

**DORSET SAFETY CAMERA PARTNERSHIP  
OPERATIONAL GROUP MEETING  
10.00 HOURS, TUESDAY 3 OCTOBER 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) (Late arrival)  
M Armstrong, DSCP Camera Team Supervisor - (MA)  
D Rendle, DSCP Data Manager - (DJR)  
L Evans, DSCP CTO Manager - (LE)  
J Mead, Area 3 Representative, Mott MacDonald - (JM)  
Sgt S Oliphant - Dorset Police, Road Policing Unit - (SO)  
E Emmett, Area 3 Casualty Reduction Officer, Mott MacDonald - (EE)  
A Hunter, Fixed Penalty Officer, Her Majesty's Courts Service - (AH)  
M Baker, Team Leader Signals & Road Safety, Borough of Poole - (MB)  
J Griffiths Technical Engineer, Bournemouth Borough Council - (JG)  
R Wilson - Bournemouth Borough Council (RW)  
C Graham, Support Officer, Financial Services Bournemouth Borough Council - (CG)  
J Churchill, DSCP Support Secretary - (JC)

**2. Apologies**

L Packer, DSCP PR Manager - (LP)  
R Dowell, Chief Inspector, Dorset Police Tactical Group - (RD)  
M Campkin, Group Manager Traffic, Bournemouth Borough Council - (MC)  
D Chalmers, Team Leader Traffic & Safety Management, Dorset County Council - (DC)  
B Kyles, 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)

Introductions were made on behalf EE from Mott MacDonald.

**3. Minutes of the Operational Group Meeting 5 September 2006 (Matters Arising and Outstanding Actions)**

Correction Arising - Page 1, title of Minutes to read Tuesday 5 September 2006, DSCP Board Room, Building A32, Winfrith Technology Site..... and not as written.

**Outstanding Actions from previous meetings**

Matter Arising - Action 3: 04/04/06, MA confirmed that a company in Weston-Super-Mare has been contacted and a prototype is awaited. It is hoped that 10 signs will be ready by the next meeting at a total cost of approximately £600.

*Action 2: 01/08/06 - All Local Authorities to give a full update on position of Serco site maintenance contract at September meeting.*

**Action Ongoing** - MB confirmed that there had been a joint meeting with Serco, Poole and Bournemouth. Poole had one or two issues which are now with Serco for completion/resolution. All the PI's have been completed. Just waiting the final contract sign off.

JG confirmed that the Bournemouth contract is agreed and signed off.

Correction Arising - Page 3, Item 6, deletion of last sentence - This will only be at sites..... and not as written.

**Actions from 05/09/06**

None

The minutes of the Operational Group meeting 5 September 2006 were accepted.

**4. Public Relations**

No report. PG stated that there had been very little local media activity, but quite a lot of National media activity.

**5. Post March 2007 Update**

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

**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**

Nothing further to report.

**8. Camera Operations**

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

**9. CTO Operations**

LE reported that the CTO is slightly behind on operations. Inputting working on 29/09, statements June 2006 and batches 26/08. 2 of the 3 additional Clerical Officers have been appointed and the third has been advertised. 1 member of staff will be retiring through ill health in December. StarTraq will be installed at HMCS on 11 October.

**10. Finance Report**

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

**Action 4: CG to provide PG a breakdown of the Dorset Police expenditure to date.**

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

AH reported that 4581 payments have been processed in September. There is currently a workload backlog due to staff sickness. Payments are 650 behind and 6 days behind on queries.

Staff levels are 9 Full Time, 2 Part Time included C Giles and 2 Temps (1 long term).

StarTraq issues are being addressed.

**12. Highways Report**

MB reported on behalf of Poole that the road surface at the Junction of New Inn would need total reconstruction before Red Light enforcement can continue. Discussions are ongoing regarding this. The maintenance contract with Serco is being finalised as previously report. It would appear that the PIs carried out on Poole sites are for the previous year and therefore discussions will be had with Siemens with regards to non compliance to the contract that has already been paid. These monies were paid from 04/05 budget which is now closed off. Hedge and foliage trimming is continuing as necessary and all sites and signage appear to be correct and in place.

Cutting back of trees and foliage is ongoing as necessary. Recommissioning of the site at Castle Lane East is ongoing.

Finally JG apologised for the delay in forwarding speed survey data to DJR, this is due to software problems since his system has been upgraded.

SO reported that Dorset Police are carrying out enforcement between 9 - 15 October in line with the International TISPOL campaign. A list of the roads involved will be forwarded to DJR.

**13. Maintenance Contract**

Nothing further to report as all contracts now finalised or awaiting sign off. Item to be removed from Agenda.

**14. Project Managers Report**

Nothing further to report. Amendment to be made to page 4 as D Hall is still being referred to.

PG asked members if this report was of value to them. If they no longer wish to receive a copy could they please email JS.

**15. Any Other Business**

MB stated that he had received a letter from a lady in Somerset who had been caught speeding, not in Dorset. Her issues have been addressed.

JS continued that Motorcycle News have been in contact regarding the use of the Forward Facing camera. They wanted to know the details of the camera. They were given the contact details of TSS the camera manufacturer; however TSS will not speak with them.

PG instructed that the DSCP give Motorcycle News the information they require, adhering to FOI and Data Protection as necessary.

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

10.00 Tuesday 5 December 2006 - DSCP Board Room, A32