

# Witney Traffic Advisory Committee Meeting of Witney Town Council



**Tuesday, 21st March, 2023 at 2.30 pm**

To members of the Witney Traffic Advisory Committee - A Coles, M Brooker, D Enright, T Fenton, A Prosser, J Aitman, T Ashby, L Duncan, R Smith, C Hulme, T Bayliss, K Hickman, A Lyon, D Miles and D Gambier (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

## **Admission to Meetings**

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## **Agenda**

### **1. Apologies for Absence**

To receive and consider apologies for absence.

### **2. Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a **maximum of five minutes** on any matter relating to an item on the agenda.

### **3. Minutes**

- a) **To adopt and sign as a correct record the minutes of the meeting held on 10 January 2023 (copy enclosed) (Pages 5 - 10)**
- b) **Matters arising from the Minutes not covered in the Action Plan or subsequent items.**

4. **Oxfordshire County Council Reports**

a) **Traffic Schemes Area Operations - Oxfordshire County Council**

To receive and consider the report of the Traffic Schemes Area Operations (North). – (To Follow)

b) **Traffic & Road Safety - Oxfordshire County Council**

To receive and consider the report from the Traffic & Road Safety Team – (To Follow)

5. **Parking Enforcement Changes across West Oxfordshire**

To receive a verbal report from Oxfordshire County Council outlining their approach to parking enforcement from 1 April 2023.

6. **Community Speedwatch** (Pages 11 - 20)

To receive the update report from the Deputy Town Clerk of Witney Town Council and consider how Community Speedwatch can be extended in Witney.

7. **Madley Park Bus Stops**

To receive a verbal update from the Deputy Town Clerk, following the review of Witney Town Council bus stops that serve Madley Park after the last meeting of this Committee.

8. **Public Transport Update**

To receive an update from members, present on latest changes to public transport, if appropriate.

9. **School Road Safety** (Pages 21 - 38)

To receive information from the Oxfordshire Fire & Rescue Road Safety Officer on road/pedestrian education in schools.

10. **Bridge Street Area Appraisal**

Add at the request of the Chair.

To discuss the awaited Bridge Street Area Appraisal Report and consider any comments to be submitted to Oxfordshire County Council as part of its engagement process. The report was noted in point 5. Of the Traffic Area Schemes Operations report of this Committee at its meeting on 10 January 2023.

11. **Items Submitted to the Town Clerk**

To receive any traffic or highway related correspondence submitted to the Town Clerk since the last meeting.

a) **New Pedestrian Crossing on West End**

To discuss a verbal request from Cllr. M Brooker for a new pedestrian crossing on West End, at the bottom of Narrow Hill.

b) **Traffic lights at Welch Way/Woodford Way**

To receive verbal representation from Cllr M Brooker on this issue.

13. **Items Raised at the Meeting**

To receive and consider any pressing matters from members which may be added to the next meeting agenda for consideration.

14. **Date of the Next meeting(s)**

To note the dates of the meetings for the 2023/24 municipal year. These being 6 June & 26 September 2023 and 16 January & 26 March 2024.



Town Clerk

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**WITNEY TRAFFIC ADVISORY  
COMMITTEE MEETING**

**Held on Tuesday, 10 January 2023**

**At 2.30 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor A Coles (Chair)

Town Councillors:	A Prosser J Aitman	T Ashby
Others:	M Brooker D Enright T Bayliss A Lyon D Miles	West Oxfordshire District Council Oxfordshire County Council Stagecoach West Oxfordshire Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green  Mike Wasley Duncan Stewart	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council
Others:	1 member of the public.	

**T1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Liz Duncan, Chris Hulme from Thames Valley Police, and Kevin Hickman from Windrush Bike Project.

**T2 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER (COPY ENCLOSED)**

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee meeting held on 27 September 2022 be approved and signed by the Chair.

**T3 PUBLIC PARTICIPATION**

There was no public participation at this point in the meeting.

**T4 MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS**

There were no matters arising from the minutes of 27 September 2022.

T5 **TRAFFIC SCHEMES AREA OPERATIONS - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the report from the Oxfordshire County Council Infrastructure Locality Team concerning updates on several projects underway in Witney.

Included within this were updates on the Windrush Bike Project Barriers Report, Schemes to be delivered from Windrush Place S106 funding, the Witney Local Cycling and Walking Infrastructure Plan (LCWIP), the A40/B4022 Shores Green Access, Bridge Street Area Options, and Burwell Meadow Low Traffic Neighbourhood.

**Resolved:**

That, the report be noted.

T6 **TRAFFIC & ROAD SAFETY - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the Traffic & Road Safety Report from the County Council Area Operations Officer, including the remaining lining programme. Following the report, Members were invited to raise any comments.

Members reported the following items at the meeting:

- The absence of on-road speed limit markings following the introduction of the revised speed limits.
- The new bus stops on Oxford Hill did not have 'bus cages' marked out.
- Junction linings at Queen Emma's Dyke.
- The 'SLOW' road marking had not been reinstated on Valence Crescent since the re-surfacing work, this issue has previously been reported but not yet acted upon.

Members were updated that the signage for implementation of new 20mph limits was continuing to be reviewed. On-road markings were not a legal requirement, but requests could be submitted for areas of concern.

Members were updated that the consultation period for Traffic Calming at The Leys was now complete. Given that objections had been raised, the OCC Officer would need time to review and address the issues that had been raised ahead of the proposal being determined. Further input from Witney Town Council and Witney Traffic Advisory Committee was welcomed for consideration by OCC Officers and Cabinet Members.

**Resolved:**

1. That, Members should email the OCC Officer directly with the details of any lining works required and include specific locations; and
2. That, Members should email the OCC Officer with areas of concern for speed limit road markings. These would be considered for the works list; and
3. That, Oxfordshire County Council budget setting is in process for 2023/2024 works, a further update will be available at the next meeting of this Committee; and

4. That, Witney Town Council would submit further feedback on the Leys traffic calming proposal to OCC following further engagement with nearby residents

*Councillor A Prosser arrived at 2:45pm*

T7 **PUBLIC PARTICIPATION**

A resident from Madley Park joined the meeting at 2:50pm and asked to speak about the bus stops and bus services from Madley Park. With the express permission of the Chair this was permitted at this point during the meeting.

**Resolved:**

1. That, Cllr Aitman, as ward member for Witney East, contacts the resident further should information be forthcoming and;
2. That, the Town Council investigates the condition of the bus shelters.

T8 **WITNEY HIGH STREET**

The Oxfordshire County Council Programme Lead for the Witney High Street Scheme attended and gave a brief update, followed by questions from Members.

The Committee were advised that no key dates or timescales had been confirmed but plans were in progress. Stakeholder briefings had already started, and further briefings would take place at the end of January/beginning of February. Pre-design public engagement would be in the Spring, potentially the beginning of May. The engagement, design and consultation processes would take several months, possibly a year to bring to fruition due to the amount of work involved.

**Resolved:**

That, the verbal update be noted.

*Councillor D Enright arrived at 3:34pm - During the discussion item T8 Witney High Street*

T9 **WITNEY LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN**

The Chair and other Members acknowledged the amount of work that had been invested to date and that these efforts had resulted in a solid draft plan resulting from a good variety of online and in-person engagement. Members reflected on a well drafted initial list of priorities, a good framework upon which more work could follow.

A member raised the issue of a refuge island at Witan Way (when you were crossing near/from Farm Mill Lane).

Improvements for the five-ways roundabout were discussed, there was mixed feedback about the idea of a 'Dutch roundabout'. Members agreed that more needed to be done to come up with a proposal that did work and offers a safer solution for all users.

Members discussed the ongoing proposals for traffic calming measures at The Leys. Further improvements for pedestrians and cyclists were suggested, including the potential for a segregated use path.

**Resolved:**

1. That the Draft Plan be noted and,
2. A consultation response be submitted to Oxfordshire County Council on behalf of the Committee encompassing the points discussed.

**T10 PUBLIC TRANSPORT UPDATE**

The Committee received a verbal update from the Parish Transport Representative.

The government funded £2 Bus Fare Cap Scheme has been welcomed and applied to Stagecoach services in Witney.

The West Oxfordshire Community Transport services did not benefit from the fare cap scheme, but Members were reminded that the child fare of just £1 applies to individuals aged from 5years to 25 years – young residents could travel anywhere in the town for £1.

The Committee were updated on work happening behind the scenes to accommodate the forthcoming Botley Road closure in Oxford.

**T11 20MPH ON WOODSTOCK ROAD**

The Committee received correspondence from the Head Teacher of Wood Green School, acknowledging the positive impact of reduced traffic speeds following the introduction of a 20mph speed limit on Woodstock Road.

**Resolved:**

That, the correspondence be noted, and the letter be acknowledged by Witney Town Council Officers.

**T12 CYCLISTS AND ENFORCEMENT OF 20MPH SPEED LIMIT**

The Committee received correspondence from a resident concerning cyclists exceeding the new 20mph speed limits.

A Member advised that in general, cyclists did not have a legal obligation to adhere to the same speed limits as motorists. Speed limits listed in the Road Traffic Regulation Act 1984, and the Highway Code related to motor vehicles. It was possible for local byelaws to impose speed limits, no such byelaw could be referenced for Witney.

**Resolved:**

That, Witney Town Council Officers respond to advise the resident of the limited application of speed limits.



T13 **MADLEY PARK PEDESTRIAN CROSSING**

The Committee received correspondence from Cllr. Ruth Smith concerning parking on Harvest Way, particularly near the Barleyfield Way turn.

**Resolved:**

That, Witney Town Council would forward this correspondence to Oxfordshire County Council to explore further.

T14 **ITEMS RAISED AT THE MEETING**

The Deputy Town Clerk read out an update from Thames Valley Police regarding the newly introduced speed restrictions and enforcement via community Speedwatch schemes.

The following items were raised for inclusion on the next agenda:

- Community Speedwatch – start formulating a plan.
- The consideration of a pedestrian crossing at West End
- Bridge Street Area Appraisal

**Resolved:**

That, the issues raised be added to the next agenda.

T15 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next scheduled meeting of this committee would be on Tuesday 21 March.

**Resolved:**

That, the date of the next meeting be noted.

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The meeting closed at: 4.20 pm

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Chair

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## WITNEY TRAFFIC ADVISORY COMMITTEE

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**Date:** Tuesday, 21 March 2023  
**Title:** Community Speedwatch - Update  
**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

At the previous meeting of this Committee, members discussed Community Speedwatch following a statement from Thames Valley Police regarding the rollout of the reduced speed limits across Witney. It was an agenda item should be added for this meeting.

### Current Situation

To help progress the discussion, the Thames Valley Police (TVP) Community Speedwatch Officer, PC Lee Turnham was invited to this meeting but regrettably has had to send apologies. He did however send the latest Community Speedwatch newsletter (attached) and provided answers posed to some questions by the Administrative Support team at the Council:

- Could you provide any relevant updates on the scheme in West Oxfordshire/Witney.

*There is lots of change, all very positive, most of which is included in the newsletter. There are now forty active groups in West Oxfordshire. Witney Burwell and Witney Town are registered on the TVP system already named Burwell and Witney Town Group. Groups do not have to be supported/linked to the town or parish council and can comprise of as little as three trained people.*

- What are the current costs and recommendations for equipment.

*All equipment is now provided by TVP at no cost to the group. The equipment remains the property of TVP, it's a long-term loan. However, if the group is inactive and equipment unused for 6 months the equipment is recalled.*

- How does the TVP training work.

*All training is now online.*

- Are volunteers covered by TVP insurance (some earlier info that we have indicates that volunteers would be covered)

Yes

PC Turnham is very happy to help with any other queries so if there are any other questions at this stage, the town council can initiate further contact.

A Community Speedwatch 'Start procedure' document is also attached for information.

### **Financial implications**

The Town Council holds no budget to facilitate a Community Speedwatch scheme.

Any recommendations on Town Council involvement will need to be agreed through its Committee process.

### **Recommendations**

Members are invited to note the report and consider the following:

- How best to progress Community Swatch Schemes in Witney. Members may like to consider a task and finish group to expediate the progress.

# Decelerate.

## Community Speedwatch

### Newsletter # 4

Welcome to the 4th newsletter from your TVP Community Speedwatch co-ordinator for;

*Berkshire, Buckinghamshire & Oxfordshire. (TVP)*



Hi everyone.

The first full year of TVP using the new platform has thrown up a few challenges. Many of them being procedure and protocol. A few of these will be addressed later in this newsletter.

The future of CSW now has a firm platform to build a cohesive and effectively applied strategy across all three counties, empowering communities to carry out CSW as and when the communities decide.



The new platform for CSW has been giving individual results back to those who are involved or have a vested interest. Your statistics are available from within the individual group platform.

Yes, we have seen a great take-up of the platform, with 225 groups now registered on the system. We still have a little way to go.

Thames valley Police, along with other Police forces have different procedures and protocols. The strategic governance board within Thames Valley meet on a quarterly basis, where issues are addressed. Thames Valley work alongside Hampshire and the Isle of Wight Constabulary in an operations capacity. However, the two police forces do not run off the same platforms for CSW.

## GOOD NEWS

The 11 Local Police areas of Thames Valley Police are now securely on the new platform, all have been live for a minimum of 12 months.

The PCC, Matt Barber has secured funding, enabling loan kits for new groups. These will now be available on a permanent loan basis. The individual group must show use of the equipment, otherwise they will be reclaimed and distributed to another group. Once loaned you cannot request to loan a second device. For those groups waiting, these devices will be available as soon as they arrive from the suppliers.

## Issues arising in last 12 mths

### Q Why is the System showing 'No letters' sent?

The system will only show the words 'reported to TVP', this is due to TVP not using the lettering system of CSW online. All those vehicles that you record come into TVP letter system and their administration is carried out by us.

### Q Where are the TVP roadside documents?

When you open the system and are on your home page, look to the far right and click 'HELP'. Now look to the left and choose 'DOCUMENTS', upon opening now choose 'FORMS'. The documents are the second up from the bottom of the page. These documents are to be with you each time you are at the roadside, no matter which device you are operating.

### Q Is there a list of Thames Valley Speedwatch protocols?

TVP has just had its first full year of the platform and has been a learning curve for us all, the platform is subscribed to by TVP. However, TVP has its own protocols as does many other police force across the country.

The protocols have been posted onto the TVP platform of CSW online. Their exact Location within is; 'Help'-'Documents'-'Policies'-Briefings and Protocols'.

### Q What does TVP insurance cover?

Providing each scheme has signed up on the system and have undergone the relevant online training, only then will the TVP insurance will be in place. This has a liability of £50M, far higher than that of a small parish being able to obtain. On the new scheme the platform will enable each location to be certified and thus creating a service level agreement to the group. **The insurance is only in place once CSW activities are in progress and providing that the group has pre- booked using the websites calendar system.**

**It does Not cover the equipment whilst it is stored.**

### Q Is the signage of Community Speedwatch mandatory or advisory?

The signage, under all CSW rules state that this MUST be in place during the CSW period of monitoring. As per the newsletters #2 and 3. The siting of such devices falls to either the local parish or the county highways division.

### Q Why is monitoring vehicles not allowed within 100M (both directions) of a speed change?

This situation has been looked at and I am pleased to say that this now only applies to the carriageway as vehicles enter a speed limit change.

Q Why do TVP not use the recorder facility within the website?

The reason this function has not been authorised by TVP is that some members of the community have been put in as a recorder, due to mobility and welfare issues, however it became apparent that the individuals were being used solely as 'office staff'. With the function being that of a co-ordinator it now includes the individuals in a more inclusive way, ie, they can see what is going on within the group and take on more responsibilities when and if they are able.

Q How does GDPR relate to retention of record?

GDPR legislation states that records of any activity should only be kept for the shortest amount of time and to aid another request from the same incident. Therefore, TVP have stated that 2 months is a maximum time for those who receive letters and require answers to make representation. Details of all data and this includes digital (sentinel) are to be destroyed at 2 months old.

Q Do we have to use tally counters to record all vehicles?

Recording the amount of vehicles going through the CSW location at the time enables the percentage of excess speed to be analysed. Should you only record excess speed you would show that 100% of all vehicles are offending when the true offenders may only be 1 or 2%. Should this be the case it would therefore be inappropriate to have officers and parishioners thinking that the issue is worse than it really is, or visa-versa.

Q Why can't we hide behind bushes in order to catch speeding motorists?

CSW is an education tool, the aim is to reduce speed through education. The aim is NOT to catch speeding motorist but reduce the speed. With operators being visible at all times this shows the vehicles driver that the CSW is in place and as such reduces the speed. Operators are not to hide behind bushes, but be visible on the roadside as per the site authorisations that state where the operatives are to stand whilst recording.

Q Why do TVP not allow ANPR devices?

TVP does not sanction the use of ANPR within CSW. This is two fold, the equipment is expensive and that ANPR retrieval is also expensive. TVP wish to keep the costs down to participating groups and parishes. For every retrieval that is gained by local authorities from the DVLA there is a charge of around £3.00 sterling. Accuracy is not an issue but there are many misreads on this equipment due to number plates not being clean or misrepresented in some form. Some groups do use the Sentinel and ASWC devices, which are image capture.

Q What is the letter procedure?

In terms of the operation, a motorist can receive three graduated letters over a rolling six month period; any further transgressions will lead to a visit by a Roads Policing Officer to discuss driving behaviour. If a motorist is 50% over the specified limit, they will automatically receive an Excess 50% letter, explaining potential police action if the speeding occurrence had been carried out by a Police Officer. If the motorist is detected at twice the specified speed limit, it will be flagged for a Roads Policing visit as soon as possible.

Q When are the conferences going to take place?

Following the return of the survey that was distributed last year, a large percentage preferred that, should a conference take place it would be preference of daytime and either late Autumn or early Spring. We have been looking at venues that would be willing to accommodate us, along with trying to keep central within each county. I will keep you informed of any progress as soon as I receive it.

# EQUIPMENT

**Use of hand held devices;** TVP will now support the use of such devices due to the cost implications that static devices were costing, therefore impeding smaller communities from being able to use the scheme.

Only **NON HOME OFFICE APPROVED** devices can be used. The likes of Laser LTI 20/20 and SPEEDAR devices are **NOT** to be used within the scheme. An example of such an approved device, and there are others, would be a Bushnell 101911 radar gun, which is currently selling online around £160-£200 online. The likes of Sentinel from Unipar and ASWC from Westcotec are sanctioned for use with the Thames valley Police area. There is however one caveat, the use of a device called **pocket radar** will not be sanctioned. This is due to the increased ability of operators to misuse the equipment.

## Signs

I have been informed that the prices have increased recently, however being kept to a minimum. These signs available from from, Sign Wizzard, Aylesbury. There are **Other** sign makers in the Thames Valley.

**AUTHORISATION MUST BE SOUGHT FROM YOUR LOCAL AUTHORITY OR PARISH PRIOR TO PURCHASING, REGARDING FIXING TO EXISTING ROADSIDE FURNITURE.**

### A FEW TVP SPEEDWATCH RESULTS

PEOPLE WHO HAVE JOINED NEW TVP CSW SCHEME.	= 1,321
SITES APPROVED ACROSS TVP	= 1,031
ROADSIDE SESSIONS IN HOURS	= 3,442
OPERATOR HOURS ACROSS TVP	= 9,600
LETTERS SENT	= 34,822
VEHICLES PASSING THROUGH CSW SYSTEM	= 322,941
VEHICLES REPORTED TO DVLA FOR NO TAX	= 833
Percentage of NON re-offenders after receiving 1 <sup>st</sup> letter	= <b>96.04%</b>

THANK YOU ALL FOR YOUR TIME AND EFFORT.





### The Vision.

All community speed watch activities across Thames Valley Police are aligned in the implementation and administration of the scheme.

All community speed watch activities are carried out in accordance with Policy, procedure and the best intentions of the community volunteers.

Members of the community are happy with the education process and potential targeting of persistent offenders.



Kind Regards

PC 3146 Lee Turnham.  
Community Speedwatch Co-ordinator  
Joint Operations Unit, (Road Safety)  
Roads Policing Unit  
HP6 5AL  
lee.turnham@thamesvalley.pnn.police.uk  
Non Emergency Police number 101

**IT'S NOT WORTH THE RISK**



20 is plenty!



Its 30 for a reason!



Don't be naughty in a 40!

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## SPEEDWATCH START PROCEDURE.

Hi

Please follow the procedure below to become active on the Thames Valley Police speed watch program

1, Browse to <https://communityspeedwatch.org> PLEASE DO NOT USE .ORG.UK

2, On the top toolbar in the system click on 'REGISTER'

3, On the left hand side you will now see some drop down boxes, click on 'JOIN AN EXISTING GROUP' follow the prompts to see if there has already been a group registered in your area. If so follow the prompts to join that group, however if it shows my email address, please contact me with your contact phone number and I will contact you directly. When you have registered, please follow the instructions in the email that is sent to your account, this is to ensure we have your correct email address. If you do not appear to have received an e-mail, please check your spam/junk email folders using your online web email system if you have one. If you do not receive an email within about 30 minutes please contact [support@communityspeedwatch.org](mailto:support@communityspeedwatch.org) by email who are able to correct this issue. Once your account is registered, please choose the 'Sign In' button and log in with your password and you will be taken to your 'Mandatory online training' this consists of six 2-minute videos, only when you have completed the final quiz will you have access to the system. You will now be registered as a group operator.

4, If there is not a group for you to join follow the initial steps 1 and 2 but now click on the dropdown box on the left marked 'CREATE A NEW GROUP' follow the prompts. If you are requested to contact me, please do so with a contact number, I will get back to you soonest in order to open up your pathway. If you are not requested to contact me' please follow the prompts. These are similar to those in section 3 but will ask you to name your group. When you have registered, please follow the instructions in the email that is sent to your account, this is to ensure we have your correct email address. If you do not appear to have received an e-mail, please check your spam/junk email folders using your online web email system if you have one. If you do not receive an email within about 30 minutes please contact [support@communityspeedwatch.org](mailto:support@communityspeedwatch.org) by email who are able to correct this issue. Once your account is registered, please choose the 'Sign In' button and log in with your password and you will be taken to your 'Mandatory online training' this consists of six 2-minute videos, only when you have completed the final quiz will you have access to the system. You will now be registered as a group co-ordinator

4a, Following your mandatory online training, those who have registered as a co-ordinator will be required to build your site locations into the system. All of this is completed without the need to attend locations and take photographs. To do this you should sign in as before, now using the toolbar click on 'SITES' this will enable the drop down boxes on the left to appear, click on 'WIZARDS'. Follow the prompts filling in the details requested as you go. PLEASE complete the details and when you get to the direction page please choose photos of the sites and where you think it's safe to stand, by choosing and using the direction pull downs until the photo shows the location. 1<sup>st</sup> photo of traffic direction **and the 2<sup>nd</sup> photo** of where you as either operator or co-ordinator wish to stand. Once you have completed these, only then, will I be able to assess each site. Upon completion, this will form your Service Level Agreement and your Health and Safety risk assessment, which in turn covers you and the group on the TVP insurance scheme.

5, Upon completion of the above I will need to be made aware, which device you wish to use. This will be logged to your group enabling the group to use the onsite-booking calendar. From this point,

you and your group are free to carry out speed watch sessions whenever you please, but only between dawn and dusk.

Should you have any issues please email me WITH a **contact number** and I will do my best to assist.

Lee Turnham P3146  
Community Speed Watch Co-Ordinator  
Thames Valley Police.

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# Footsteps

## || CHILD PEDESTRIAN SAFETY || A PRACTICAL GUIDE



Follow **Footsteps** and help your child become a safer and more confident pedestrian.



OXFORDSHIRE  
FIRE & RESCUE SERVICE



OXFORDSHIRE  
COUNTY COUNCIL

As adults, we have become safer pedestrians through experience. But young children won't have learnt those skills yet.



Use the **Footsteps** guide to support your child to gain the skills they need to be a safer, confident, independent pedestrian.

- Ask lots of open questions and involve your child in the decision making.
- Encourage your child to make their own decisions safely when you are out and about together.
- Always be a good role model as your child will copy your behaviour. Even if you are in a hurry, never do anything you wouldn't want your child to do.

Start **Footsteps** as soon as you feel your child is ready, the sooner the better. This is a learning journey and it may take a long time before your child can cope on their own.




Please don't expect quick results, take it at their pace. As your child shows you they can cope, move on to more challenging tasks. You know your child best, so you will know when they are ready to go out without you.










## A good starting point

-  Bend down to your child's height to get a better understanding of their experience of the world and what they can and cannot see.
-  At the roadside, ask what your child can see.
-  Ask your child why they need to hold your hand.  
**Show them you are taller and can see more, you can be seen and you have more experience of judging traffic.**

You know your child so you can decide when they have learned enough to walk without holding your hand.

## Listening

**In a safe place ask your child:**




-  To close their eyes and tell you what they can hear.
-  To point to where they think the sound is coming from.
-  Which vehicles are difficult to hear?  
**Electric cars, e-scooters and bicycles.**

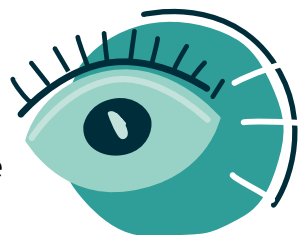


**Listen**

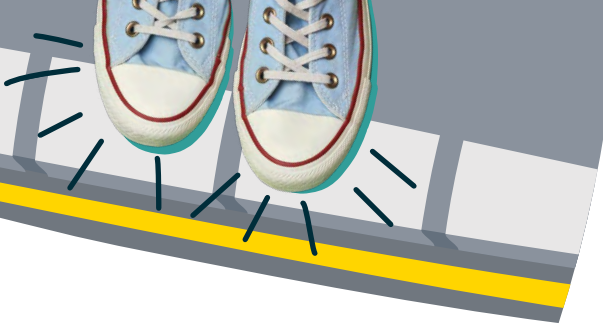
## Looking

**In a safe place ask your child:**

-  To look for vehicles and tell you what they can see  
– they may have turned their head but what have they actually seen?
-  Are the vehicles moving towards or away from them?
-  Do they need to look behind or in other directions?  
**Driveways, junctions, roundabouts.**



**Look**



## On the pavement

### ? Ask your child

- 👣 Why do you walk on the pavement?
- 👣 What is the edge of the pavement called?
- 👣 What does a dropped kerb tell you?  
**Vehicles may cross the pavement into or out of driveways/ entrances so a dropped kerb must be treated like a road.**
- 👣 Why do you stop at the kerb?  
**Stopping at the kerb allows time to think, look, listen and decide what to do.**

## Crossing the road

### ? Ask your child

- 👣 To choose the safest place to cross.
- 👣 Where to stand to get the best view.
- 👣 Can you be seen by approaching drivers?

### If there is no safer option and you have to cross near a corner or bend

- 👣 To listen carefully for approaching traffic they cannot see.
- 👣 How will you cross the road?  
Walking or running? Why?
- 👣 Which is the safer option when crossing the road, straight across or diagonally?



## Parked vehicles

Sometimes crossing between parked vehicles is unavoidable.

### ? Ask your child

- How can you cross between parked vehicles more safely?
- Is it likely that either of the vehicles could move while you are between them?
- How can you tell if a vehicle might move?  
**Is there a driver in the vehicle?**  
**Can you hear an engine noise?**  
**Can you see white reversing lights? Check that your child understands what those lights signify.**

**Involve  
your child  
in decision  
making**

### If your child has decided the vehicles will not move.

- What do you do next?  
**Walk to the outside edge of the vehicles until you can see more clearly and treat this as the edge of the kerb.**



## Clothing

- Ask your child to think about what clothing would be easier for a driver to see and which more difficult. Why is this?  
**Bright and fluorescent colours are easier for drivers to see and dark school uniforms are more difficult.**



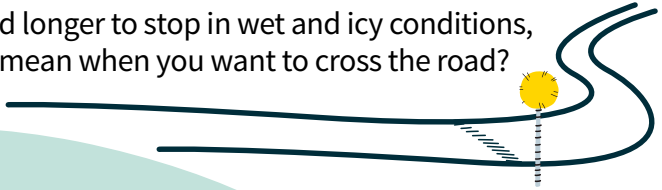


## Weather

### ? Ask your child

- ! Can you see as far in the rain, mist, fog, snow, or bright sunlight is in your eyes?
- ! Can you or other road users see as well in these conditions?
- ! As vehicles need longer to stop in wet and icy conditions, what does this mean when you want to cross the road?

**Involve  
your child  
in decision  
making**



## Pedestrian crossings

- ! Does the green man always mean go?  
**Remind your child to check that traffic has stopped before they cross.**
- ! Which vehicles may not stop?  
**Emergency vehicles displaying blue lights or inattentive drivers.**



# ROAD TESTING



After a while check the progress of your child to see how much they have learned.

- Ask your child to choose a good place to cross the road and ask why they have made that decision.
- Check that they are looking and listening.
- Wait until they tell you when it is safe to cross.
- If your child forgets or does something wrong, remain encouraging. Give them hints and ask them questions so they can work out what they should be doing.

Repeat the exercise as often as you like, until you feel confident that your child understands what to do in different situations and can cope with confidence without you.



# Road Crossings



## Zebra Crossings

**Ask**  
your child

Where do you need to stop?

Why should you wait for traffic to stop?

To ensure the drivers have seen you before you begin to cross.

**Zebra Crossing**



Once the drivers have seen you and stopped, is it always safe to walk across? What do you need to be aware of?

A vehicle may overtake the stationary vehicle, so you need to **keep looking and listening**.

**Look and Listen**



# Pelican Crossings



**Ask your child**

Where do you need to stop?



What will pushing the button do?  
This turns the traffic light red, so the traffic has to stop.

What does the red man mean?  
The traffic light is on green for vehicles so it is not safe to cross.

When the green man is showing, does this mean it is always safe to go? Which vehicles may not stop?  
Emergency vehicles or inattentive drivers.



What should you do when the green man starts flashing?  
If you are on the pavement, do not start to cross as the traffic will soon start moving. If you have already started to cross, you will have time to finish crossing, so don't worry.

While you are at the crossing it is possible someone else may choose to cross even on the red man.  
Use this as an opportunity to discuss why this is not safe.

# Puffin Crossing

A Puffin Crossing is similar to a Pelican Crossing - but it has the red/green man signals on your side rather than the opposite side of the road. It also has two detectors - one can tell when people are waiting to cross, while the other detector controls the red light signal to drivers so people have enough time to cross.

**Puffin  
Crossing**



**Ask  
your child**

**Is it safe to cross  
when the red man  
is showing?**

**Why do you need  
to keep looking and  
listening when crossing  
while the green man  
is showing?**

**Emergency vehicles  
or inattentive drivers.**





# Toucan Crossing

A Toucan Crossing is a shared signal-controlled crossing, to assist both pedestrians and cyclists to cross the road. It is similar to a Pelican Crossing. The crossing time is monitored by detectors to ensure enough time is given to both pedestrians and cyclists to cross.

**?** Ask your child

**Is it safe to cross?  
Why do you need to keep looking and listening when you are crossing?**

A vehicle may overtake stationary vehicles and cyclists do not have to dismount to use this crossing.

**Is it safe to cross now?**

If the green cycle or green man go out while you are crossing and the red cycle or red man reappear, keep going as you will have enough time to finish your crossing before the traffic starts to move.

**Toucan Crossing**



**EMERGENCY VEHICLES MAY NOT STOP AT RED LIGHTS IN AN EMERGENCY**





Roads can be dangerous places, without the skills **Footsteps** can give your child they could be putting themselves at risk of injury when they go out alone.

Learning to cope with traffic is a practical life skill that is gained through experience in real life situations. Your child won't learn this valuable, practical, potentially life-saving skill at school.

Following **Footsteps** will help you support your child to become a safer, more confident, and independent pedestrian. It will give you reassurance and allow your child to enjoy the health benefits of walking, which is great for the planet too.

**Road safety education team contact information:**

Email: [roadsafety.education@oxfordshire.gov.uk](mailto:roadsafety.education@oxfordshire.gov.uk)

[365alive.co.uk/footsteps](https://365alive.co.uk/footsteps)

[365alive.co.uk/roadsafety](https://365alive.co.uk/roadsafety)

# Moving from Primary to Secondary School: Parent information

Your child is about to go through some big changes in their life, moving from Primary School up to Secondary School. There will be lots for you both to think about but it's important to begin to prepare your child for the new journey from home to school.

Follow the tips below to ensure that your child's transition to secondary school is as safe and smooth as possible.

Young people are in a higher risk group as road users during the early years of secondary school. Research shows that pupils in Years 7 to 9 are twice as likely to be hurt on the roads compared to pupils in Years 4 to 6.

This may be the first time your child is travelling to school without you. Help prepare them for their new school journey and make sure they have the skills needed to judge traffic and make safer decisions.

Before your child starts school in September discuss and practise the new school route together. Use the same mode of transport they will be using either walking, bicycle or bus.



Have you used our Footsteps child pedestrian parent guide?  
Download your **Footsteps Guide**.

# Walking



**Walking is a great form of exercise that can have a positive impact on both your child's physical and mental health.**

**If your child regularly walks to school, not only will it benefit them, but it will also reduce traffic, meaning less pollution and a better environment for us all.**

- ▶ Practise the route during the school holidays; even though the traffic is likely to be lighter or different from the normal school run, it will help.
- ▶ Under your guidance, let your child plan their route, and perhaps an alternative as well, allowing them to work out problems for themselves as far as possible.
- ▶ Discuss any changes to the routine, such as visits to friends' houses, after-school clubs or late finishing and how this might affect their safety – it might be dark, could the route involve busy roads, will they be alone or in a group?
- ▶ Talk to your child about using mobile phones while walking. Is it a safe thing to do? Can they concentrate on traffic if they are distracted or cannot hear?
- ▶ Talk about behaviour on the journey to school, how to overcome peer pressure and stay sensible.
- ▶ Is your child worried about this new journey or are they feeling confident?

# Cycling



**As with walking, practise the route before the first day at school, and alternative routes they may need to take. Like walking, cycling is a great form of exercise that will benefit your child and help to reduce congestion on our roads and pollution in the environment.**

- ▶ Has your child completed Cycle Training at school?
- ▶ Do they own and wear a cycle helmet?
- ▶ Do they have and wear bright or high visibility clothing to ensure that they can be seen by other road users?
- ▶ Is the bike in good working order – check the brakes, tyres and steering?
- ▶ Does the bike have good lights for dark, gloomy or foggy conditions?
- ▶ Do they know the rules of the road (Highway Code) for cyclists?
- ▶ Discuss with your child whether it is safe to use their mobile phone while cycling. Can they really concentrate on traffic if they are distracted or cannot hear?
- ▶ Talk about the importance of obeying traffic signals and, in particular, not cycling on the inside of large vehicles. Ask your child what are the risks of doing this?
- ▶ Ask your child if they understand the need to respect pedestrians and give way to them as necessary on shared pedestrian / cycle paths?
- ▶ Moving from cycle paths on to the road. Talk to your child about what they must do before joining the road from a cycle path.
- ▶ Can they resist peer pressure? Talk about what they would they do if other children make fun of them for wearing a cycle helmet or high visibility clothing?
- ▶ Ask if your child is worried about this new journey or are they feeling confident?

For more information on Cycle Safety visit



# Buses



**If the new route to school involves a bus journey, find out where the bus stops near to the school. Will they need to cross a road and, if so, where is the best place to do this?**

- ▶ Look into the timings for both the morning and afternoon journeys.
- ▶ Think about how after school clubs or any other changes to your child's normal routine might affect their journey.
- ▶ Remember in the winter, it could be dark in the morning or after school. Is your child likely to be alone at the bus stop?
- ▶ Talk to your child about the plan of action if they should miss their bus.
- ▶ Ask your child if they would be allowed to travel if they forget or lose their bus pass and talk about how they can ensure that they always have it with them.
- ▶ Talk to your child about the importance of always wearing their seat belt, even if there are others who are not.
- ▶ Ask how they should behave on the bus and what sort of behaviour might make it difficult for the driver to concentrate.
- ▶ Discuss how silly or dangerous behaviour by just one person could put everyone at risk and explain that they should tell you about it so that you can report it.
- ▶ Ask your child why it is important to wait for the bus to move away before crossing the road.
- ▶ Talk to your child about whether they have any other worries about the new journey or whether they are feeling confident.

For more information **Email: [roadsafety.education@oxfordshire.gov.uk](mailto:roadsafety.education@oxfordshire.gov.uk)**

