

**Rutland County Council Highways & Transport Working Group**  
**23<sup>rd</sup> March 2021 Meeting minutes**  
**Virtual Meeting via Teams**

**Attendees**

- Cllr Oliver Helmsley (CllrOH), RCC – Leader of the Council
- Cllr Lucy Stephenson (CllrLS), RCC – Deputy Leader and Portfolio Holder for Culture & Leisure, Environment, Highways & Transportation and Road Safety (Chair)
- Heather Caldicott (HC), RCC – Transport Strategy Manager
- Deborah Collier (DC), Leicestershire Police
- Graham Compton (GC), Leicestershire Police
- Emma Odabas (EO), RCC – Transport Operations Manager and Interim Senior Transport Manager
- Lesley Panton (LP) – Leicestershire Police
- Robert Salt (RS), RCC – Business Administrator for Highways (minute taking)
- Penny Sharp (PSh), RCC – Strategic Director for Places
- Paul Slater (PSI), RCC – Highways Engineer
- Andrew Tatt (AT), RCC – Interim Head of Highways
- James Von Der Voelsingen (JV), RCC – Parking Services Manager
- Darren Weston (DW) – Fire Service District Manager

<b>1. Welcome and Introductions</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• CllrLS welcomed everyone and informed them that the meeting was being recorded.</li> </ul>	
<b>2. Minutes of the previous meeting</b>	
<ul style="list-style-type: none"> <li>• It was noted that the minutes of the previous meeting had been published online and circulated to all parishes.</li> <li>• Outstanding action relating to 50mph limit in Rutland area. CllrLS to discuss with AT outside of the meeting.</li> </ul>	<b>CllrLS/AT</b>
<b>3. Cabinet Report</b>	
<ul style="list-style-type: none"> <li>• Group were updated that two reports relating to the highway and transport working group had recently been taken to Cabinet:               <ul style="list-style-type: none"> <li>- 23<sup>rd</sup> December 2019:  <a href="https://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=133&amp;MId=2052">https://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=133&amp;MId=2052</a></li> <li>- 12<sup>th</sup> January 2021:  <a href="https://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=133&amp;MId=2267">https://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=133&amp;MId=2267</a></li> </ul> </li> <li>• The reports outline revisions to the highway and transport concern process along with funding.</li> <li>• Group were advised that a new ‘initial assessment pro forma’ was being trialled. This is to create a quicker, more formal and auditable response and incorporates the new scheme categorisation.</li> <li>• CllrLS advised the group that parishes were now able to keep a log of unreported road accidents. This information could be used as evidence when new concerns are being considered.</li> </ul>	
<b>4. Police Update</b>	
<p><b>Level of traffic</b></p> <ul style="list-style-type: none"> <li>• GC updated the group that:               <ul style="list-style-type: none"> <li>- traffic levels were increasing due to the easing of lockdown restrictions, 80% of the norm but likely to rise.</li> </ul> </li> </ul>	

- Road traffic collisions are down (nationally and locally).
- Fatalities and serious injuries are also down in 2020 and continuing into 2021. The police are continuing to monitor levels as restrictions are eased.

### Drink driving

- Police have serious concerns about the level of drink and drug driving - figures are getting worse rather than better. GC to send regional analysis after the meeting.
- DW mentioned previous campaigns the fire service had planned before Covid including speeding and car health checks. They would welcome the opportunity to work together with the police on campaigns. GC happy to collaborate on the campaigns.
- AT raised the possibility of campaigns timed to coincide with the final easing of lockdown.

GC

### Share the road campaign.

- Intending to move this scheme into Rutland in the next few months.
- CllrLS very supportive.

### Road safety partnership

- A new designated vehicle for the safer roads team is due to come online later this year, meaning increased activity across the whole force area. DC will liaise closely with RCC as to where it patrols within Rutland.
- GC promoted the Leicestershire Neighbourhood Link website:  
<https://www.neighbourhoodlink.co.uk/>

DC

*Neighbourhood Link is a free email messaging service from Leicestershire Police, Neighbourhood Watch and other partner organisations, providing news and updates on policing matters that are relevant to you.*

*Sign up and receive email alerts about policing activity and initiatives in your local area as well as crime prevention advice and information. You will also have the opportunity to reply directly to your neighbourhood team and provide feedback via surveys.*

- Police confirmed community concern sites will continue to be enforced in Rutland.
- Police have secured funding for an additional van.
- During February 22 site visits were conducted within Rutland. GC to send breakdown of enforcement to HC after meeting. DC advised that the RCC Communications Team receive information on operations.
- DC and RG working on a number of TROs.
- GC and DC confirmed that Police do not enforce 20mph speed limits.

GC

### Tixover

- DC confirmed that enforcement has now started on the A47 – with vehicles present in February and March.
- DC advised that officers had observed vehicles crossing the centre white lines at Tixover.

<ul style="list-style-type: none"> <li>The Highway and Transport Concern relating to Tixover was discussed. The original agreement to review the situation after 12 months was supported.</li> <li>DC advised that the police could review the video footage from the mobile safety camera van and advise RCC regarding frequency of vehicles overtaking on the white lines.</li> </ul>	<p><b>DC</b></p>
<p><b>5. Progress Update</b></p>	
<p><b>Summary over last quarter</b></p> <ul style="list-style-type: none"> <li>The group were updated on new schemes received. These have been added to the progress sheet available online: <a href="https://www.rutland.gov.uk/my-community/transport/transport-strategy/highway-and-transport-concerns/">https://www.rutland.gov.uk/my-community/transport/transport-strategy/highway-and-transport-concerns/</a></li> <li>Group also advised that the programme of works has been updated since the last report to Cabinet and is now published on the above website.</li> <li>Clarification was provided that officers will communicate with parish's regarding date of works.</li> <li>The new process requires the lead engineer/ officer to lead on communication/ consultation for their schemes to ensure continuity (rather than updates coming from different officers/ roles).</li> <li>CllrLS notified the group she circulated a highway and transport newsletter in February and plans to do one each quarter to supply information to parishes.</li> </ul> <p><b>Parking updates</b></p> <ul style="list-style-type: none"> <li>JV is in the process of updating the parking strategy. CllrLS requested it be added to a future meeting. HC to add to July meeting agenda.</li> <li>Yellow lines have been installed in Ketton.</li> <li>JV advised there are some historic schemes currently on hold until restrictions are fully lifted or until roads are adopted.</li> <li>JV is in discussion with local police regarding enforcement.</li> </ul> <p><b>Highway Updates</b></p> <ul style="list-style-type: none"> <li>New process will ensure the list is kept at a more manageable amount going forward.</li> <li>CllrLS requested to informally monitor this.</li> <li>Requests for further investigation: A number of parishes have come forward to request additional monitoring or works prior to the approved review period. HC to keep a log of these requests but approved process to be adhered to.</li> <li>Site visits: AT has a number of site visits/ parish meeting attendances scheduled including Essendine and Greetham.</li> <li><b>Braunston:</b> GC to review site and provide RG with response.</li> <li><b>Caldecott:</b> AT advised that the scheme proposal for Caldecott was identified by engineers as the best engineering solution. AT has been in touch with Cllr Andrew Brown, and provided communication for the parish, to explain the decision.</li> <li>CllrLS requested a meeting with PSh and AT regarding standardised features throughout Rutland.</li> </ul>	<p><b>CllrLS</b></p> <p><b>HC</b></p> <p><b>HC</b></p> <p><b>AT</b></p> <p><b>GC</b></p> <p><b>PSh,AT, CllrLS</b></p>
<p><b>6. School Travel Plans and Active Travel – Fiona Fisher (guest)</b></p>	
<ul style="list-style-type: none"> <li>Fiona Fisher joined the meeting to provide an update on Modeshift STARS.</li> <li>Fiona Fisher is working on a temporary project to engage with schools to encourage active travel and drive forward revised travel plans for schools.</li> </ul>	

<ul style="list-style-type: none"> <li>• The project uses Modeshift STARS, a Department for Transport (DfT) funded initiative, which provides a platform for schools to collect data that then generates their travel plan (which is required by the council to assist in finding solutions to the highway/ transport problems they raise.)</li> <li>• Schools do not have to do the admin during the project; this is currently done by Fiona.</li> <li>• Fiona is working with the schools on board and provides support and education/ training initiatives to the schools for their pupils.</li> <li>• FF is struggling to engage with some schools and would like the help of Councillors and group members to spread the message to as many schools (and parishes) as possible to help get them engaged.</li> <li>• CllrLS to email round to all members to spread the positive message of the scheme. Will circulate to the group prior to sending out to members.</li> <li>• PSh suggested including information in the Weekly bulletin that goes out to parishes. HC to action.</li> <li>• Fiona's colleague has put together a brief overview of the project which could be used as a starting point for communication. HC will send to CllrLS, so she can include in the email.</li> <li>• GC asked CllrLS to copy him into any email sent out to parish's so that he can circulate to local officers for their information.</li> <li>• JV to discuss Oakham School engagement with FF outside of the meeting.</li> </ul>	<p>CllrLS HC HC CllrLS JV</p>
<p><b>School streets potential.</b></p> <ul style="list-style-type: none"> <li>• FF explained a potential opportunity to deliver a School Streets campaign.</li> <li>• School Streets involves the closure of the roads outside of designated schools. It stops parents having access to the school gates and forces them to think of different means of taking their children to school - helping to change habits.</li> <li>• Residents would have access during the closure.</li> <li>• AT advised he had been involved in School Streets at his previous job. It received a lot of positive feedback. PCSO's came down to help enforce it. The initiative helped the schools encourage other initiatives and means of travel such as walking buses and scooters.</li> <li>• CllrLS was fully supportive of the idea and would present this to elected members where there is school interest in delivering a School Street scheme.</li> <li>• JV felt it was a positive initiative that would bring a lot of benefits and engagement with all parties. JV noted that it would need to have a police lead on enforcement.</li> <li>• PSh asked if School Streets could be added to the Climate Change Summit on 12<sup>th</sup> May. CllrLS agreed and asked FF to attend. HC to send FF details to CllrLS.</li> <li>• LP advised that Leicester City Council ran a successful School Streets campaign in 2019, which the police were involved with.</li> <li>• FF to work with colleagues to identify suitable locations.</li> </ul>	<p>CllrLS  HC/ FF  FF</p>
<p><b>7. Other Matters Arising</b></p>	
<p><b>Signage</b></p> <ul style="list-style-type: none"> <li>• HC raised the RCC signs policy and queried whether it needed updating.</li> <li>• CllrLS to discuss the policy with PSh and AT outside of the meeting.</li> <li>• HC to send link for current signs policy to CllrLS and AT.</li> </ul> <p><b>Speed Surveys</b></p>	<p>CllrLS/AT HC</p>

<ul style="list-style-type: none"> <li>• HC and AT to meet to discuss speed survey data.</li> <li>• A handheld speed survey device has been ordered to use during initial assessment stage. This will speed up the initial assessment process.</li> <li>• If a full speed survey is required (based on findings of the handheld device), it will then be commissioned rather than an officer having to erect the equipment themselves.</li> </ul> <p><b>Grant scheme</b></p> <ul style="list-style-type: none"> <li>• HC noted that grant funding has been awarded (by the DfT) to RCC for a potential new cycle route.</li> <li>• Consultation will be taking place on the proposed scheme in due course.</li> </ul> <p><b>CSW Community speed watch (HC/GC)</b></p> <ul style="list-style-type: none"> <li>• HC and GC discussed Community Speed Watch. Follow up meeting to take place.</li> </ul>	<b>HC/AT</b>
<p><b>8. Date of Future Meetings</b></p>	
<ul style="list-style-type: none"> <li>• To be held every 2 months.</li> <li>• This is partly to clear the backlog of schemes. If there are insufficient items for the agenda, then the meeting will be cancelled.</li> <li>• Next meeting: 25<sup>th</sup> May 2021 2 – 4pm</li> </ul>	

Meeting ended 16:07