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### Appendices

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1. INTRODUCTION

Everyone from young families to dog walkers, horse riders, cyclists and senior citizens wants to be able to enjoy their neighbourhood without the fear of speeding traffic.

Parish councils are frequently asked to take up the concerns of local residents who want more people-friendly roads and streets and fear excessive speed could result in collisions or casualties.

Tackling speeding helps to make communities safer for everyone by giving drivers more time to react and stop when they need to – such as if a child runs out in front of them – and significantly improves the quality of life.

There are many ways in which vehicle speeds can be reduced from changing driver behaviour through road engineering works to enforcement and road safety education.

The Speed Indicator Device (SID) is one of a range of options which may be appropriate to use at specific locations depending on the results of a speed investigation. They are temporary signs which use radar to detect and display vehicle speed to the driver to encourage them to keep within the speed limit.

This aim of this toolkit is to provide Parish Councils information and understanding on

- The benefits of deploying a SID in their parish
- Where and how SIDs can be used
- The process for applying to be on the SID programme

Balfour Beatty Living Places (BBLP) manages SIDs on behalf of Herefordshire Council and parish councils. Deployment is carried out in partnership with parish councils who help fund the programme by ‘hiring’ one of the six SIDs owned by Herefordshire Council or by purchasing and deploying a unit of their own.

Further information can be provided either through your Locality Steward or by contacting customer services on 01432 261800 or herefordshireparishes@bblivingplaces.com
2. WHEN SPEED INDICATOR DEVICES ARE USEFUL

SIDs are particularly useful in tackling the casual speeder who may not have realised they are driving too fast or breaking the speed limit. SIDs display a driver’s speed which helps to make them more aware of potential hazards in the area. Also, slower speeds reduce the fear of accidents within communities.

To maximise benefits from the programme, SIDs should be targeted at specific locations where there is a speeding issue. As they are battery operated they can be installed where there is no mains power connection. They stand out from normal road signs and are cost effective in comparison with other speed calming measures.

National research* shows that in suitable deployment sites, SIDs are effective in:

- Lowering average speeds by around two miles per hour
- Potentially reducing collision numbers by around 10%

Evaluation in Herefordshire, supports this with results showing that the deployment of SIDs in the county:

- Reduced speed limits in 94% of all 30mph and 80% of 40mph locations across the county, many of these by more than the average of 2mph.
- Improved perception with 76% of parishes agreed that the deployment of SIDs reduced vehicle speeds.
- Improved community perception with 95% of parishes consider that the SIDs were well received in their parish and they would continue with the programme*.

*Research into the effectiveness of SIDs was carried out nationally by the Transport Research Laboratory (TRL) and also locally by Herefordshire Council.
3. THE SPEED INDICATOR DEVICE PROGRAMME

Cost (All costs exclude VAT)

Assessment Fee: £490 | Installation Fee: £400 | Deployment Fee: £230

Assessment

Includes a site visit and the analysis of speed data taken from the site. Prior to any approval need to demonstrate that the 85th percentile speed (i.e. the speed which 85% of the vehicles do not exceed) must be equal to or above the speed limit in the location + 10%.

Deployment

- One month at a time (min of 26 days) and cannot return within two months
- Maximum of four times a year

KEY FACTS

PURPOSE

In an area where speeding can be a problem, Speed Indicator Devices (SIDs) remind drivers of the speed limit and stand out from permanent roadside signs. They could help to break the habit of motorists who consistently drive too fast.

HOW IT WORKS

Use radar to accurately measure the speed of approaching vehicles. The LED display flashes the current speed to the driver – in red if an approaching vehicle is exceeding the limit or in green if within the speed limit.

TYPICAL APPLICATION

Requires a relatively straight stretch of road with an adequate verge and no underground services; they should ideally only be used at locations where the speed limit is 20, 30 or 40 mph, however usage will be considered within a 50mph limit on a case by case basis.

Attached to portable posts and powered by batteries, they are visible for a distance of around 100 metres and can be moved around easily.

SIDs are left in place for a month at a time but should not be used within a kilometre of any other operational speed enforcement location, fixed or mobile.

ENFORCEABILITY

SIDs collate information about speed, time and date of passing vehicles which is useful for evaluating the effectiveness of the units.

This data cannot be used for enforcement purposes.

THINGS TO CONSIDER

Any application for a SID must be signed by the Herefordshire Council Ward Members to indicate their support and the Parish Council must confirm that their Local Policing Team has been consulted and has no objections.

A small number of parish councils decide to own and operate SIDs independently, subject to approval of site and specification of the model of SID they wish to use. Parishes will need to supply a deployment schedule which will need to be approved at the start of each financial year. Parishes will be asked to submit their SID speed data to allow for ongoing monitoring and to confirm that they hold suitable public liability insurance.
4. RAISING A REQUEST FOR A SPEED INDICATOR DEVICE

In the first instance, parish councils should discuss their concerns with their locality steward and ward member and consult with the Local Policing Team.

If an application for a SID is supported by all parties, parish councils are able to submit a Form SID1: SID Assessment Request Form and the fee. Applications are not accepted from individual members of the public.

Balfour Beatty Living Places (BBLP) will inspect a proposed site and conduct a speed survey on receipt of Form SID1: SID Assessment Request Form and the fee.

It should be noted that a SID is not appropriate in every situation and before an application can be approved a speed survey will be commissioned to confirm the extent of the problem and a site visit carried out to locate a position for the concrete base. Suitable locations require adequate verge width, visibility and an absence of underground services.

If a site is considered suitable, the parish council will be invited to participate in the Council’s SID programme or to purchase its own unit either on its own behalf or in partnership with other parish councils.

If the parish council chooses to buy its own unit, consent must be obtained for the specific SID model before the device can be deployed on the highway network.

ASSESSMENT PROCEDURE

1. A SID Assessment Request Form (Form SID1), received from Parish Council, needs to include:
   - Completed Assessment Request Form, signed by the Parish Council and Ward Member
   - Location sketch/map/photos indicating proposed site/s
   - Assessment fee of £490+VAT, this includes speed data collection fee

2. Site visit/s will take place, with a Parish Council representative, to review suitability of the site for SID deployment and establish location for the speed data collection device/s. Underground utility services in the chosen location will be checked.

3. Speed data will be collected and analysed (as close to the requested location as possible), with the results and decision as to whether a SID is supported sent to the Parish Council.

FORM SID1

SPEED INDICATOR DEVICE (SID)
ASSESSMENT REQUEST FORM

The Parish Council confirms that by submitting this request form it accepts the terms & conditions for participation in the SID programme (contained in the SID Application Pack) and has informed its Local Policing Team of the request. It also accepts that completion of an assessment does not guarantee that approval will be given for installation of a socket and subsequent deployment of a SID in the identified location if it is considered by Herefordshire Council to be unsuitable.

PARISH COUNCIL

Name

PERSON TO BE CONTACTED REGARDING SID ASSESSMENT

Name

Contact Number (day) (evening)

Email

PROPOSED LOCATION(S):
Please describe the location using road names and numbers and draw/attach a plan showing the preferred position for the device(s).

LOCAL POLICING TEAM INFORMED OF APPLICATION

Yes / No

(Form SID1)
5. APPLICATION PROCESS AND PROGRESSION ROUTES

When Balfour Beatty Living Places (BBLP) has approved a site proposed by a parish council, the parish council can proceed to submit Form SID2: Application for Base Installation and Deployment of a Speed Indicator Device and the socket installation fee:

- The parish council must state whether it wishes to use the Council’s SIDs or if it intends to purchase its own unit.
- The form should indicate the preferred months for deployment.

A parish council which chooses to purchase and deploy its own unit will also need to submit Form SID3: SID Agreement for Deployment by Parish Council and the deployment fee.

The availability of the Council’s units is dependent on bookings from other parishes and the need to avoid deployment of several units close together. A programme will be drawn up and parishes notified. An invoice will be raised after the deployment and once the Parish have received the data collected.

Parishes already participating in the SID programme will be contacted periodically thereafter to book future deployments.

DEPLOYMENT PROCEDURE:

1. Where speed data is supportive and the application approved, a permanent socket (SID base) will be installed following receipt of the Application for Base Installation & Deployment Of A Speed Indicator Device (Form SID2) and payment of the installation fee of £400+VAT per socket.

2. Subsequently, SID deployment dates will be agreed for the year and added to the SID rota where there is device availability. SIDs will be deployed following receipt of the deployment fee of £230+VAT.

3. The SID deployment rota is based on calendar months and a deployment will normally be for a minimum period of 26 days which allows time for the transfer of the SIDs from site to site at the beginning and end of the month.

4. If a Parish Council chooses to purchase and deploy SIDs themselves, they must complete a SID Agreement for Deployment by Parish Council (Form SID3) and contact Balfour Beatty Living Places prior to purchasing the SIDs. BBLP will provide free advice on the specifications of suitable SIDs, health and safety obligations and public liability insurance.

5. A summary of deployment speed data will be sent to the Parish Councils normally within two weeks after each deployment. Where the Parish Council deploys their own SID/s, they must submit deployment speed data normally within 2 weeks when requested to do so. This is to ensure that a speed reduction review may be carried out where required.

Note: This toolkit is subject to review and amendments based on current research and best practice.
6. SUMMARY

**PARISH COUNCIL**

- Discussion and agreement with Ward member, locality steward and local policing team
- Speed Indication Device Assessment Request Form (Form SID1) submitted with fee

- **Parish choose to deploy their own SID unit**
  - Application for Base Installation & Deployment of A Speed Indicator Device (Form SID2) submitted
  - Agreement for Deployment by Parish Council (Form SID3) submitted
  - Installation fee paid
  - Provide deployment schedule for the remaining financial year

- **BBLP to deploy its SIDs on behalf of the parish**
  - Application for Base Installation & Deployment of A Speed Indicator Device (Form SID2) submitted
  - Installation fee paid

- **Data supports SID deployment**
  - SID socket installed
  - Deployment fee paid
  - SID deployed

- **Speed reduction reviewed**
  - YES
  - Continue deployment as programmed
  - NO
  - BBLP and PC to agree whether to end deployment or continue for further 12 months

**Balfour Beatty Living Places**

- Assessment performed

- Installation not permitted

- SID deployed

- Speed reduction reviewed

- **YES**
  - Data supports SID deployment
  - Installation not permitted
  - SID deployed
  - Speed reduction reviewed

**SUMMARY**
7. APPENDICES

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</tr>
<tr>
<td>C</td>
<td>Form SID3: Speed Indicator Device agreement for deployment by parish council</td>
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PLEASE NOTE THAT THESE FOLLOWING FORMS CAN BE DETACHED OR PRINTED SEPARATELY FROM THE REST OF THE DOCUMENT FOR EASE OF USE

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.
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The Parish Council confirms that by submitting this request form it accepts the terms & conditions for participation in the SID programme (contained in the SID Application Pack) and has informed its Local Policing Team of the request. It also accepts that completion of an assessment does not guarantee that approval will be given for installation of a socket and subsequent deployment of a SID in the identified location if it is considered by Herefordshire Council to be unsuitable.

**PARISH COUNCIL**

Name

**PERSON TO BE CONTACTED REGARDING SID ASSESSMENT**

Name

Contact Number (day) Contact Number (evening)

Email

**HIRING SID THROUGH BBLP OR PURCHASING SID PRIVATELY**

- Hiring through BBLP
- Purchasing privately

**PROPOSED LOCATION(S):** Please describe the location using road names and numbers and draw / attach a plan showing the preferred position for the device(s).

**LOCAL POLICING TEAM INFORMED OF APPLICATION**

- Yes
- No

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.
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Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

FORM SID1: SPEED INDICATOR DEVICE (SID) ASSESSMENT REQUEST FORM

**SIGNED**
(on behalf of Parish Council)

______________________________

**PARISH CLERK**

Name

**SIGNED**
(by Ward Member)

______________________________

**WARD MEMBER**

Name

**DATE**

______________________________

Send: Completed form
Location plan, and
Cheque payable to Balfour Beatty Living Places for the assessment fee – currently £490+ VAT (£588)

To: Balfour Beatty Living Places
Traffic Management Team
Unit 3, Thorn Business Park
Rotherwas Industrial Estate
Hereford HR2 6JT

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.
The Parish Council confirms that by submitting this application form it accepts the terms & conditions for participation in the SID programme (contained in the SID Application Pack) and any additional conditions specified as a result of the site assessment.

Parishes wishing to use the Herefordshire Council SIDs should complete all parts of this form.

Parishes intending to purchase and operate their own SID should complete parts A and C of this form only but will also need to sign and complete a SID Agreement for Deployment by Parish Council (Form SID3)

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<th>PARISH COUNCIL</th>
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<tbody>
<tr>
<td>Name</td>
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**PART A: BASE INSTALLATION**

**NUMBER OF BASES TO BE INSTALLED**

**LOCATION(S) OF BASE TO BE INSTALLED AS AGREED FOLLOWING SITE ASSESSMENT:**

1. 
2. 
3. 
4. 

<table>
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<tr>
<th>BASE INSTALLATION COSTS</th>
<th>UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and install SID Base</td>
<td>£400 +VAT (£480) per base</td>
<td></td>
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</tbody>
</table>
NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

FORM SID2: APPLICATION FOR BASE INSTALLATION & DEPLOYMENT OF A SPEED INDICATOR DEVICE (SID)

PART B: SID DEPLOYMENT – PREFERRED DATES

Please indicate on the table below the preferred months for deployment of a SID on each base. Note that a SID cannot return to the same base for a minimum period of two months. In preparing a final programme, Herefordshire Council will endeavour to meet your Parish’s preferred dates but will need to balance these against availability given requests from other parishes and the requirement to avoid deployment of multiple units close together.

<table>
<thead>
<tr>
<th>BASE LOCATION</th>
<th>CIRCLE PREFERRED MONTHS FOR DEPLOYMENT</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC</td>
</tr>
<tr>
<td>2.</td>
<td>JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC</td>
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<td>4.</td>
<td>JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC</td>
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DEPLOYMENT COSTS

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<thead>
<tr>
<th>DEPLOYMENT COSTS</th>
<th>UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend site, set up and removal of SID</td>
<td>£230 +VAT (£276) per SID deployment</td>
<td>These costs will become payable once a final programme has been drawn up and deployment dates confirmed.</td>
</tr>
</tbody>
</table>

PART C: CONTACT INFORMATION

PERSON TO BE CONTACTED REGARDING SID DEPLOYMENTS

Name

Contact Number (day) (evening)

Email

SIGNED
(on behalf of Parish Council)

PARISH CLERK

Name

DATE

Send: □ Completed form

□ Cheque payable to Balfour Beatty Living Places for the base installation costs £400 +VAT (£480) per base

To: Balfour Beatty Living Places
Traffic Management Team
Unit 3, Thorn Business Park
Rotherwas Industrial Estate
Hereford HR2 6JT

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.
FORM SID3: SPEED INDICATOR DEVICE (SID) AGREEMENT FOR DEPLOYMENT BY PARISH COUNCIL

The use of a SID is based upon the following conditions:

1. The SID locations are agreed in advance between Herefordshire Council (HC) and (Name of Parish Council).

2. SIDs are not to be erected at any one site for a period of more than one month with no return to that site in the following 2 months.

3. Evidence of public liability insurance (minimum of £5 million) will be required for the Parish Council erecting, operating and dismantling SIDs.

4. Careful consideration must be given to who will erect, operate & dismantle the SIDs, to take into account their health & safety. A risk assessment must be completed. Operatives should have the relevant qualifications/trained to work in the highway.

5. Extreme care should be taken when erecting the SIDs, especially when they are close to the carriageway. Ideally, at least two people should be involved in carrying out the work, in daylight and when traffic volumes are low and using appropriate fixings.

6. SIDs erected over footways or cycleways (i.e. where people need to walk or frequently cycle under the signs) must be erected above 2.1m or 2.3m respectively to give adequate headroom (this also guards against potential vandalism/theft).

7. Edges of SIDs must be no closer than 45 cm to the edge of the road subject to speed limits of 40 mph or below, and 60 cm from the carriageway edge above 40 mph to avoid being hit by passing vehicles.

8. SIDs sites will be agreed in advance with HC through their agent BBLP. Parish Councils must get support for new sites from HC Ward Members & their Local Policing Team.

9. SIDs should be mounted on removable posts or existing street furniture without other signs, unless otherwise agreed by HC.

10. SIDs must be clearly visible to approaching drivers.

11. SIDs will be checked at regular intervals by HC to ensure compliance with the agreement.

12. Where requested, speed / traffic data collected from SIDs by Parish Councils will need to be transferred to and from HC electronically.

13. A breach of this agreement may result in the withdrawal of permission for the Parish Council to site any SID on the highway.

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.
FORM SID3: SPEED INDICATOR DEVICE (SID) AGREEMENT FOR DEPLOYMENT BY PARISH COUNCIL

Declaration (to be signed by either Chairperson of the Parish Council or the Parish Clerk)

I have read and agree to the above terms and would like our Parish Council to take part in the scheme for the deployment of Speed Indicator Devices.

SIGNED

________________________________________

PRINT NAME

Name

PARISH COUNCIL

________________________________________

Name

DATE

_____________________________________

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.