

**Minutes of the Rights of Way, Highways and Lighting Committee meeting held on  
Monday 15<sup>th</sup> October 2018 in The Cell, The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Apologies were received and accepted from Cllr J Jones and Cllr J Simpson

**1. Present:**

Cllr D Beal, Cllr P Collins, Cllr C Eastwood (Chairman)

In attendance: Mrs E Coe (Town Clerk/RFO) and Mr J Overbury (Deputy Town Clerk)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

Cllr Eastwood proposed the minutes of the previous meeting held on Monday 17<sup>th</sup> September 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, seconded by Cllr Collins and, with one abstention due to absence, all were in favour.

The Chairman signed the minutes.

**4. Public Comment:**

None.

**5. Rights of Way:**

Cllr Eastwood reported that he had reviewed the Rights of Way Risk Assessment and had made no changes.

**5.2 Footpath from Fairfield Road development to Fore Street:**

Cllr Eastwood reported that the DTC had contacted SCC and Flagship Housing seeking their views on the proposal. SCC were in favour and were looking at the possibility of funding this through the original S106 agreement. Their response is awaited, as was the response from Flagship Housing.

**5.3 Autumn Rights of Way Walk 10<sup>th</sup> November.**

The date of the walk was noted and it had been publicised.

**5.4 Update on Pigs Meadow path.**

The Town Clerk had spoken to SCC Highways who were hoping that some rain would resolve the issue of the loose surface. The Town Clerk had alerted SCC that it may need top dressing and/or rolling to address the problem. It was agreed to monitor the state of the path and for the DTC to establish when SCC would next be inspecting the path. The Highways Liaison Officer would be asked to look at the path and to assist in the rectification of the glass problem.

**6. Highways:**

**6.1 Pedestrian crossing in Station Road – Section 106 agreement:**

It was noted that there were two cameras on street lights at the location. It was still anticipated that the crossing would be installed during November 2018.

**6.2 Pembroke Road ‘H’ marking:**

It was noted that, after two years of the Town Clerk’s persistence, the marking had been finally been installed and funded by CCllr Burroughes.

**6.3 Cycle racks:**

The DTC would ask the Highways Liaison Officer at their next meeting if SCC would replace the broken cycle rack in Market Hill which is SCC's responsibility and which they have removed.

Cllr Eastwood proposed asking Full Council for approval to spend £339.00 on the supply and installation of two further cycle racks outside the Chemist. Cllr Beal seconded with all in favour.

**6.4 S.I.D:**

It was noted that there were anomalies in the data being captured by the SID device. The DTC was asked to investigate and report back to the next meeting.

Cllr Eastwood had reviewed the SID Risk Assessment and had made no changes.

**6.5 Traffic Regulation Order (TRO) Fore Street and Double Street:**

Cllr Eastwood and the DTC were due to meet the Highways Liaison Officer on 31<sup>st</sup> October and would report back to the next meeting

## **6.6 Grit bins.**

It was noted that SCC had filled some of the bins. Cllr Eastwood proposed to purchase two grit bins, one for Castle Brooks and one for Jeaffresons Well at a cost of £296.38, using budget 1906. This was seconded by Cllr Beal with all in favour. The DTC was requested to order these, and to undertake the application process for the new grit bin on Castle Brooks with SCC. The broken grit bin on the Market Hill will be repaired by the G&P Contractor. The Town Clerk noted that as it was in a Conservation Area, it did not have to be yellow.

## **6.7 Bridge Street Bus Shelter**

The DTC had emailed Simon Barnett from SCC in response to his offer of an electronic timetable unit and had requested that SCC look to installing the second bus stop at Mount Pleasant now the ditch had been filled in. He had also asked for raised kerbs to be installed on all the town's bus stops using the money SCC had earmarked for the electronic timetables as that was the Town Council's priority. Mr Barnett's reply was positive and there was the possibility of SCC funding all the improvements.

## **6.8 Report on meeting with Sir Robert Hitcham's Primary School**

Cllr Eastwood reported on the meeting with the Head Teacher and the Parent Governor. The situation regarding the Elms car park was discussed and the Head Teacher said the school was looking at the possibility of using part of the Playing Field at the end of Coucy Close for staff car parking. This would provide 15 car parking spaces. The issue of extending the 30mph limit to beyond the allotments was discussed and the DTC was asked to consult with the SCC Highways Liaison Officer whether this would be possible and if it could be added to the TRO being planned, and report back to the Committee.

## **7. Parking:**

### **7.1 Parking Working Group report**

Cllr Eastwood reported that contact had been made with the Environment Agency, Suffolk Preservation Society, Suffolk Wildlife Trust and Historic England. Following their responses face to face meetings were being sought. Discussions had been held regarding the mechanics of charging for parking and the suggestion from SCDC was that they would buy, install and maintain the ticket machines so there would be no capital expenditure for the town. The object was to cover costs and not make money, and the fine details, including any free periods had yet to be decided. The owner of the Old Orchard on Station Road was believed to be seeking planning for houses rather than a car park.

## **8. Lighting:**

### **8.1 Victoria Mill Road light new light**

This has been installed and the resident informed who had sent thanks.

## **9. 2018/19 Action Plan:**

Any changes to the Action Plan will be held back until after the strategic planning meeting in November.

## **10. Correspondence:**

A letter from Suffolk County Council regarding the new process for obtaining a licence to operate a mobile elevating works platform (MWEF) was noted, and filed for reference.

## **11. Highway problem reports:**

The Town Clerk reported that she had been in discussion with Suffolk Coastal Norse about the gully at the bottom of Castle Brooks. Last year this had been blocked by leaves and this year SCN has agreed to clear the area to prevent this happening again.

## **12. Budget 2019/2020**

Cllr Eastwood and the Town Clerk/RFO had met to discuss the requirements and these were considered further by the Committee and a first draft agreed, to be presented to the Finance Committee.

## **13. Matters of report or items for next agenda:**

None.

## **14. Next meeting:**

Monday 19<sup>th</sup> November 2018 at 7.00pm

**The meeting closed at 8:02pm**