

WORKING TOGETHER TO REDUCE SPEEDING

Suffolk County Council, Suffolk Constabulary and the Police & Crime Commissioner have worked together with local people for many years to tackle concerns about speeding. We have developed an approach which offers both enforcement and education to suit the needs and concerns of local communities.

Individuals with concerns about speeding are encouraged to contact their Parish or Town Council (Local Council) to ask them to take action on their behalf. Where there are no such councils, individuals should initially contact their local county councillors to consider what can be done and whether any other organisations can assist.

There are 4 different ways a Local Council can approach the problem of speeding:

1. Request **Police Enforcement** from Safer Neighbourhoods Team (SNT) or ask for a visit from Suffolk SafeCam's Community Enforcement Team.
2. Form a **Community Speed Watch (CSW)** group to help educate drivers.
3. Purchase a **Speed Indicator Device (SID)** and have volunteers move it from site to site.
4. Request to be included on the County Council's **Temporary Vehicle Activated Sign (TVAS)** programme.



Police Enforcement



Community SpeedWatch volunteers SID



Parish/Town Council purchased SID



County Council deployed TVAS

1. Police Enforcement

Concerns about speeding which require enforcement should be communicated to the Safer Neighbourhood Teams. Details of local SNTs can be found on the Suffolk Police website www.suffolk.police.uk.

The SafeCamTeam operates a number of mobile enforcement vehicles, which are deployed across the county of Suffolk.

Proactive speed enforcement only takes place in Suffolk at locations where there is an on-going risk of collisions, where a number of fatal or serious injury road traffic collisions have occurred or where there have been substantiated complaints from local people.

Suffolk has four operational fixed camera sites:

- A140 Coddendam
- A12 Benhall
- A14 Orwell Bridge (Average Speed Camera)
- A12 between East Bergholt and Stratford St Mary (Average Speed Camera)

Alternatively, Suffolk SafeCam Community Enforcement Team operate a number of mobile enforcement vehicles across Suffolk; requests are discussed at a monthly tasking group where deployment of their vans is prioritised. Locations are displayed weekly on the Suffolk Constabulary website and information can also be found on Twitter at [@NSSpeedCameras](https://twitter.com/NSSpeedCameras)

Requests for Safecam support should be sent by email: cto@norfolk.pnn.police.uk

2. Community Speed Watch (CWS)

This initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, monitoring speeds at safe locations with speed detection equipment. The aim is not to catch as many speeding drivers as possible but to reduce speed in areas of concern. It informs drivers that excessive speed is socially unacceptable and helps to re-educate drivers about the dangers of speeding while addressing concerns from residents about cars speeding through their neighbourhoods.

The intention is that Parish and Town Councils will purchase their own speed gun which is often used in conjunction with a Speed Indicator Device (SID), enhancing the CSW activities.

How CSW works:

- Trained volunteers verify and record the registration numbers of offending vehicles.
- These details are forwarded to Suffolk Police who will send offenders a letter.
- A maximum of two letters will be sent to offenders.
- Persistent offenders may be targeted for police enforcement.
- Follow-up work on education and enforcement by Suffolk Police and our partners will also take place when appropriate.

For further information about the scheme, please visit the Suffolk Police website.

For existing CSW co-ordinators wishing to learn more about the SID loan scheme, please email suffolkroadsafe@suffolkhighways.org

3. Speed Indicator Device (SID)

Parish and Town Councils (Local Council) can purchase their own Speed Indicator Device (SID) with volunteers moving it from one predetermined site to another within 30mph restricted roads. Residents and Councillors know their community better than anyone and by completing a Site Suitability Checklist identify suitable sites for themselves. They then submit completed Checklists to Suffolk Highways to have the individual sites "signed off". Once a short Agreement has been completed the local council is then authorised to operate their SID at the approved sites. The Checklist and Agreement are included in this Information Pack.

Step - by Step Process:

1. The Local Council decides that a SID may address concerns about speeding.
2. Discussion about sites, availability of volunteers required to move the SID, possible partnerships with adjacent Councils and the cost of purchasing a SID.
3. Download and complete Site Suitability Checklists for each individual site; complete and submit to Suffolk Highways via SafetyandSpeedManagement@suffolkhighways.org or by posting to Suffolk Highways, Phoenix House, 3 Goddard Road, Ipswich IP1 5NP with written evidence that local residents do not object to location of SID/TVAS. (See draft letter for residents in FAQs.)
4. Suffolk Highways reviews site(s), confirms if suitable and returns copy of counter-signed Checklist.
5. Local Council decides to proceed and negotiates with manufacturer to purchase a SID (prices vary considerably as a number of additional features are available such as red/green display, smiley/sad face, SLOW DOWN/ THANK YOU, speed data collection).
6. The local Council also needs to purchase a mounting bracket with the SID; it is preferred that the bracket is moved with the SID although some chose to purchase a bracket for each site and leave in-situ. Bracket should be the same colour as the SID.
7. Local Council download Agreement, complete and return to Suffolk Highways as confirmation that they have purchased a SID.
8. Suffolk Highways will then, if necessary and free of charge, replace existing sign pole(s) to give correct operational height or install a separate new pole as required. For new pole the local council will be given "Kill Your Speed" campaign poster mounted on the pole. N.B. using existing sign poles is preferred.
9. Local Council provides training for volunteers to move SID and commences operation.

Critical issues to be considered by the Parish or Town Council identifying suitable sites:

1. Ideally 100m clear sight line, wholly within 30 mph limit but not at junctions or on roads with high densities of driveways, where the SID may obscure or distract from other traffic movements.
2. A minimum distance of 80m will be accepted but it has to be sufficiently within the speed limit to not catch those who are still braking as they enter the restriction.
3. No significant distractions, such as bends, crossings, junctions, high density of roadside development etc.

4. No existing features that would or would have potential to interfere with the sight line such as road signs or vegetation, unless, in the case of the latter, they can keep it cut back.
5. The proposed location must provide 0.5m lateral clearance of the device to avoid it being struck by an HGV mirror
6. The ground should be reasonably wide and flat to work at safely.
7. The SID should ideally be sited on the near side of the road.
8. There must be suitable off-road parking area available within the vicinity for the Parish Representative to erect / remove device (and for SCC's contractor to replace/install pole if required, protected by parked vehicle).
9. Using an existing sign pole is preferred; Suffolk Highways will determine if one is tall enough to give correct mounting height and replace if necessary.
10. If a new pole, a suitable sign should already be present for when the SID is not in use to avoid leaving a bare pole; the Kill Your Speed "campaign" poster should be provided when confirming the go-ahead.
11. It is anticipated that in most instances each Local Council will only be submitting a few sites at which they wish to operate their SID, usually on the main approach roads; in these circumstances cost of any replacement of existing, or installation of new poles, will met by the County Council in recognition of the work being done by the local community.
12. SIDs should not be attached to street lighting columns, telephone or electricity poles.
13. On a verge, the lower edge of the SID should be between 1.3 – 1.5m above the adjacent carriageway; if over pavements 2.1m is acceptable but 2.3m preferable. However, if routes are used by cyclists it may be necessary to provide 2.5m clearance.
14. Support must be obtained from residents adjacent to the site.

Site Suitability Checklist; A separate form must be completed for every single site and submitted to Suffolk Highways. Suffolk Highways will review each site, confirm if suitable then return to the originator a counter-signed copy of Checklist. If residents object to a particular chosen site that is a matter wholly for the Local Council to resolve and the County Council will not get involved in any dispute if they proceed with a particular site against the wishes of a resident.

There will always be the odd occasion that Suffolk Highways determines that a site is not suitable but we hope this will be a rarity and the reason for rejection will be made clear.

Agreement: It is an essential part of the process that the Local Council enter into a formal Agreement with the County Council to cover the delegation of management responsibility to another tier of local government. Local Councils must also purchase their SIDs directly from the manufacturer but some guidance is available; the local County Councillor may be prepared to make a contribution to the SID purchase. Once the Local Council has committed to proceed they then download a copy of the Agreement, complete and return to Suffolk Highways as confirmation that they are purchasing a SID. At this point Suffolk Highways will then, if necessary, replace existing sign poles to give correct operational height or install new poles as required.

The Agreement confirms that the Local Council will provide training and high-visibility clothing for volunteers before commencing operation of their SID.

SAFETY MANAGEMENT

Local Council deciding to manage a SID will be responsible for ensuring that safe systems of work are adopted and followed by volunteers, taking into account the risks to both volunteers and road users. Suffolk Highways can offer advice on setting up a SID.

Suffolk Highways recommends:

1. A minimum of two people to be present when a SID is being placed or removed, or batteries changed, with one person whose role is to watch over the operation including observing oncoming traffic.
2. A mobile phone to be available with contact numbers to call for assistance if needed.
3. Where it is reasonable to do so, a SID shall be mounted at a height which does not require climbing on to any step or platform. Where there is no other suitable location we may recommend a higher mounting height up to 2.3m where the proposed location is adjacent to or above a footway. In this instance the Parish or Town Council will be required to understand the risks associated with installing and removing a SID at this height before confirming that they would like to proceed.
4. Any vehicle used for transport to the location to be parked in a safe place. If it is possible to park safely on the road, this can help move passing traffic further away. This is especially important if it is necessary to work from a step or platform.
5. High visibility clothing to be worn (minimum of long sleeved high visibility jacket). If working on uneven ground, boots with good ankle support to be worn.
6. Where it is necessary to work off the ground, a platform or set of steps should be selected most suited to the location(s). The HSE toolkit for working at height can be found at <http://www.hse.gov.uk/work-at-height/wait/intro.htm> . Among the factors to consider are:
 - a. The platform or steps must be free standing and self-supporting, not leant against a post or similar.
 - b. Use individually adjustable feet or levelling mats to ensure stability where ground is uneven.
 - c. People using the steps or platform must be sufficiently fit and able to do so safely.

Suffolk Highways details

SafetyandSpeedManagement@suffolkhighways.org **or write to:**

Safety and Speed Management Team, Suffolk Highways, Network Regulation, 3 Goddard Road, Ipswich, IP1 5NP

4. Temporary Vehicle Activated Signs (TVAS)

If a Local Council is unable or unwilling to run a CSW group or manage their own SID they can request inclusion in the County Council's TVAS programme. We have a number of movable VAS which, when triggered, display the speed limit red roundel sign with "SLOW DOWN". These are deployed by our Contractor at each agreed site for two weeks, two or three times a year (hence "temporary").

Site Suitability Checklist: In exactly the same way as for the Local Council owned SIDs, the community identify suitable sites and the Local Council complete the Site Suitability Checklists

and submit them to Suffolk Highways for review. The same criteria apply except TVAS can also be used within 40 mph restrictions, whereas a SID cannot, for reasons of volunteer safety.

If a site is suitable, inclusion in the TVAS deployment programme is at the discretion of the Suffolk Highways's Road Safety Manager. Priority will be given to sites when there is a record of traffic casualties associated with inappropriate speed. To avoid confusion and possible aborted visits, TVAS will not be deployed in close proximity to community operated SID sites.

Details of the dates and location where the TVAS are deployed is updated regularly and published on www.suffolkroadsafe.com

FREQUENTLY ASKED QUESTIONS – SIDS & TVAS

QUESTION	ANSWER
Requests/General	
If drivers are seen to be exceeding the speed limit will they be prosecuted?	The SIDs are used for educational purposes, not enforcement. Drivers will not be prosecuted.
We can afford to purchase a SID but cannot find a volunteer to install it; will SCC do it on our behalf?	Unfortunately, Suffolk Highways is not in a position to do this. Some organisations may choose to pay individuals to carry out this work. If the site meets the suitability criteria, then a request could be submitted for inclusion on the TVAS deployment rota.
As a resident, I am concerned about speeding, can I request a SID?	Suffolk Highways will only consider requests from an organisation (or elected representative). Please express your concern to your local Parish or Town Councillors and propose this option.
As a resident, I object to the chosen site. Who has the final say?	This is a matter for the Local Council to resolve and Suffolk Highways does not wish to be involved in any dispute over sites which are opposed by a resident. To avoid disputes with residents, Local Councils are required to provide evidence that residents have been consulted when submitting site proformas. See draft letter with the site suitability checklist. If a resident object to the location, there is no requirement for Suffolk Highways to see the letter as the location will not be considered. If resident has approved the location, then the letter should be submitted with the Site Suitability checklist.
Can a SID be used in a 20mph or 40mph limit?	SIDs can only be used by volunteers within 30mph or 20mph restricted areas; the increased risk of working with potentially higher traffic speeds within a 40mph area is not acceptable N.B. The Suffolk Highways owned TVAS can be deployed in 40 mph restricted areas by our Contractor with additional safety measures.
Can a SID be used on a private road	The use of a SID on a private road is a matter for the Parish/Town Council to discuss with the owner(s) of the road.
Assessments	

What happens if Suffolk Highways rejects the site assessed as suitable by the Parish/Town Council?	Suffolk Highways will state its reason for rejection against the stated criteria, but, it should be obvious when working through the checklists if a site is suitable.
Is there an appeal process?	It is hoped that the Local Council can identify an alternative site however it will always be possible that there is no suitable site from which a SID or TVAS can be operated.
Legal Agreement	
Why is it necessary for a Council to sign a formal Agreement?	SCC is responsible for the highway. In this instance SCC is prepared to delegate powers to organisations however it is necessary for SIDs to be erected correctly and volunteers must operate safely. Without that written reassurance, SCC is unable to allow an organisation to proceed. Organisations will be responsible for arranging insurance to cover the use of the SID and for developing and operating safe systems of work.
Site specific	
What happens if there is not a suitable post for the SID to be attached to?	Using an existing sign post is preferred; Suffolk Highways will determine if an existing post is tall enough and replace if necessary. Alternatively, Suffolk Highways will install new posts if required.
How many sites can a Local Council request for assessment?	There is no limit to the number of site requests that a Local Council can submit however Suffolk Highways is anxious not to have numerous empty posts and will only cover the cost of the installation of up to 6 posts.
What happens if a post gets damaged?	The damage should be reported directly to SafetyandSpeedManagement@suffolkhighways.org The post will be replaced free of charge within 14 weeks, in recognition of the work being done by the local community.
The site is within a conservation area, will that be an issue?	Generally, Suffolk Highways standard traffic sign posts are grey however in Conservation Area, we will endeavour to erect black posts. It is important to complete the appropriate box in the proforma.
Purchase	
How much does a SID cost?	Devices vary in price; those that Suffolk Highways has reviewed cost between £1500 and £3500 approximately, depending upon functionality and battery quality.
Our PC/TC cannot afford to purchase a SID outright. What should we do?	In some instances, County Councillors have contributed to the purchase of a SID. It is quite feasible to purchase a SID in partnership with a neighbouring organisation. Community Speedwatch groups share SIDs and this appears to be working well.
Why is Suffolk Highways encouraging Local Councils to purchase SIDs from an approved shortlist?	Suffolk Highways wanted to ensure that SIDs are light-weight, easy to install and, if required, display speed data appropriately; they are meant for temporary use and to be moved from site to site. Information about SIDs can be obtained in the first instance from Safety&SpeedManagement@Suffolkhighways.org
Why is it not possible to purchase VAS rather than SIDs?	Suffolk Highways follows Department for Transport advice and guidance for traffic signs which includes VAS. Only Highway Authorities or other approved bodies are deemed responsible for

	signs on the Highway. Such guidance does not apply to SIDs as they are not classified as signs. Hence SIDs can be deployed where communities want to be proactive as long as they comply with the site suitability assessment. By specifying that communities can only operate SIDs also removes any confusion for responsibility for who is operating what on the Highway.
Why are some community groups operating VAS?	Our original policy was open to interpretation but has now been fully reviewed following new DfT guidance published in January 2015 (TAL 01/15). In future we can only permit SIDs to be licensed for use by community groups.
Will SIDs record speed data?	Some SIDs record data and a Parish or Town Council may decide to incorporate this in their specification when considering purchasing a SID. Suffolk Highways has access to data from its own recording equipment and does not require data from Parish or Town Council owned SIDs.
Safety Training	
What will volunteers be required to do and wear?	Volunteers will be required to work in accordance with the safe system of work which the Organisation has put in place. See SAFETY MANAGEMENT above.
How long should a sign be left at one location?	Organisations should leave signs in place for no more than 4 weeks and then remove or relocate them for a similar period. This should ensure that drivers do not habitually see SIDs and ignore them.

13th December 2018

SITE SUITABILITY CHECKLIST: A separate form is to be complete for each site proposed.

N.B. Applications will only be accepted from Parish, Town or District Council representatives with written evidence of residents' approval.

Location	
Parish / Town	
Road Name / Number	
Description of location	
OS Grid Reference https://gridreferencefinder.com	
Photographs / Images (If possible, provide imagery or link to online imagery to aid site identification)	

General site details		
Is the site within a 30mph speed limit?	Yes	No
Will the SID be visible to an approaching vehicle from 100m?	Yes	No
At 100m away, is the speed limit still 30mph?	Yes	No
For the entire distance that the SID can be seen is the road free of junctions and driveways?	Yes	No
Will the SID be placed on the same side of the road as approaching traffic?	Yes	No
Is there suitable off road parking at or near the location to enable the SID to be mounted/dismounted safely and without obstructing the carriageway?	Yes	No
In the summer is tree or hedgerow growth likely to obscure the SID	Yes	No
Do local residents approve of the location? (Letter attached as evidence)	Yes	No
Is the location in a Conservation Area?	Yes	No

Specific site details		
Is there an existing traffic sign pole at the site (this is preferred).	Yes	No
Is the existing pole tall enough to mount the SID with the existing sign	Yes	No
If the pole is by a footpath can the SID be mounted to allow at least 2.3m clearance between the ground and the bottom of the device?	Yes	No
Is the ground at the site firm and level?	Yes	No
Is there sufficient room at the site to allow safe access and 0.5m clearance from the edge of the SID to passing traffic?	Yes	No

Form completed by:			
Name:		Signature:	
			Date
Position:			
Address and Email:			

Authorisation for or on behalf of Suffolk County Council by:			
Name:		Signature:	
			Date
Position:			

Draft resident letter

Dear _____,

_____ Council wishes to seek permission from Suffolk Highways to erect a

post at _____ so that a speed

indicator device (SID) or vehicle activated sign (VAS) can be temporarily installed.

Details of the SID/TVAS scheme can be found at www.suffolkroadsafe.com

Can you please indicate whether you:

- a) Are happy for a post to be erected at XXXXX (location) so that a speed indicator device can be attached to it temporarily,
- b) Would like more information and a meeting with a representative of the Parish Council to discuss further, or
- c) Are unhappy with the proposal and would not want a post at this location. Suffolk Highways will not consider a location if a resident is unhappy with the proposed siting of post.

Yours

Name

Job role

AGREEMENT pursuant to Section 72 Road Traffic Regulation Act 1984 dated this [] day of [] BETWEEN SUFFOLK COUNTY COUNCIL of Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX ("The County Council") and [] ("The Organisation")

WHEREAS

- (1) The County Council by virtue of the Highways Act 1980 and section 50 of the New Roads and Street Works Act 1991 is the highway authority for the County of Suffolk and the Traffic Authority for the purposes of traffic management in the County.
- (2) The Organisation wishes to enter into an Agreement for the purposes of deploying on or near any road, other than a footpath or bridleway, mobile speed indicator devices ("the Devices") for the purpose of alerting drivers to excessive speed on highways within the Organisation's area.
- (3) This Agreement is made pursuant to Section 72 of the Road Traffic Regulation Act 1984 (the 'Regulations') and sets out the conditions upon which the County Council grants the Organisation permissions as permitted under the Regulations for the installation of Devices.

THE COUNTY COUNCIL AND [] AGREE:

1. The Organisation shall only purchase Devices which are registered against the relevant Traffic Open Products and Specifications (TOPAS) (previously referred to as Department for Transport 'Type Approval')
2. The Devices shall be installed and maintained at locations as shall be authorised in writing by an officer of the County Council or their Appointed Agent.
3. The Organisation shall, if instructed by the County Council, immediately remove any Device from the highway which is not being operated at an authorised location; retrospective authorisation may be sought.
4. The Organisation shall carry out any works specified by the County Council to ensure the installation of any Device in the highway does not prejudice the fabric of the highway, the County Council's duty to maintain the highway or the health and safety of the public.
5. The Organisation shall be responsible for the cost of repairing, maintaining or replacing the Devices and shall if necessary repair or replace any Device so as to avoid the Device becoming a nuisance or danger to users of the highway or to any other person including adjoining landowners.
6. The Organisation shall ensure that any operations involved in the transportation, installation, use or maintenance of the Device comply with all health and safety procedures, laws and appropriate codes of practise including by way of non-exclusive, for example the provision of high-visibility clothing.
7. The Organisation shall ensure the appropriate training, health and safety of any employee, volunteer or contractor engaged on its behalf to carry out any works or operations under this Agreement.

8. The Device shall remain the sole responsibility of the Organisation and the County Council shall not accept responsibility for any damage to the Device or interference with such howsoever caused.
9. The Organisation shall ensure that the Device will be in one location for no more than 4 weeks at a time.
10. The Organisation will indemnify the County Council against any loss or damage arising out of any negligent act or omission of the organisation and /or its agents acting under its direction in relation to the installation, operation and/or removal of the devices. Such indemnity will be limited to the lesser of £10 million or the amount payable by the organisations insurers in respect of any claim.
11. The Device must be placed to minimise the need for working at height, but with a minimum height clearance of 2.3m over a pavement (footway) or 2.5m adjacent to, or above, a cycleway
12. The Agreement shall be terminable without fault by either party upon three months written Notice being given by one party to the other at the addresses recorded in this Agreement.
13. The County Council may terminate this Agreement without Notice if:
 - (i) The Organisation fails to comply with any of the conditions specified in the Agreement.
 - (ii) The Organisation ceases to use or has abandoned the Device or intends to do so.
 - (iii) The County Council as Highway Authority considers the withdrawal necessary for the purpose of the exercise of their powers and duties as Highway Authority.
14. When the Agreement terminates the County Council may:
 - (i) Remove the Device(s) and reinstate the highway and recover from the Organisation the expenses incurred in so doing; or
 - (ii) If satisfied that the Organisation can, within such reasonable time as the County Council may specify, authorise the Organisation at its expense to remove the Device and reinstate the highway.
15. All notices in connection with this Agreement shall be served upon the addressees of the recipient cited at the commencement of this Agreement or such other location as is notified by the receiving party for the purpose.
16. This Agreement is made and shall be construed under the Laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England.

Agreed for and on behalf of Suffolk County Council by

Authorised signatory

And for and on behalf ofby

Authorised signatory

Address

