notify the team leader/ deputy immediately thereafter and to respect the confidentiality of the Site Movement Schedule.

Speed Management Team Members

@ 30 May 2017

Team Leader: Phil Brown

Team Deputy: Wayne Bowditch

Team Member: Ged Robinson

Team Member: Neil Gladwell

Team Member: No appointment yet

Team Member: No appointment yet

Last updated 15 June 2017

Declaration to Comply with the Hindolveston Parish Council Traffic Speed Management Policy

I agree to comply with the conditions set out in the main body of this policy and any updated versions thereafter.

Signed.....

Dated.....

Hindolveston Speed Indicator Device (SID)

Approved Site Locations @ 01 June 2017

Site#	Site Description	Grid Reference
1	Melton Road: Mounted on the Hindolveston village sign facing north for incoming traffic	TG 038297
2	The Street – East: Mounted on the 30 MPH repeater sign or Playing Children sign between Beck Farm and the Rec, facing east for incoming traffic	TG 043294
3	The Street: Mounted on the new post on the edge of the pavement by fence to #16 The Street facing west	TG 035293
4	The Street: Mounted on the new post on the edge of the pavement by fence to #16 The Street facing east	TG 035293
5*	Foulsham Road: Mounted on new post in the embankment close to the entrance of Royston House facing south for incoming traffic	TG 037291
6*	Foulsham Road: Mounted on new post in the embankment close to the entrance of Royston House facing north for outgoing traffic	TG 037291
7	Pinfold Lane: Mounted on Give Way sign at junction with The Street facing south east for incoming traffic	TG 033293
8	Tipples Lane: Mounted on the 30 MPH repeater sign near entrance to the lane on Fulmodeston Road facing west	TG 030294
9	Tipples Lane: Mounted on the 30 MPH repeater near entrance to the lane on Fulmodeston Road sign facing east	TG 030294
10	Fulmodeston Road – Mid: Mounted on the 30 MPH repeater sign by #21 facing west	TG 027294
11	Fulmodeston Road – Mid: Mounted on the 30 MPH repeater sign by #21 facing east	TG 027294
12	Fulmodeston Road – West: Mounted on the bend sign facing west for incoming traffic	TG 025295
13	Fulmodeston Road – West: Mounted on the bend sign facing east for outgoing traffic	TG 025295

- * sites 5 & 6 are under review

Last updated 20 July 2017