

**From:** Julia Potkins <JPotkins@rutland.gov.uk>  
**Sent:** 17 January 2023 10:34  
**Subject:** Community Speed Watch 2023:  
**Attachments:** CSW Site blank specific risk assessment.docx

To all Parish/Town Council contacts & proposed Leads

Good morning,

Community Speed Watch (CSW) 2023: Ashwell, Caldecott, Edith Weston, South Luffenham & Uppingham

I am pleased to confirm that your parish or Town Council has been selected for CSW 2023.

To assist with preparations, please could you re-confirm your Parish or Town Council Lead for the scheme with their contact details (email and contact telephone number) by 31 January 2023 as I am hoping to arrange site visits with the leads from 20<sup>th</sup> February to discuss site locations for CSW. Attached, for your information, is a blank risk assessment which lists the criteria for locations which I hope will be useful.

Please select a full 2-week session from the dates below for when you would like to run the scheme, please bear in mind it will be first come first served. (Schemes include weekends and run for 14 full days)

April 17-30  
May 8-21  
June 12-25  
July 3-16  
Sept 4-17  
Sept 25 - Oct 8

**Volunteers:** CSW sessions require at least 3 volunteers (maximum of 4) with at least 1 session per day including weekends for the duration of the scheme. 12 volunteers would preferably be the ideal number to ensure the sessions are covered and allow volunteers time for other responsibilities and rest. Now would be a good time to advertise locally for potential volunteers in parish newsletters, shops, village halls, local clubs and pubs. The lead and all volunteers will undertake CSW training, this is jointly delivered by Rutland County Council and the Police prior to undertaking CSW. This would usually take place in the village hall or other suitable parish location arranged by the lead.

If your parish has decided they do not wish to take part in CSW 2022 or feel they will not have sufficient volunteers to run the CSW scheme successfully, please let me know by 31 January 2023 so your place can be offered to a Parish on the waiting list.

I shall be advising the ward members of the successful parishes/town Councils. If you have any questions, please contact me and I look forward to hearing from you by 31 January 2023.

Regards  
Julia

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