

**ROAD SAFETY WORKING GROUP held at COUNCIL OFFICES LONDON  
ROAD SAFFRON WALDEN on 21 OCTOBER 2002 at 2.00 pm**

Present:- Inspector M Harmon – Essex Police Road Policing;  
Mrs R Hutchinson, Mrs R Johnson and Mrs L Bunting –  
Uttlesford District Council.

**1 APOLOGIES**

Apologies for absence were received from the Chairman, Mr M Richardson, Councillor W F Bowker, PS Bob Beckwith, PS Ashley Seymour, Mrs V Harris and Paul Hardy.

In the absence of the Chairman, Mrs Rose Johnson, Road Safety Officer, chaired the meeting.

**2 MINUTES**

The Minutes of the meeting held on 15 July 2002 were approved as a correct record and signed by Rose Johnson.

**3 MATTERS ARISING**

**(i) Minute 3 (b) – Highway Signs Report**

Rose Johnson circulated copies of a report prepared by Paul Hardy, Area Manager Essex Highways, to indicate the effectiveness of existing signs in other areas, the current Department for Transport (DfT) opinion and comments from the Area Manager on behalf of the County Council. The report also outlined contact which had been made with Lincolnshire County Council to ascertain how their project, "Stay Alive Signs", operated. The Area Manager indicated that, in general, Essex County Council had avoided taking the approach of using signs to identify particular areas of road that was either an accident route or "black spot". They considered that it was better to "treat" the problem and use appropriate warning road signs for a particular hazard rather than just letting people know that there was an accident site. ECC were already looking at the possible use of other forms of signs, such as Variable Message Signs (VMS) for specific problems. It was suggested that, until the use of VMS in Essex had been established, no further action be taken on casualty information signs.

The consensus of opinion at the meeting was that the use of such information signs would be useful. Inspector Harmon considered that he could see the benefits of information signs at certain areas in Essex, possibly as a "wake up" call as Essex was not one of the safety counties for driving in England. It was thought that funding for a smaller scheme may be available through Community Safety.

#### 4 **CHAIRMAN'S REPORT – RETIREMENT OF MALCOLM RICHARDSON**

Rose Johnson reported that the Chairman, Malcolm Richardson, had decided to retire from the Road Safety Working Group. After discussion it was decided that the position would be advertised, but also, if anyone knew of a suitable person to nominate for the position of chair then that may also be prudent. Also discussed was the need for a Vice-Chairman. Inspector Mark Harmon said that he, or his deputy, would be willing to act as Vice-Chairman.

#### 5 **PERFORMANCE MONITORING – CSAT OBJECTIVES**

##### (a) **Road Safety Working Group Action Plan**

Rose Johnson circulated copies of the quarterly reporting pro-forma which outlined work and projects currently underway, most of which had been completed by the due dates. She reported that this was very encouraging and that she was pleased with achievements made so far.

##### (b) **Draft Terms of Reference**

Rachel Hutchinson referred to the draft terms of reference for the Road Safety Working Group. She said that, until the terms of reference were agreed, the Working Group was not properly constituted. The Terms of Reference were then agreed as follows:

#### **DRAFT TERMS OF REFERENCE FOR THE UTTLESFORD ROAD SAFETY WORKING GROUP**

##### 1 **NAME**

The name of the Group shall be "UTTLESFORD ROAD SAFETY WORKING GROUP".

##### 2 **PREAMBLE**

The Group has been established by the Community Safety Action Team for the District of Uttlesford.

##### 3 **AIM & OBJECTIVES**

The General Aim of the Group shall be to reduce the number of road accident casualties and anti-social driver behaviour in the District of Uttlesford. For this purpose, the General Objectives are to:

- (a) To educate drivers, riders and pedestrians. Also by improvements to road engineering and through Police enforcement
- (b) Raise funds on behalf of Uttlesford District Council to enable the Council to fulfil those statutory functions that it has, which further the objectives of the Group for the benefit of the local community.

##### 4 **LIMITATION OF LIABILITY**

Organisations carrying out functions on behalf of the Group or in furtherance of the Groups objectives do so in their own right and name and not as agent for the Group or any member or members thereof and shall indemnify the Group and its members against all costs claims proceedings and demands arising from any act or omission of that organisation or its employees or agents.

##### 5 **MEMBERSHIP**

Members of the Group shall be: -

- (a) An independent chairman appointed by the Community Safety Action Team
- (b) Representatives nominated by Essex County Council.
- (c) Representatives nominated by Bocking & Newport Road Policing Unit.
- (d) Representatives nominated by Essex Police.
- (e) Representative officers of the District Council
- (f) Councillors nominated by Uttlesford District Council.
- (g) Representatives of organisations concerned with Road Safety issues
- (h) Such other representatives as may from time to time be co-opted onto the Group by the Group by simple majority either for the purpose of a particular project or projects or generally

## **6 RIGHTS OF MEMBERS**

- (a) Each member as described in Paragraph 5, shall be entitled to one vote at all meetings of the Group and to take part in their proceedings.
- (b) Members shall appoint one of them to be vice-chairman who shall preside at meetings of the Group in the absence of the chairman.
- (c) In the event of a co-opted member being appointed for a particular project or projects, only that person shall cease to be a member of the Group upon completion of the project or the last of the projects provided that the Group may then co-opt that member generally.

## **7 VOTING POWERS OF CHAIR**

At all meetings the chairman, or whoever is presiding, shall be entitled to vote, and shall also have a second or casting vote.

- (a) The chairman shall take the chair and preside over all meetings where he or she is present.

## **8 GROUP**

- (a) The Group shall meet not less than four times in each year.
- (b) Meetings shall be called by the chairman either of his or her own initiative or at the request of one or more members by giving all members 14 days notice in writing of the time date and place of the meeting and the nature of the business to be discussed
- (c) In the event that a member shall request the chairman to call a meeting and he or she shall refuse or fail to do so within 14 days then any five members may call a meeting by giving notice in writing to all other members of the time date and place of the meeting and the nature of the business to be discussed
- (d) A quorum for a meeting of the Group shall be 25% of the membership or 5 whichever shall be the fewer. No business shall be conducted at a meeting of the Group unless the numbers of members present forms a quorum. In the event of a meeting being inquorate, the meeting shall be adjourned to such time date and place, as the chairman shall determine.

## **9 VACANCIES ON THE GROUP**

In the event of a vacancy occurring in the position of chairman at any time the Community Safety Action Team may appoint a replacement but until such time as a replacement is

appointed the vice-chairman appointed under paragraph 6(d) hereof shall act in his or her place. Any vacancy arising in the membership where the member has been nominated by any of the organisations referred to in paragraph 5(b) – (f) hereof may be filled by another nomination by that organisation

## **10 POWERS OF THE GROUP**

Subject to the provisions of the terms of reference, the Group shall control its own affairs

- (a) The Group may delegate any part of its duties to a Sub-Group.
- (b) The Group may advise Uttlesford District Council as to the expenditure of funds raised under clause 3(b) hereof and Uttlesford District Council shall expend such funds as so advised and shall provide satisfactory evidence of such expenditure
- (c) The Group shall not have power to receive or hold any money

## **11 ALTERATIONS TO THE TERMS OF REFERENCE**

Any alterations to the terms of reference must be approved by the Group at a meeting called for that purpose, and by the Community Safety Action Team. In the event that the Community Safety Action Team shall not approve the amendment then the same shall not take effect and the terms of reference shall continue unamended

## **12 DISSOLUTION**

In the event of the Dissolution of the Association, any assets that the Group may hold after the payment of any debts and liabilities shall become the property of the Community Safety Action Team to be used for similar purposes for the benefit of the local community.

## **6 PERFORMANCE MONITORING – ROAD SAFETY ISSUES**

### **(a) Motorwise**

Rose Johnson reported that the Motorwise event had been a very successful week with approximately 250 students attending. She said that it was important that the event was continued in future years. She also referred to the condition of the venue and said that last minute tidying up had been required this year before the event could take place.

### **(b) Seat Belt Enforcement Days**

Rose Johnson reported on the two sessions which had been held so far this month, one in Great Dunmow and the other in Stansted. At Causeway Road, Dunmow, out of 1,100 passing cars in four hours, 54 had been stopped for not wearing seat belts. At Stansted out of 398 passing cars, 14 had been stopped. There were to be two more sessions during this week in Saffron Walden and Dunmow

### **(c) Police Update**

Inspector Harmon circulated a report detailing the half year accident figures for the Braintree division 2002/03. In the Uttlesford District there had been a drop in those killed or seriously injured of 22%. He reported that there had not been many offences during August and September which he thought was possibly due to constant patrols being on duty for road traffic enforcement throughout June – September. Page 4

**(d) Common Car Park Campaign**

It was decided to defer this campaign until the Spring of next year.

**(e) Future Initiatives**

The Working Group went through the THINK, Road Safety Campaign calendar of events produced by the Department for Transport. The calendar was intended to help Road Safety Officers and the Police in setting out their individual programmes

**5 ANY OTHER BUSINESS****(a) Devolved Budget**

Rachel Hutchinson reported that a devolved budget of £1,000 was available to the Road Safety Working Group until the end of this financial year.

**(b) Theatre in Education**

Rose Johnson referred to a road safety education theatre group called the Stop Watch Group. She had provisionally booked the Group for next October.

**(c) Motorwise funding**

Rose Johnson reported that £2,000 had already been raised for Motorwise next year.

**6 DATE OF NEXT MEETING**

The dates of the next cycle of meetings of the Road Safety Working Group are as follows:

Monday, 13 January 2003

Monday, 14 April 2003

Monday, 14 July 2003

Monday, 13 October 2003

The meeting ended at 3.40 pm.