

Community Speedwatch

Code of Conduct and Guidance

The safety of all volunteers and all road users is paramount, and the following Code of Conduct and Guidance must be adhered to:

**General Information**

* The Speed Indicating Device (SID) is being shared between The Chesham Community Associations and other Parishes in the Chesham and Chiltern Villages Local Area Forum. The Community Associations have use of the SID for 50% of the time and the Parishes for the other 50%.
* All volunteers operating as Community Speedwatch (CSW) members are to be over 18 and under 80 years of age and must have attended a CSW Training Session. Non-trained volunteers are permitted to observe the CSW team but must not take part in any activities (i.e. operating the speed indicating device).
* CSW Checks are only to take place during daylight hours and between 7am and 10pm (dependent on the time of year).
* CSW Checks can be for any length of time and could be for only ½ hour. It is recommended that the CSW Checks are no longer than 2 hours.
* CSW Checks may only take place when road and weather conditions are considered safe to do so. CSW Checks shall not be undertaken in thick fog, icy conditions and during heavy rain.
* CSW Checks may only take place in either a 30mph or 40mph speed limit area.
* CSW equipment is only to be used for CSW activities.
* All CSW Teams must take care of the equipment they have been loaned and ensure that all items detailed on the Equipment List have been returned to the cases. All equipment must be stored securely at all times.
* It is best to have the SID out and about for a month and then subsequently for 2 – 3 weeks at any one time. This can enable the CSW Co-Ordinators to monitor traffic to see if habits are changing, especially once drivers get used to the fact there may or may not be a SID around. It also gives other areas a reasonable chance to use the SID.

*Note: Ivinghoe has found that since operations started in May 2017, speeding traffic has reduced from an average of 85% per day to 45-53% per day. They have felt this was a good result but more work to do.*

**Equipment List**

* The equipment consists of the following:

**Hard Case**

* + 1 x Remote Control
  + 1 x Charge for Sentinel Camera
  + 1 x Charger for Monitor
  + 1 x Lead (Monitor to Sentinel Camera)
  + 1 x Lamp Post Bracket
  + 1 x Monitor
  + 1 x Sentinel Camera
  + 1 x Unipar Services Sentinel MkII Manual
  + Micro D Player Software Disc
  + Sentinel Camera Cover
  + Micro D Player User’s Manual
  + CSW Roadside Risk Assessment Forms
  + 1 x 8gb SD Memory Card
  + System Calibration Certificate
  + Unipar Manual
  + CD-Rom for reading the SD card

**Carry Case 1**

* + 1 x Tripod for Sentinel Camera

**Carry Case 2**

* + 1 x Tripod for Community Speedwatch Sign
  + Traingular Community Speedwatch Sign
  + 1 x Lined Jacket (Large)
  + 1 x Light Weight Jacket (Medium)

**Community Speedwatch Sites**

* CSW teams are only to operate at sites that have been approved by Thames Valley Police (TVP) and a CSW Roadside Risk Assessment for that site has been completed prior to the start of the CSW check.
* If a CSW site needs to be approved then contact your CSW Co-Ordinator who will liaise with TVP. Sites may only be approved if they:
  + have a reasonable site line
  + on a straight road
  + are not too close to a bend
  + allow drivers to have sufficient time to break
  + on a free-flowing road and
  + have no other calming measures
* The sites that have been approved by TVP are:

**Ley Hill**

* + Site 1 - Botley Road, Ley Hill (both ways) - *opposite 219/221* Botley Road
  + Site 2 - Jasons Hill, Ley Hill (Rushmere Lane to Ley Hill Village) - *outside Silver Birches*
  + Site 3 - The Green, Ley Hill (Bovingdon to Ley Hill) - *by Ley Hill School*
  + Site 4 - Rushmere Lane, Orchard Leigh (Bovingdon to Chesham) - *outside Polperro*
  + Site 5 – Jasons Hill, Ley Hill (both ways) – *outside September Lodge*

**Latimer**

* + Currently no sites approved due to Health and Safety. Thames Valley Police has reassessed and has confirmed that a site is not possible.

**Asheridge Vale and Lowndes**

* + Site 1 – Hivings Hill – Traffic coming out of Chesham at the top of the Hillside junction
  + Site 2 – Hivings Hill -Traffic going into Chesham at the entrance of Hivings Court
  + Site 3 – Bellingdon Road – traffic coming out of Chesham – Monitor from next to the Dairy entrance or the entrance to the Fire Station
  + Site 4 – Chartridge Lane – traffic coming out of Chesham – Monitor from next to the entrance to Chartridge Court.
  + Site 5 – Chartridge Lane – traffic coming out of Chesham – Monitor from the grass verge next to The Warren junction
  + Site 6 – Chartridge Lane – traffic going into Chesham – Monitor from the grass verge near to Berkeley News, ensuring that the equipment does not hinder the vision splay at the junction
  + Site 7 – Chartridge Lane – traffic going into Chesham – Monitor in both directions from a position next to Brandon Mead
  + Site 8 – Chartridge Lane – traffic going into Chesham – Monitor from outside No 364 Chartridge Lane
  + Site 9 – Lye Green Road – traffic coming out of Chesham – Monitor from the grass verge outside No. 122 Lye Green Road
  + Site 10 – Lye Green Road – traffic going into Chesham – Monitor from next to the telegraph pole at the entrance to Warrender Road.
  + Site 11 – Lycrome Road – Traffic coming out of Chesham and away from Nashleigh Hill – Monitor from the junction of Sunnymeade Avenue
  + Site 12 – Vale Road – Traffic coming out of Chesham – Monitor from outside No. 121 Vale Road
  + Site 13 – Vale Road – Traffic going into Chesham – Monitor from the grass verge opposite Abbotts Place
  + Site 14 – Asheridge Road – Traffic coming out of Chesham – Monitor from the pavement at the far end of housing
  + Site 15 – Asheridge Road - Traffic coming into Chesham – Monitor from outside of the convenience store. *NB:* *Timings of activity may be limited to early morning and after 7pm when there are fewer parked cars blocking sight lines. This may only be possible during longer summer daylight hours.*
  + Site 16 – Greenway – Downhill towards Vale Road. Monitor from the grass verge after the first bend where there is a clear stretch down to the T-Junction at the bottom of the hill.

**Waterside, Chesham**

* + Site 1 – B485 Missenden Way – Traffic coming out of Chesham – Monitor from next to the steps up to the public footpath.
  + Site 2 – B485 Missenden Way – Traffic going into Chesham – Monitor from the other side of the road to the steps up to the footpath, close to the Bus Stop further down the hill towards the first house
  + Site 3 – Fullers Hill – Traffic travelling down the Hill going into Chesham – Monitor from the grass verge south of the Fullers Close Junction.
  + Site 4 – Germain Street (travelling towards Chesham) – at the junction with King Street
  + Site 5 – Latimer Road – Traffic going into Chesham – Monitor from the River side of the highway at the entrance to the dirt track down to Canon’s Wood opposite Hill Farm Road
* Should a site be unsuitable for use due to either there being parked cars blocking sight lines or it being sited near a Movable Vehicle Activated Sign (MVAS), then a different approved site may be used for the CSW Check as long as the CSW Co-Ordinator is advised and the necessary documentation completed. Please note that any parked cars can affect the SID readings.

**Before a Speed Check**

* The CSW Co-Ordinator for your area is to be informed of the date, time, duration and location at which the CSW check is planned to take place. At least seven days’ notice must be given so that the CSW Co-Ordinator has sufficient time to check that the SID is available and produce the necessary documentation for the CSW Team.
* All CSW Checks will be recorded on a Google Diary which is private and only the CSW Co-Ordinators, Vetted TVP CSW Co-Ordinator and Committee have access to. TVP (PC Kevin Flint) will also have access so that he can attend a CSW Check if he is available. The diary enables others to see:
  + Where the kit is currently in use
  + Who will be requiring the kit in the future with the CSW Co-Ordinators details (name and contact phone number) so that if it is required urgently it can be located very quickly.
* The CSW Co-Ordinator to advise the CSW Team where the kit can be collected.
* A member of the CSW team to compete the Speed Indicating Device – Signing In/Out Sheet (Form 1) before collecting the kit.
* A member of the CSW Team to arrange to collect the CSW Kit and Documentation from the CSW Co-Ordinator, Jane MacBean – 5, Portobello Close, Chesham, HP5 2PL.
* A member of the CSW Team to ensure they have the following before the speed check:
  + The Kit
  + Fully charged Mobile Phone
  + Community Speedwatch Details Form (Form 2)
  + Community Speedwatch Roadside Risk Assessment Form (Form 3)
  + Click Counter
  + 2 x Pens
* Ensure the Speed Indicating Device and the Monitor is fully charged.
* Each member of the CSW Team to have read the Health and Safety Risk Assessment for the SID.
* Never tell anyone where or when the SID will be used other than the members of the CSW Team and the CSW Co-Ordinator. This is to ensure that motorists do not change their habits.
* Guidelines on powering up and setting up the Speed Indicating Device is in the Unipar Services - Sentinel MkII Manual included with the SID.
* The Speed Indicating Device to be set at the Speed Limit + 10% + 2:
  + 35mph in a 30mph speed limit area and
  + 46mph in a 40mph speed limit area.
* If the clocks have either gone forward or back then the time will need to be changed.

**During a Speed Check**

* A Community Speedwatch Details form (Form 2) to be completed by a member of the CSW Team and then given to your CSW Co-Ordinator following the CSW Check.
* The Community Speedwatch Roadside Risk Assessment Form (Form 3) to be completed by one member of the CSW Team before the CSW Check begins. It will then be handed to your Co-Ordinator with the CSW Details Form (Form 2).
* If after the CSW Roadside Risk Assessment Form has been completed and it is not possible to run a CSW Check at the approved site, then the CSW Team may move to another approved site but a further CSW Roadside Risk Assessment Form will need to be completed.
* At least one member of the CSW Team must be in possession of a mobile phone in case there is a need to contact TVP.
* One member of the CSW Team to have a Click Counter to record the number of cars during the speed check. An app called Click Counter can be downloaded to an Android or Apple Mobile/Tablet. It can be set so that you just need to tap your device each time a car passes. This information is needed so that we can see how many cars were travelling on the designated road during the CSW Speedwatch and what percentage of those drivers who were exceeding the speed limit received letters.
* During speed CSW Checks, the CSW Team must consist of at least two and preferably no more than 4 Trained Volunteers. Untrained Volunteers may attend a CSW Check but they can only observe.
* All Volunteers must wear suitable footwear (no open toe shoes).
* All members of the CSW Team and/or helpers must not cause an obstruction to vehicles or pedestrians.
* No member of the CSW Team must stand or step into the road at any time.
* The CSW Sign and SID must not obstruct the footpath or the Highway.
* High-visibility jackets must be worn at all times. These can be privately owned should the jackets provided not be a good fit. However, they must be high-visibility yellow jackets and can be either sleeveless or with sleeves. They must meet the relevant British Standard.
* The CSW Team must only use the approved equipment provided.
* When traffic is being monitored, the CSW sign provided will be placed and erected between 4 - 10 metres away from the SID and in line of sight.
* The SID must be used in accordance with the manufacturer’s instructions.
* The CSW Team may have a visible presence as it has a significant impact on driver behaviour. However, TVP recommend that it is advisable if possible to sit in a car but the car must not be in a position that it will affect the SID. The CSW Team must be in a position to monitor the SID during deployment at all times to prevent theft and interference.
* The essential details to be recorded are:
  + the number of cars travelling on the road during the CSW check using a Click Counter
  + time
  + registration
  + colour
  + make
  + speed

*Please note that the SD card will record the time, registration, colour and speed of the car.*

* Monitoring only must take place. No signals or gestures are to be made to drivers.
* The CSW Team must not attempt to stop any vehicle.
* Drivers who stop to enquire your purpose must be treated politely and courteously.
* Letters explaining the scheme will be supplied to the CSW Team to hand out to drivers enquiring about the activities. If they are not satisfied with the explanation about the scheme, they should be given the contact details of our TVP Liaison Officer, PC Kevin Flint.
* If a confrontation occurs, abandon the monitoring immediately and if necessary call TVP by dialling 999.

**After CSW Checks**

* Using the CSW Equipment Check List, check that all equipment is in the correct case/bag.
* Any missing items / malfunctions / damages from the kit must be reported to your CSW Co-Ordinator immediately on the Speed Indicating Device – Signing In/Out Sheet (Form 1).
* A member of the CSW Team will remove the SD Card from the SID. *Please note: This can only be removed once the SID has been powered down.*
* A member of the CSW Team to recharge the SID and the SID Monitor immediately or if the SID needs to be returned to the CSW Co-Ordinator, then s/he will recharge it. *Please note: If the battery is deeply discharged it may take up to 15 hours to fully recharge.*
* Using a Laptop or Computer, a member of the CSW Team to download the software to read the SD Card if the CSW Volunteer has not already done so. An instruction manual is in the SID Case.

*Note: It is recommended that the person who looks at the video clips has not been involved with the CSW Check. However, this is not essential.*

* A member of the CSW Team or a CSW Volunteer to view the video footage and complete the CSW Data Sheet (Form 4) to include as much information as possible:
  + Offence Time
  + Registration Number
  + Vehicle Make
  + Vehicle Model
  + Vehicle Colour
  + Driver (Male or Female)
  + Approximate Age
  + Speed recorded on the device
  + Other Remarks – if appropriate

***Note 1:*** *It is not essential to record the driver (male or female), the approximate age or model. However, it is useful for TVP should they wish to take further action. The offence time, registration number, vehicle make, vehicle colour and speed will be captured on the video footage.*

* Trained volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is now accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.
* No data from the SD Card must be downloaded onto a laptop/PC as this will contravene the Data Protection Act.
* To ensure timely processing of the letters from TVP, the CSW Data Sheet is to be sent to the TVP Volunteer electronically or hand delivered within 24 hours of the date of the CSW check with the SD Card.
* The TVP Volunteer must not have been involved with the CSW check that has taken place.
* The TVP Volunteer will upload the data onto the TVP system either at Chesham or Amersham Police Station within three days of the CSW check.
* The TVP Volunteer will provide videos to TVP if required.
* TVP will send a letter to the owner(s) of the vehicle who have been exceeding the speed limit. If a driver is then found speeding again anywhere in the TVP Area a stronger letter will be sent and on a third occasion an even stronger letter will be sent and/or TVP may decide to visit the owner if they live locally.
* TVP may decide to visit the owner if the owner speeds on more than one occasion or the speed is excessive.
* The CSW Co-Ordinator to ensure that the SID is recharged before the next CSW Check.

Together, we can make a difference

**Community Speedwatch Committee**

Jane MacBean [janemacbean1@icloud.com](mailto:janemacbean1@icloud.com) 07812 177794

Anne Hyde [parish.clerk@latimerleyhill.org](mailto:parish.clerk@latimerleyhill.org) 07703 184268 or 01494 786770

Paul Hudson [peterjameshudson@hotmail.com](mailto:peterjameshudson@hotmail.com) 07557 819732

Shane Willmouth [shane@wcassoc.co.uk](mailto:shane@wcassoc.co.uk) 07791 518141

**Community Speedwatch Co-Ordinators**

**Waterside Association**

Shane Willmouth [shane@wcassoc.co.uk](mailto:shane@wcassoc.co.uk) 07791 518141

**Ashridge Vale and Lowndes Association**

Jane MacBean [janemacbean1@icloud.com](mailto:janemacbean1@icloud.com) 07812 177794

**Latimer and Ley Hill Parish Council**

Anne Hyde [parish.clerk@latimerleyhill.org](mailto:parish.clerk@latimerleyhill.org) 07703 184268 or 01494 786770

**TVP Volunteer**

To be advised





