

Dear Victoria

Following your recent email I am pleased to confirm that your request to run a CSW in Kirby Bellars has been approved.

**The provisional dates for your scheme are: Saturday 2<sup>nd</sup> September 2023 to Friday 15<sup>th</sup> September 2023**

Attached to this email is a copy of our CSW Policy (Doc\_03) and the role description for the Parish Council, CSW Co-ordinator and Volunteers (STD\_06).

As you have previously taken part in the Community Speed Watch (CSW) initiative you will not be required to seek 200 or 20% of the area population signatures in support.

**What you need to do now:**

Before dates can be confirmed there are a number of actions which you are required to put in place:

1. By return of email please can you confirm the name, email address and telephone number of your appointed a scheme co-ordinator so we can contact them next week to arrange the next steps (risk assessment of your chosen locations). Please ensure your Co-ordinator is able to use excel – it is the Coordinators responsibility to ensure that captured data is forwarded to the Police (daily).
2. Recruit a minimum of 12 volunteers
3. Provide a suitable room for training

**To proceed, please complete and return the attached check list (STD\_04) by email to [speedwatch@leics.gov.uk](mailto:speedwatch@leics.gov.uk) by no later than 16/06/2023.**

**What happens next:**

Upon receipt of your completed check list:

1. Your provisional dates will be confirmed with you and your scheme co-ordinator.
2. I will contact your CSW Co-ordinator and volunteers; they will be required to sign a volunteer agreement to undertake and follow our policy and processes.
3. An LCC Officer will be assigned to support your scheme and their details will be forwarded to your Co-ordinator.
4. Your Co-ordinators contact details will be shared with our Partners at Leicestershire Police and the appointed LCC Officer.
5. Our LCC Officer will contact your Co-ordinator to arrange a risk assessment of the sites / locations that the community wish to use and to arrange a date for training.
6. Our LCC Officer will provide the necessary induction and training which **MUST** be attended by all volunteers regardless of whether they have taken part before or not. **All 12 volunteers must attend or your scheme will not go ahead.**

Finally, your appointed Co-ordinator will be our main contact for all correspondence and arrangements relating to your scheme; The Parish/Action Group Clerk will be copied in for information.

Kind regards

Helen Simpson | **Safe & Sustainable Travel Manager** | Leicestershire County Council  
| Tel. 0116 305 6579