

**DORSET SAFETY CAMERA PARTNERSHIP  
OPERATIONAL GROUP MEETING  
10.00 HOURS, TUESDAY 1 AUGUST 2006  
KINGSBERE ROOM, A30 CONFERENCE CENTRE,  
WINFRITH TECHNOLOGY SITE**



**MINUTES**

**1. Present**

P Garrett, Head of Fixed Penalties, Dorset Police (Chairman) - (PG)  
J Stephens, DSCP Operations Project Manager - (JS)  
D Rendle, DSCP Data Manager - (DJR)  
L Packer, DSCP PR Manager - (LP)  
M Armstrong, DSCP Camera Team Supervisor - (MA)  
R Storey, ANPR Manager - (RS)  
J Mead, Area 3 Representative, Mott MacDonald - (JM)  
A Hunter, Fixed Penalty Officer, Her Majesty's Courts Service - (AH)  
R Dowell, Chief Inspector, Dorset Police Tactical Group - (RD)  
M Baker, Team Leader Signals & Road Safety, Borough of Poole - (MB)  
D Chalmers, Team Leader Traffic & Safety Management, Dorset County Council - (DC)  
J Griffiths Technical Engineer, Bournemouth Borough Council - (JG)  
C Graham, Support Officer, Financial Services Bournemouth Borough Council - (CG)  
J Churchill, DSCP Support Secretary - (JC)

**2. Apologies**

D Ryan, DSCP Camera Team Technical Supervisor - (DR)  
L Evans, DSCP CTO Manager - (LE)  
M Campkin, Group Manager Traffic, Bournemouth Borough Council - (MC)  
Senior Accountant Financial Services, Bournemouth Borough Council - (BK)

**Non Attendees - Minute Circulation only**

B Austin, DSCP Freedom of Information Manager - (BA)  
C Giles, Finance Manager, Her Majesty's Courts Service - (CG)  
N Gough, DSCP Special Projects Manager - (NG)  
J Rogers, DSCP CTO Manager (Temp) - (JR)

PG introduced RS as the ANPR Manager for Dorset Police.

**3. Minutes of the Operational Group Meeting 6 June 2006 (Matters Arising and Outstanding Actions)**

PG stated that the July meeting had been cancelled and updates requested against actions outstanding. A few responses had been received and these will be incorporated as appropriate when going through the minutes of 6 June.

**Outstanding Actions from previous meetings**

*Action 3: 04/04/06 - MA to investigate the use of temporary signs that can be tied to signposts and lampposts for mobile enforcement throughout the county. Also confirm allowances for usage of signposts and lampposts for the display of temporary signs. Report feasibility at Operational Group meeting.*

**Action Ongoing** - MB confirmed that an order has been placed for 20. 10 of each size. Signs will be suitable for use in all speed limit areas. A sample is being produced prior to manufacture.

*Action 3: 02/05/06 - MA to speak with M Dover at Bournemouth to determine the progress of the Bournemouth site maintenance contract with Serco.*

**Action Deleted with Action 1 of 06/06/06** - JG and MB confirmed that the contract was passed back to Serco for changes. Waiting confirmation.

MB stated that all sites in Poole had received PI's and he was in possession of the certificates

**Action 2: All Local Authorities to give a full update on position of Serco site maintenance contract at September meeting.**

**Actions from 06/06/06**

*Action 1: 06/06/06 - JG to confirm when Bournemouth has agreed a site maintenance contract with Serco.*

**Action deleted** - See above

*Action 2: 06/06/06 - DR to liaise with the LA over the issue of sending signage photographs to the DfT for opinion of compliance with TSRGD's.*

**Action Ongoing** - MA unable to give an update.

*Action 4: 06/06/06 - JS to speak with AH re staff numbers.*

**Action Complete** - Brief discussions have taken place, further discussions to follow meeting.

PG added from the updates given in lieu of the July meeting - A response was still required from the Programme Office with regard to power supply costs to sites. PG added that the Programme Office has experienced some major staff changes, and are now operating on limited resources.

The minutes of the Operational Group meeting 6 June 2006 were accepted.

**4. Public Relations**

LP reported that the DSCP had attended the Streetwise Open Day, which was extremely well attended. Positive feedback has been received. The Dorset Police Open Day was attended on 23 July. Again huge public attendance, and thanks to the DSCP staff that assisted.

The Editor of the Bournemouth Echo visited the DSCP offices on 19 July. He received a good overall impression of the how the DSCP work and what other initiatives we are involved in, and was overwhelmed by the staff commitment to their roles and the aims of the Partnership.

Bus Back campaigns are just being launched in conjunction with some of the other Partnerships in the South West region. The theme is Countryside to Die for? and the main strap line the DSCP are carrying is Are we nearly there yet? with the statistic that 64% of collisions occur on rural roads. (Stats referenced on advert provided by DFT)

The DSCP will be entering a regular page in the Bournemouth Journal as a trial for 6 months. Also looking at the possibility of placing information/advert on a Borough of Poole fridge mounted recycling calendar, which is used to remind residents of refuse collection dates.

Finally LP reported that various press releases and statements have been issued. The casualty reduction figures have been published for year 4 of Operations. Auto Trader and other publications have recently taken an interest in the number of camera housings in Dorset.

PG asked if the Fire Brigade have contacted her regarding Dying to Drive? LP responded that she is waiting further contact with Mr Pinder. PG continued that the Fire Brigade are proposing to run a similar scheme, but at local theatres and bus the children to the venues.

PG thanked LP for her efforts and additional time she has given to ensure the success of certain PR matters and campaigns. He also wishes to thank MTPR for their contributions.

#### **5. Post March 2007 Update**

PG asked if any of the attendees or their organisations given much thought to PR post March 2007?

The Business Case will be presented to each Local Authority for agreement and will then be individually proposed and agreed by them. Once agreed a Service Level Agreement will be drawn up for all to sign.

PG outlined levels of who will attend meetings and what could be discussed, eg. increase in SID usage.

#### **6. Data Manager Report**

Minutes taken for this section are exempt from open publication under Section 31 of the Freedom of Information Act 2000.

#### **7. Signage**

Minutes taken for this section are exempt from open publication under Section 31 of the Freedom of Information Act 2000.

#### **8. Camera Operations**

PG congratulated MA on his appointment as Camera Team Manager.

MA reported that the positions of Camera Team Technical Supervisor and Camera Team Supervisor have been advertised and interviews are taking place this week. 1 member of staff is leaving to become a Dorset Police officer on 21 August.

Dorset Police IT Department have finalised the software for Front Facing cameras and this will be tested and installed shortly. The software will especially assist in the detection of motorcycle enforcement and it is hoped to be functioning in time for Poole Quay Bike night on Tuesday 8 August.

MA has concerns with the turnaround of equipment being returned from Serco after repair or recalibration since they have moved some of their works elsewhere. PG suggested that Serco lone equipment if there is to be a long delay.

**9. CTO Operations**

Minutes taken for this section are exempt from open publication under Section 31 of the Freedom of Information Act 2000.

**10. Finance Report**

Minutes taken for this section are exempt from open publication under Section 22 of the Freedom of Information Act 2000.

**11. Her Majesty's Courts Service**

AH reported that 4,864 payments have been processed in the last month. Currently 9 Full Time Staff, 2 Part Time Staff, including Colin Giles who has now replaced J Ward, 1 Long Term Temp, 1 Short Term Temp and 1 member on long term sick.

The back of the COFP is being modified slightly to make it clearer what documents and information is required when submitting for payment. It is hoped that this will alleviate some of the backlog and payment queries that are currently being received. This change has been approved by the Traffic Prosecution Unit and Criminal Justice Department.

PG thanked AH and her team for their continued hard work and efforts in processing the payments.

**12. Highways Report**

MB stated that Poole would be installing SIDs/VAS at Culliford Crescent and Leicester Road. The tendering process has gone out for 12 more due to a list of nominations for units from Councillors. Herbert Avenue east bound camera housing needs to be viewed as appears to be leaning over.

JG reported that the lamp column at Leybourne Avenue has now been moved to allow easier access to the fixed camera. The residents of Charminster Avenue are complaining that the camera has been removed and the vehicle speeds are now increasing.

DJR confirmed that this site is being covered under the DSCP 15% rule due to it not meeting criteria for fixed or regular mobile enforcement.

DC reported that DCC are putting a report to the County Committee to allow Parishes and Town Councils to purchase their own SIDs. DC believes that they can purchase the units, but will only be allowed to install and use them under DCC guidance. The installation of these additional units could mean more pressure on DCC resources.

PG queried who would be responsible for maintaining these additional units and how were they to be powered.

JM reported that the renewal of secondary markings from Chideock have been requested and he will chase for a completion date.

**13. Maintenance Contract**

Majority covered in the meeting.

MA asked whether the PI completions were for this operational year or last operational year. He also fears that Serco will not be able to fulfil the contracts due to lack staff covering the area.

**14. Project Managers Report**

Nothing further to report.

MB asked how the organisation chart would show post March 2007, as he believes Borough of Poole Auditors may query the chain of processes. PG responded that the chart would be similar but would change and he is working on how the chart will be drawn up.

**15. Any Other Business**

Minutes taken for this section are exempt from open publication under Section 31 of the Freedom of Information Act 2000.

**16. Date, Time and Location of Next Meetings**

- 10.00 Tuesday 5 September - DSCP Board Room, Ground Floor, Bldg A32
- 10.00 Tuesday 3 October 2006 - As above
- 10.00 Tuesday 7 November 2006 - As above
- 10.00 Tuesday 5 December 2006 - As above