

Hello everyone and thanks again for offering to help on Tuesday 14th September!

Here is info about what you need to do on the day, what your shifts are, plus answers to a few questions you might be asking about the survey.

Why are we doing this?

Charlbury Town Council is considering whether changes to the road network in Charlbury would make our town a quieter, pleasanter place to live and visit. Before we propose any changes, we need a snapshot of how drivers are using the town – where they are driving to/from, and when. So we are conducting a traffic survey. We have chosen three times of day during the school holidays (we did a survey in August) and a school day (next Tuesday, 14th September).

How are we doing it?

We have teams of people recording data at six locations around town at 7–9, 12–2 and 4.30–6.30. The locations are Five Ways, Enstone crossroads, Nine Acres/Thames St corner, the station roundabout, Spendlove entrance and the Bull corner.

We are recording the last three letters of each number plate and the time that the vehicle passes to build up a picture of the movements of vehicles in and across the town. We are not recording speeds or any other information. This data cannot be used to identify individual drivers. It will be deleted once we have used it to produce our charts and graphs.

Where do I need to go and at what time?

Please see the attached rota for each shift. I hope I have managed to capture everyone's availability, but if you need to change any of the shifts, please contact me a.s.a.p.

NB (IMPORTANT!) Because we want to increase the number of volunteers at each location to make it easier to record the large volumes of vehicles, we still need about 5 volunteers for each of the time slots: 7–9, 12–2 and 4.30–6.30. If you, or anyone you know, has time to offer to cover a slot, we would all be grateful – please contact Cllr James Styring on jamesstyring@yahoo.co.uk.

What do I need to do on the day?

1. Check in.

Text James on 07792 375423 to confirm that you are going to arrive (or have arrived).

2. Arrive at your post five minutes before your shift starts.

- Bring a copy of these instructions (**also attached as pdf** in case the formatting gets lost in the email.)
- Please print a few copies of **'to cut out and give to people who ask what you are doing.pdf'**, attached.
- Use a notepad and pen (please bring your own, plus spares).
- Stand where you have a good view of all of the roads you are monitoring. You don't need to wear hi-vis but of course you can if you would like to.

3. Record vehicle movements.

- We need each person/team to record for each vehicle that passes the time + direction of travel (from/to) + the last three letters of the registration.
- At busy locations, decide who is going to dictate the data and who is going to write it down.
- We only need the times in blocks of five minutes. Start by writing the time (e.g. 7.00 or 16.30) and under it write the direction of travel + the last three letters of the registration (with personalised plates, the last three figures, whether numeral or letter). **I have attached an example of what your records might look like.**
- In August, we found that a person or a pair of people taking one direction of travel worked best, so for example at Enstone crossroads you might have one person/team looking at all vehicles approaching the crossroads from Nine Acres and Banbury Hill and the other person/team looking at all vehicles approaching the crossroads from The Slade and Enstone Rd (from the centre of town).
- If you are able to write the data directly into a laptop or tablet, this will save you time writing up handwritten notes. NB You might need a deckchair to do that. At Five Ways, there are handy telecomms boxes that you can lean on.
- In terms of direction of travel from and to, please use the following codes for each location:

Five Ways W Woodsock Roa F Finstock (Witney) Road H Hixet Wood S The Slade P Park St (Wellington Cottages)	Enstone crossroads E Enstone Road south (going down towards the Spendlove) B Banbury Hill (Enstone Road past allotments) N Nineacres S The Slade	Nine Acres/Thames St corner T Thames St P Pound Hill N Nineacres
Station roundabout R Railway station F Forest Rd (towards Burford) D Dyers Hill (up towards town)	Spendlove entrance B Brown's Lane S Spendlove Centre P Poole's Lane E Enstone Road north (towards Enstone crossroads)	the Bull corner C Church St S Sheep St M Market St B Brown's Lane

So for vehicle reg OU 99 **ZYF** driving from **Finstock** (Witney) Road to the **Slade**, you'd write **ZYF FS** or **FS ZYF** (it doesn't matter which way round). **I have attached an example of what your records might look like.**

If any of this is at all unclear, call me and I will elucidate: Cllr James Styring 07792 375423.

3. Send us your data after your shift. Please email me (jamesstyring@yahoo.co.uk) and Richard Fairhurst (richard@systemeD.net) a plain text file of your data. This is in the same format as you have recorded it: times recorded every five minutes as a line, with separate lines underneath the times recording the direction of travel + the last three letters of the registration. No formatting required.

What if I am late/ill/can't go? What if I have questions?

Call James on 07792 375423 in the first instance. Call Richard 07812 686279 if I don't pick up.

What if the forecast is for bad weather?

We won't be able to do the survey if there is a lot of rain (notepads, pens) so look out the night before the survey day for an email from me. If the weather turns during the day, James will text you or call you.

THANK YOU.

James and Richard

James 07792 375423

Richard 07812 686279

FIVEWAYS 16.30 – 18.30

16.30

FS DSU

FS EKH

FS DGO

FS PPF

FS WXG

FS UPW

FS AXB

FS GCG

FS HNY

FS KAY

WP TYT

WP VTA

FS XBK

WS FBY

WP JHJ

FP AMH

FS TXE

FP PDM

FS JMO

FS ZBP

FS CAV

FS UWT

FS TRS

16.35

FS KFZ

FS BMZ

FS OTA

FS SPF

FS NKC

FS NPA

WS LRU

FS CGF

FS HRL

FS COU

FP YYS

WP JCU

WS EVL

WS ?MP

FS YZJ

FS JXB

WS CUF

16.40

WS PKJ

FS EFL

FS NKL

FS ODE

FS GOC

WS MBH

FS VBU

FS ERY

FS MUV

FS LKV

What is this survey about?

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Questions? Please call Councillor James Styring, Charlbury Town Council, 07792 375423.



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