

**Rutland County Council**  
**Highways & Transport Working Group**  
**23<sup>rd</sup> November 2021 14:00 – 16:00**  
**Virtual Meeting via Teams**  
**MEETING NOTES & ACTIONS**

**Attendees**

Cllr Ian Razzell (CllrIR), RCC - Portfolio Holder for Highways & Transportation and Road Safety (Chair)  
Cllr Oliver Hemsley (CllrOH), RCC Council Leader  
Heather Caldicott (HC), RCC – Transport Strategy Manager  
Rebecca Johnson (RJ), RCC – Senior Transport Manager  
Penny Sharp (PSh), RCC – Director of Places  
Deborah Collier (DC), Leicestershire Police (Team Leader Safety Camera Team)  
Graham Compton (GC), Leicestershire Police  
Andrew Tatt (AT), RCC – Senior Highways Manager  
Charlie Wardle (CW), RCC – Interim Highways Engineer  
Paul Slater (PS), RCC – Highways Engineer  
James Von Der Voelsungen (JV), RCC – Parking Services Manager  
Robert Salt (RS), RCC – Business Administrator for Highways (Minute Taking)  
Rob Thomason (RT) – RCC Transport Strategy Officer

Area of Business	Action
<b>1. Welcome and Introductions</b>	
<ul style="list-style-type: none"> <li>• CllrIR welcomed everyone to the meeting.</li> <li>• It was noted that it was CllrIR's first HTWG meeting and that CllrLR would be the new Chair.</li> <li>• Introductions were provided by group members.</li> <li>• HC informed the group the meeting was being recorded</li> </ul>	
<b>2. Minutes of the previous meeting</b>	
<ul style="list-style-type: none"> <li>• HC confirmed the progress sheet link on the webpage had been fixed and the latest progress report uploaded.</li> <li>• Team generally thanked by PSh for hard work</li> <li>• Actions to be carried forward: <ul style="list-style-type: none"> <li>- Incident template</li> <li>- Community safety report</li> <li>- Breakdown of Rutland specific traffic volumes</li> </ul> </li> <li>• Minutes of the November 2021 HTWG meeting were formally approved by the group.</li> </ul>	     HC HC GC
<b>3. Police Update</b>	
<ul style="list-style-type: none"> <li>• GC advised the group of the launch of the National anti drink drug drive campaign on 1<sup>st</sup> December. It is part of the Police's Fatal 4 operations and will run for 32 days. The Leicester, Leicestershire and Rutland Road Safety Partnership has serious concerns with drink and drug driving. Prior to the campaign 80-90 drivers were detained every month due to drink or drug driving.</li> <li>• PSh asked if GC can share the media release when ready. HC to ask comms to promote and put in Rutland roundup.</li> <li>• HC informed group that Julia Potkins (RCC – Road Safety Officer) is doing an anti-drink drug drive campaign at late night shopping events in Uppingham and Oakham. GC will keep communication open with Julia and is very happy to have her support.</li> <li>• PSh asked GC if we could get the numbers for Rutland.</li> <li>• GC raised the issue of E-Scooters and are in the process of sending guidance out to front line officers. Unless part of an official DfT trial, riding an e scooter in a public place is an illegal act. GC confirmed they are putting out a press release giving guidance on how they intend to operate. GC advised the DfT trial will be concluded next year.</li> <li>• JVV noted that civil enforcement officers had not noticed any e-scooter related issues in the towns but would ask enforcement officers to keep a look out.</li> </ul>	          GC/ HC          GC GC          JVV
<b>4. Progress Update</b>	
<b>Summary (HC)</b> <ul style="list-style-type: none"> <li>• HC thanked RT for putting the summary information together.</li> <li>• To date 242 concerns have been logged. Of these: <ul style="list-style-type: none"> <li>- 38 are awaiting initial assessment</li> <li>- 4 are in initial assessment stage,</li> <li>- 11 are currently in feasibility and design,</li> <li>- 7 are on hold,</li> <li>- 44 have been merged or removed</li> <li>- 12 are in progress or construction</li> <li>- 101 cases have been closed</li> <li>- 23 schemes have been identified as either amenity or beneficial</li> <li>- 2 schemes are progressing through the review stage</li> </ul> </li> <li>• CllrIR asked how parishes and Ward Members are notified of the outcome. HC advised officers follow a set template which outlines the stages at which ward members and parishes are notified. It was noted that this element would be reviewed under the annual review process to ensure sufficient engagement is taking place and as it should.</li> </ul>	                      HC

### Parking updates

- JVV advised he has received a request for an advisory disabled bay on Great Lane, Greetham. The request had been declined but the customer has requested a second opinion, warning RCC that they will take matter to ward Member. JVV explained that this bay would go against the current guidance. Group discussed the issue and supported the process and decision from JVV. JVV to respond to the applicant. CllrIR supported the approach and would be happy to discuss with the resident if required.
- JVV advised there are a few historic schemes on hold, either waiting for further information or road adoption. Discussion took place around historic schemes and that a new study or second initial assessment is required for concerns older than one year.
- JVV advised he has received three scheme requests;
  1. A pinch point in Hambleton. The emergency services are currently involved. JVV's enforcement officers can issue police flyer when completed.
  2. Parking issue in the centre of Cottesmore: Access issue due to football parking. Initial assessment on this before the next meeting.
  3. Request for an ambulance bay on Pond Lane, Greetham: Initial assessment on this before the next meeting.

JVV

JVV

JVV

JVV

### Aldgate/Ketton

- The group responded to Ketton Parish Council informing them they did not support use of planters. The parish responded to ask if they could be installed if the parish paid.
- In line with policy, RCC would still need to grant approval for the planters even if paid for by the Parish. In such circumstance Ketton parish would be responsible for maintenance of the planters for 5 years, after which RCC would take over maintenance costs. The Parish would still be responsible for any removal costs.
- It was agreed that at this stage, the most suitable approach would be to send out the letter to residents in the area regarding the need for considerate parking. It was agreed that the situation would then be reviewed in 12 months time.
- It was agreed that the response to the parish would be sent prior to the publication of the minutes.
- Group agreed a protocol was required for parish funded requests. The policy on this would be reviewed within the highway and transport annual Cabinet report.

JVV

HC

### Highway Updates

- AT informed the group that Network Rail have agreed to contribute to the cost of the works on the roads damaged during the Manton bridge closure.
- The results of the NHT survey (customer satisfaction survey connected with application for funding from DFT) had been received. 960 residents (28%) responded - this is above the national average of 24%. RCC received one of the top results in the country. PSh and CllrIR thanked the team for their work.
- CW stated that the Speed indicator device report will go to cabinet in December. AT confirmed new SID's would collect speed data - removing the requirement for speed guns. Subject to Cabinet approval, the procurement process will start in summer 2022.
- CW provided an update on accident sites. CW has visited 2 of 4 KSI accident sites in the county. At both conditions of the highway were acceptable with no requirement for a scheme to be implemented. CW is scheduled to visit the remaining 2. Discussion took place around notifying CllrIR and PSh when a fatal RTC has occurred. Highways and Transport to agree a notification process outside of the meeting. PSh to discuss fatal incidents and damage to the highway with CllrIR outside of the meeting.
- CW is currently working on a number of schemes that are due to be implemented this financial year. CllrIR requested an update once the works start dates are known, so that he can also alert fellow Councillors.

CW

AT/ HC  
PSh/ CllrIR

CW

<b>5. Other Matters Arising</b>	
<p><b>Community Speed Watch</b></p> <ul style="list-style-type: none"> <li>• HC confirmed a report will be released detailing the activities over the last 8 months. Report will show how it has gone and the benefits of it, also what parishes can do to get involved going forward. Press release is due to be sent out next week.</li> <li>• Over 500 letters sent to drivers following the community speed watch.</li> <li>• AT asked if we have a breakdown on whether it is locals or if it is visitors from outside the county. GC confirmed the police do not keep that level of data, however the majority of letters usually go to locals.</li> </ul>	HC
<p><b>Road Safety Guide</b></p> <ul style="list-style-type: none"> <li>• Road safety guide was originally approved at the beginning of 2020 but the desktop publication was delayed by covid. HC informed the group that there was a plan to produce a technical road safety document in addition to the guide.</li> <li>• Discussion took place over whether the additional documentation was required or if the road safety guide was sufficient. It was agreed to focus and expand on the existing document where necessary, rather than creating an additional technical document, and create a more streamlined public facing guide if necessary.</li> </ul>	HC
<p><b>Parking Policy</b></p> <ul style="list-style-type: none"> <li>• HC, JVV and RJ have all been working on the policy, which is due to go to cabinet on 21<sup>st</sup> December.</li> <li>• HC asked for feedback and whether the group endorsed the policy.</li> <li>• AT queried whether amendments had been made relating to highway adoptions. HC confirmed they had, but would circulate the final draft to AT to ensure the amendments cover his concerns.</li> <li>• RJ highlighted that there may be concern regarding the introduction of the ability to charge for disabled parking bays on roads. Discussion then took place on how best to charge for the bays. PSh will discuss with CllrIR once the approach has been agreed.</li> <li>• Group confirmed they were supportive of the policy and HC confirmed the policy would go out to public consultation in February/March time.</li> </ul>	AT/HC  PSH/CllrIR
<p><b>Travel Plans and Modeshift STARS</b></p> <ul style="list-style-type: none"> <li>• JVV and HC advised that there are ongoing concerns about parked vehicles around some primary schools. In such instance, RCC officers normally work with schools to identify actions that could be taken to reduce the number of pupils travelling to car by school (e.g by encouraging active travel).</li> <li>• It was noted that in some instances, RCC officers have been unable to engage with the school on the matter and HC and JVV sought confirmation of approach in such situation.</li> <li>• Group confirmed that they are supportive of the established process and that no schemes should be taken forward until a school had developed an up to date travel plan or were actively taking part in Modeshift STARS. .</li> <li>• The exemption to this would be where accident data highlighted an urgent issue that required immediate investigation on safety grounds.</li> <li>• Group suggested communications are restarted with schools and parishes where such issues persist.</li> <li>• PSh asked if something around engagement was included in the parking strategy? HC to check following meeting.</li> </ul>	JVV/ HC  HC
<b>6. Date of Future Meetings</b>	
25 <sup>th</sup> January 2022.	

**7. AOB**

- RJ asked if there were any changes officers feel should be made to the process? It is scheduled to go to Cabinet for review around March next year. The group discussed the possibility of defining the difference between amenity and beneficial outcome along with extending the initial response time beyond 5 days. HC to add as agenda item for next meeting. All officers to have a think about how it has gone over the last 12 months.
- DC asked if there was an update on the outstanding TRO's Robyn Green had been working on. PSh asked AT to pick this up.
- DC updated the group that the Police have received additional funding for extra red lamps, this will assist in night-time enforcement.
- HC informed the group that a request had been received for a new footway in Cottesmore to be considered. HC advised the issue had previously been assessed. Group agreed established process should be followed and HC to provide a response.
- It was suggested that reminder communication regarding the process was circulated. HC to put information in the Rutland Roundup and liaise with Jeremy Barnes regarding Parish Forum.
- HC confirmed that Rutland's Bus Service Improvement Plan had been submitted and work is underway on the Enhanced Partnership plan and scheme, which would outline, within a legally binding document, any improvements RCC and operators will make to services and infrastructure. This could include a review of all bus stops and would set a minimum standard. Improvements would include new information timetable stands, new lighting, a new bench etc. Funding from the Integrated Transport Capital Funding block would be required to support this work. HC emphasised that anything within the EP document will be legally binding. PSh to discuss with CllrIR outside of meeting.
- PSh confirmed an additional business support officer will join the Places directorate, starting 1<sup>st</sup> December. The role will act as a point of contact for Members and help to centralise Member queries.

HC  
All Officers

AT

HC

HC

HC

PSh/CllrIR