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Our Ref: B/509/3

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Technical Sub-Committee B/509/3 Construction of road traffic signs

Unconfirmed minutes of Technical Subcommittee B/509/3 construction of road traffic signs
4th July 2019 at BSI, Chiswick

PRESENT

1. Mrs Liz Newell-Hart (LNH) - chair
2. Mr Gavin Jones (GJ) - committee manager
3. Mr Andrew Pledge (AP) - REMA
4. Mr Sean Coffey (SC) - ARTSM
5. Mr Richard Adam (RA) - ICE
6. Mr Paul Jones (PJ) - chair B/509
7. Mr Tony McCaugherty (TM) - Individual capacity - retroreflection
8. Mr Ryan Cooper (RC) - TfL
9. Mr Haydn Yeo (HY) - ILP

MINUTES		BSI Document Reference Number
1.	<p>To receive apologies for absence</p> <p>Mr Simon Morgan (SM) Ms K Franklin (KF) Mr W Baron (WB) Mr J Bennett (JB) Mr G Pritchard (GP) Mr G Harper (GH) Mr R Coates (RC) Mr J Gallagher (JG)</p>	
2.	<p>Formal adoption of the agenda</p> <p>Formally adopted</p>	B/509/3_19_0023
3.	<p>To review the Constitution and Membership (see Attendance Sheet)</p> <ul style="list-style-type: none"> ▪ To welcome and note new organizations and people. ▪ To monitor the status of invitations for organizations and people to join the committee. ▪ To consider those organizations no longer represented and the impact on the balance of representation of the Committee. ▪ To review the Co-opted, liaison and any WG expert category members as current and valid <p>ACTION GJ – To ascertain by contacting UKAS if there are UK traffic sign testing labs</p>	

	<p>and to invite them onto the membership. (done)</p> <p>The chair is thanked by BSI and B/509/3 for all her hard work over the years facilitating the standardisation programme of B/509/3.</p> <p>ACTION GJ – Remove LNH from the membership after a chair has been instated. LNH is happy to give guidance to the new chair.</p> <p>AP has been added to the subcommittee membership as the REMA representative.</p> <p>Mr Sean Coffey and Mr Simon Morgan have been nominated as chairs.</p> <p>ACTION GJ – To check if SC and SM have submitted their CVs, and to send B/509/3 an invitation to members to:</p> <ul style="list-style-type: none"> - nominate members for the chair role of B/509/3; - request support for SC and SM; and - confirm the document number from the previous call for nominations (B/509_19_0012). (done) <p>ACTION GJ – UP date RA’s email address to richard.adam@jacobs.com. (done)</p> <p>B/509/3 welcomes RC from TfL onto the membership.</p> <p>ACTION GJ – To contact Matthew Youell to ascertain if a member from B/509/12 wishes to act as a liaison member on B/509/3. (done)</p> <p>ACTION GJ – To contact the manufacturing BSI sector to ascertain vehicle manufacturers and “specialist intelligent transport systems” manufacturers who would be interested in becoming members. (for example, the <u>SMMT</u>) (done, GJ has written to EPL/278 committee manager)</p> <p>For a general discussion on “laser lights” see: https://www.bmwoffreeport.com/blogs/827/how-bmw-lasterlight-work-and-what-are-benefits/</p>	
<p>4.</p>	<p>Standing items</p> <ul style="list-style-type: none"> ▪ Conflicts of interest ▪ Declarations of IPR for published standards and work in progress <p>Nothing declared and no issues raised.</p>	
<p>5.</p>	<p>To confirm the minutes of the last meeting of 17 January 2019</p> <p>NOTE - EN 12899-1-1 is not yet a Work Item within CEN.</p> <p>In regards to the “x height” approach as discussed at the 17 January 2019 meeting, the ILP has been working on optometry performance data (methods of assessment) and a performance index, which is to be referenced in the forthcoming CIE publication “CIE 4-40”.</p> <p>ACTION TM – To send GJ a summary of CIE 4-40 for GJ to upload to B/509/3. (done)</p>	<p>B/509/3_19_0002</p>
<p>6.</p>	<p>To review the matters arising from the Minutes of the meeting held on 17 January 2019</p> <p>NOTE – Under 5. it states that the work on BS 8442 (see 8. below) is a revision.</p> <p>ACTION RC – To send GJ comments on BS 8442 and content TfL would like to see included in a revision/amendment on the subject of passively safe bollards.</p> <p>ACTION GJ – Following receipt of RC’s comments, GJ to then upload these and the ARTSM’s suggested changes (from GJ meeting folder) to request feedback from B/509/3 with a 4-week deadline. Comments to then be sent to GJ for upload to</p>	<p>B/509/3_19_0002</p>

	<p>B/509/3, and GJ to also upload:</p> <ul style="list-style-type: none"> - current BS 8442 - BS EN 50293 - BS EN 55022 - BS EN 55014-1 <p>Following this, a decision will be made whether or not to write a business case for a revision or amendment of BS 8442.</p>	
<p>7.</p>	<p>CEN activities and CEN votes due</p> <p>Update on TC 226 from PJ.</p> <p>After Brexit, does the UK wish to continue with the performance approach for standards as required by CPR or should a more “specification approach” be made for UK product standards?</p> <p>ACTION GJ – Liaise doc B/509_19_0023 and B/509_19_0049, B/509_19_0055 to B/509/3. (done)</p> <p>ACTION PJ – To chase the letters N 626 and N 627 from Yoann Devin (CEN).</p> <p>ACTION GJ – To upload FprEN 13422 for Formal Vote to B/509/3. (AP in particular to respond accordingly on behalf of REMA.)(done)</p> <p>ACTION TM – To send GJ a list of MCHLG members for GJ to invite to B/509/3.</p> <p>WG 3 – tables in BS EN 12899-1-1 (TM)</p> <p>The draft of BS EN 12899-1-1 is being sent to the HAS consultant before a preliminary work item has been set up.</p>	
<p>8.</p>	<p>National activities</p> <p>BS 8442 <i>Miscellaneous road traffic signs and devices. Requirements and test methods</i> – business case, request from BSI for further endorsements. Graham Harper (Highways England) has endorsed the amendment. See also the note in 6. (above).</p> <p><i>Impact of BREXIT and BSI workings with CEN/ CENELEC</i></p> <p>For updates on Brexit from BSI, members are advised to follow this link: https://www.bsigroup.com/en-GB/about-bsi/media-centre/BSI-and-Brexit/</p>	
<p>9.</p>	<p>Any other business</p> <p>“Understanding European (CEN) Procedures” 21 November 2019 – please view the following link to apply for attendance: https://www.bsigroup.com/en-GB/about-bsi/uk-national-standards-body/how-to-get-involved-with-standards/become-a-committee-member/committee-member-training-courses/Understanding-European-CEN-Procedures/</p> <p>ACTION GJ – To contact John Bennett to ascertain the status of “Chapter 2, Traffic Signs Manual” and to report this back to B/509/3. (done)</p> <p>NOTE – car parking requests should be sent to chiswick.reception@bsigroup.com.</p> <p>ECE Road Experts Group (TM)</p> <p>This is a group formed to review traffic signs all over the globe. Initially, it will be looking at road camera logos and helping to ensure standardisation. The work of this group is ongoing and participation is being sought.</p>	

10.	Date of next meeting	
	ACTION GJ – To contact new chair with potential meeting date in 2020.	

Attendance Matrix

Member	17 January 2019	4 July 2019
Mrs Liz Newell-Hart Chair	Present	present
Mr Gavin Jones Programme manager	Present	present
Mr Andrew Pledge REMA	Present	present
Mr Richard Adam ICE	Present	present
Mr John Bennett DfT	present	apologies
Mr Sean Coffey ARTSM	present	present
Mr Graham Harper Highways England	present	apologies
Mr Tony McCaugherty Individual Capacity - Retroflection	present	present
Mr Simon Morgan IHE	present	apologies
Mr William Baron ARTSM	apologies	apologies
Mr Jim Gallagher Highways England	-	apologies
Mr P Jones Chair – B/509	-	present
Mr Gareth Pritchard HEA	-	apologies
Mr Dan Robinson UK Expert – CEN/TC 226/WG 3	-	-
Mr L Williams LASMA	-	-
Mr Haydn Yeo ILP	-	present
Mr Richard Coates Retro-reflective Equipment Manufacturers Association	-	apologies
Mr Ryan Cooper TfL	-	present

Action/Decision List

Minute item	Action/Decision	Action on
3	To ascertain by contacting UKAS if there are UK traffic sign testing labs and to invite them onto the membership. (done)	GJ
3	To contact the manufacturing BSI sector to ascertain vehicle manufacturers and “specialist intelligent transport systems” manufacturers who would be interested in becoming members. (for example, the SMMT) (done, GJ has written to EPL/278 committee manager)	GJ
3	To contact Matthew Youell to ascertain if a member from B/509/12 wishes to act as a liaison member on B/509/3. (done)	GJ
3	UP date RA’s email address to richard.adam@jacobs.com . (done)	GJ
3	Remove LNH from the membership after a chair has been instated. LNH is happy to give guidance to the new chair.	GJ
	ACTION GJ – To check if SC and SM have submitted their CVs, and to send B/509/3 an invitation to members to:	GJ

	<ul style="list-style-type: none"> - nominate members for the chair role of B/509/3; - request support for SC and SM; and confirm the document number from the previous call for nominations (B/509_19_0012). (done)	
5	To send GJ a summary of CIE 4-40 for GJ to upload to B/509/3. (done)	TM
6	To send GJ comments on BS 8442 and content TfL would like to see included in a revision/amendment on the subject of passively safe bollards.	RC
6	<p>Following receipt of RC's comments, GJ to then upload these and the ARTSM's suggested changes (from GJ meeting folder) to request feedback from B/509/3 with a 4-week deadline. Comments to then be sent to GJ for upload to B/509/3, and GJ to also upload:</p> <ul style="list-style-type: none"> - current BS 8442 - BS EN 50293 - BS EN 55022 - BS EN 55014-1 	GJ
7	Liaise doc B/509_19_0023 and B/509_19_0049, B/509_19_0055 to B/509/3. (done)	GJ
7	To chase the letters N 626 and N 627 from Yoann Devin (CEN).	PJ
	To upload FprEN 13422 for Formal Vote to B/509/3. (AP in particular to respond accordingly on behalf of REMA.)(done)	GJ
7	To send GJ a list of MCHLG members for GJ to invite to B/509/3.	TM
9	To contact John Bennett to ascertain the status of "Chapter 2, Traffic Signs Manual" and to report this back to B/509/3. (done)	GJ