

**Approved Minutes of the Rights of Way, Highways and Lighting Committee meeting held on  
Monday 13<sup>th</sup> November 2017 in The Cell, The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Cllr D Beal, Cllr L Clouting and Cllr J Jones

**Present:**

Cllr P Collins, Cllr C Eastwood, Cllr S Garrett (Chair), and Cllr J Simpson

**In Attendance:**

Mrs Eileen A Coe (Town Clerk/RFO)

Cllr Eastwood was welcomed to his first meeting.

**2. Declarations of Interest:**

Cllr Simpson declared an interest in the proposed cycle racks for Well Close Square and signed the Interest Book.

**3. Minutes of previous meeting:**

Cllr Garrett proposed the minutes of the previous meeting held on Monday 9<sup>th</sup> October (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Collins with all in favour.

The Chairman signed the minutes.

**4. Public Comment:**

None.

**5. Rights of Way:**

Annual review of Rights of Way Walks Risk Assessment – agreed with no changes.

The Town Clerk advised that once completed, all reviewed risk assessments would be presented to Full Council for approval.

**6. Highways:**

➤ **Pedestrian crossing in Station Road – Section 106 agreement**

The Town Clerk reported that she had spoken with Tony Buckingham SCC's Community Officer, who advised that he would investigate budgets with a view to bridging the gap, so that work could commence prior to the release of the final 50% S106 funding due in Dec 2019.

➤ **Cycle racks in Well Close Square**

The Town Clerk reported that SCDC had advised that planning permission would be required as the Town Council does not own the land. However, if Suffolk County Council were willing to undertake the work planning permission would not be required and the cost could be recovered from the Town Council. However, Mr Buckingham disagreed with this advice and therefore agreed to investigate options further.

In the meantime a letter had been received advising of ownership of the pathway in New Road where the proposed cycle racks are to be installed. The Town Clerk had investigated ownership with SCC and it had been confirmed that the area identified was indeed under highway ownership. The Town Clerk would respond with a copy of the map.

➤ **TRO**

The Town Clerk reported that Mr Buckingham had advised that support would be given for double yellow lines on both sides of the road at the top of Fore Street from a highway safety perspective. The Town Clerk suggested a site meeting with SCC to consider options, which was agreed.

➤ **S.I.D**

**Traffic analysis and data** – Cllr Garrett provided data from the last few weeks and there was further discussion on the most useful format. It was suggested that traffic count and speed separating week day, weekends and peak times would be useful, in order that comparative data could be considered each month for any trends and also as evidence for future use. Cllr Garrett would continue to work on this project and provide further information at the next meeting.

It was agreed to issue a SID Report for the Town Council Newsletter in due course.

**Annual review of SID Risk Assessment** – agreed with no changes.

The Town Clerk advised that once completed, all reviewed risk assessments would be presented to Full Council for approval.

**New temporary SID pole in Brook Lane suggested** - Cllr Collins had investigated and reported that there was no suitable post that could be used. Following discussion it was felt that this was not a priority as there did not appear to be a speed problem in this area. It was agreed to defer this item to the IPC for consideration as to whether a temporary pole erected for the SID, would be of benefit to the Community Centre Working Group.

➤ **Pembroke Road 'H' marking:**

The Town Clerk reported that no clear direction had been provided from the SCC Cabinet meeting. However, SCC had advised that the cost of installing the 'H' marking and any subsequent maintenance in the future would need to be met by the householder or Town Council. The Town Clerk suggested contacting Cllr Burroughes for support from his Locality Budget before proceeding further, which was agreed.

➤ **Re-painting of double yellow lines – Saxmundham Road:**

Reported to Suffolk County Council and would be investigated within 20 working days from 19/10/17 ref183334.

The Town Clerk advised that a further report had been received from SCC advising that the request had been added to potential future works programme to be undertaken as resources allow, and prioritised against similar work county wide.

➤ **Cycle rack on Market Hill:**

The Town Clerk reported that she had investigated ownership with SCC and the area that the cycle rack was installed on was privately owned. The Town Clerk was requested to pursue this matter and report back to the meeting.

➤ **Pavement Audit and Recommendations - Steve Merry SCC:**

The Town Clerk reported that as instructed she had requested a detailed response on the feasibility of each proposal and where possible an indication of likely costs. This would be reported to the Infrastructure Plan Committee for consideration in due course.

**7. Parking:**

➤ **Double Street:**

Correspondence item 27 from a resident requesting that the double yellow lines be extended on the east side of the street and the opposite side be 'caged' to avoid the current haphazard nature of parking, and in addition suggesting making Double Street one-way, which would enable a possible reduction to the length of double yellow lines on the west side of the street.

It was noted that there had only been one request of this nature to date from Double Street residents. The Town Clerk advised that any additional parking restrictions would need a Traffic Regulation Order which would need to be funded by the Town Council. She noted that this issue could be considered as part of the Fore Street TRO if members were minded to do so, otherwise the Town Council would consider all new requests as part of the next TRO review due in 2020.

It was noted that following several complaints received from residents and pedestrians the Safer Neighbourhood Team had delivered a letter to all Double Street residents notifying of a zero tolerance to parking on the pavement, and further enforcement action by way of a Fixed Penalty Notice to vehicle owners who did not comply.

**8. Lighting:**

➤ **Victoria Mill Road:**

The Town Clerk reported that she was continuing to investigate options and costs with Suffolk County Council.

**9. Correspondence:**

None.

**10. Action Plan:**

➤ Updates:

None.

➤ Detailed and fully costed CIL funding nominations for IPC:

None.

**11. Highway problem reports and responses from SCC :**

- Two reports of large lorries turning into Fairfield Road from Fore Street – passed to Taylor Wimpey for action
- Pavements in Mount Pleasant/Kings Avenue/College Road/Saxtead Road – weeds and rubbish and gullies blocked in Saxtead Road – Resident advised to contact SCC using the online reporting system.

It was noted that there was no added benefit to the Town Council reporting this type of highway matter which was the responsibility of Suffolk County Council. Residents were able to use the online reporting tool and receive a direct response on the action to be taken. The Town Council would continue to support any issues not receiving appropriate attention or action.

**12. Matters of report or items for next agenda:**

None.

**13. Next meeting:**

**Monday 11<sup>th</sup> December 2017 at 7.00pm**

Meeting closed at 20.10pm