

Norton Parish Council (NPC)

Terms of Reference: Norton Traffic Working Party (WP)

Background

Historically Daventry Road, in particular, has experienced problems with traffic not adhering to speed limits and, over time, this has resulted in many accidents along this stretch of road.

Aims & Objectives

In an attempt to address speeding in the village, the acquisition of a, is an attempt by NPC to get cars to reduce their speed upon entering the village. The speed will only be indicated if it is less than 40 mph. Exceeding this receives a 'slow down' message only.

Vehicle speeds are an important factor in the frequency and severity of collisions. Speed Indicator Devices (SIDs) are temporary signs that detect an approaching vehicle's speed at a distance of 100 metres and display the speed as well as a message. SIDs collate information about speed, time and date of passing vehicles which is useful for evaluating the effectiveness of the units.

This data cannot be used for enforcement purposes.

Budget

The WP has no budget and cannot make decisions without formal resolution and direction from NPC.

Health & Safety (H&S)

1. NPC will provide the WP with two Viz jackets, two reflective traffic cones and a platform ladder;
2. All volunteers must adhere to Health and Safety guidance
3. Care should be taken when handling and moving the SID, preferably at times when the flow of traffic has calmed down;

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.

NPC 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 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 <https://www.hse.gov.uk/pubns/indg401.pdf> . 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.

Roles & Responsibilities

1. The WP does not have delegated powers to make decisions on behalf of NPC, nor should exceed its purpose and remit as outlined below, without the Parish Council's sanction to a change to this Terms of Reference.
2. The WP will consist entirely of volunteers, reporting directly to NPC.
3. The SID and all equipment, including H&S provisions provided BY NPC to the WP, will remain the property of the Parish Council and should be returned when requested.
4. All volunteers must be aged 18, or over.
5. Members of the WP must elect, amongst themselves, a Co-ordinator, who will have the following responsibilities:
 - a) To be responsible for programming the as deemed necessary, and to maintain the SID in good working order;
 - b) To co-opt as many volunteer members as deemed necessary, to join the WP and ensure that they are familiar with using the SID;
 - c) Provide the Clerk of Norton Parish Council with a list of volunteer names and contact details updated, as appropriate, as required by Council's Insurers;
 - d) Determine frequency of moving the SID to different locations within the village and to draw up a duty rota;

- e) To provide the Clerk of the Parish Council with statistics/reports at the end of each calendar month for the purpose of monitoring traffic flow, etc;

Issues to be considered by NPC and WP in 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, it can be kept 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 or for NCC's contractor to replace/install pole if required, protected by parked vehicle).
9. Using an existing sign pole is preferred; NCC 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. The posts cost £500 each and NPC will be invoiced by NCC.
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.**

Date Reviewed	Adopted: 14 January 2021 (Ver.1)
Date of next Review	January 2022