

**Draft Minutes for the Rights of Way, Highways and Lighting Committee meeting held on
Monday 9th April 2018 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

Apologies were received and accepted from Cllr Jones

Present:

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

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and Mr James Overbury Deputy Town Clerk

2. Declarations of Interest:

None

3. Minutes of previous meeting:

Cllr Garrett proposed the minutes of the previous meeting held on Monday 12 February (circulated in draft form prior to the meeting) were approved as an accurate record, which was 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:

No business

6. Highways:

Response from Suffolk County Council:

The response from Sue Cook at SCC regarding the problems the Town Council had been experiencing regarding the SCC Highways service, was considered not to be useful or productive. Ms Cook had advised that the escalation process for any unresolved local issues should be via the County Councillor rather than direct to Officers. The Town Clerk advised that she had already requested a meeting with Cllr Burroughes and would arrange a date suitable for the majority of committee members:-

Pedestrian crossing in Station Road – Section 106 agreement

The Town Clerk reported that there had been no further update on progress and would chase this matter in time for the next meeting.

Pembroke Road ‘H’ marking:

The Town Clerk advised that Cllr Burroughes had agreed to provide funds for the installation costs to be carried out by Suffolk County Council from his locality budget. However, despite SCC approving the works and placing the order nearly two years ago it was advised in November last year that a new process would be in place in January, but this was still not the case. However, in the meantime SCC has advised that the applicant would need to demonstrate a persistent ongoing problem by providing evidence of issues experienced over a four-week period, as part of the criteria to qualify for a driveway protection marking as well as dates of incidents, car registration details, any police incident numbers if obstructions have been reported to the police and any photos to demonstrate the issues experiences. The Town Clerk had informed the family of the elderly resident in question. It was agreed that this was an unacceptable situation and would be discussed with Cllr Burroughes at the proposed meeting.

Pavement Audit and Recommendations:

The Town Clerk reported that along with Cllr Jones she would be meeting Denise Mortimer, SCC Community Liaison Engineer on the 17th April.

Cycle racks:

The Town Clerk reported that she had finally received the licence for installation. However, due to the delays the approved contractor could not now complete the work until June 2018. There had also been an issue with ownership of the footpath in New Road following complaints from members of the public relating to parking of vehicles belonging to businesses in Well Close Square on the pathway, causing an obstruction and safety problem to pedestrians, particularly young children leaving the Primary School. The pathway has been confirmed as designated public highway and following advice from the Police the Town Clerk has obtained proof from the Land Registry and SCC highway maps.

S.I.D:

Cllr Garrett reported that he had trained the Deputy Town Clerk on how to use the software and it was expected that the DTC would take over the analysis in future.

Grit Bins:

It was noted that two requests had been received for new Grit bins, which were considered. The Town Clerk/RFO advised that there were sufficient funds in the budget for two. It was agreed to install a new Grit bin in Castle Brooks as it was felt that this should take priority. The request for a new Grit bin in Clarke Drive would be considered by the committee in September, along with any other requests received. The Town Clerk would then place an order in time for SCC to fill the bins in October.

Developer directional signage:

Cllr Beal reported on and provided a copy of the clear guidelines for both erection of and style of developer signs. It was agreed that the Town Clerk should write to all developers requesting a copy of the approval for their signs. The letter would include a copy of the guidelines (supplied by Cllr Beal) and would request that any illegal signs be removed within 14 days.

Mount Pleasant wall:

The DTC had requested an update on this matter and was awaiting a response.

7. Parking:

The issues with parking outside the Fish and Chip shop in College Road and on the left-hand side of Mount Pleasant was discussed and Cllr Beal provided a photograph of a large tractor and trailer parked on double yellow lines outside the Fish and Chip shop. It was agreed that the only option available to the Town Council was to report the fact that the double yellow lines were faded beyond use, to SCC highways.

8. Lighting:

The Town Clerk reported that she had visited the site in Victoria Mill road with a representative from SCC highways and the resident concerned. The resident had agreed to cut back the hedge in order that the new pole could be sited on the boundary, and the adjacent resident had been requested to move his vehicle off the pavement. However, there was still some removal of vegetation to be carried out before installation could proceed and the Town Clerk was trying to resolve this matter with SCC.

9. 2018/2019 Action Plan:

Cllr Garrett and the Town Clerk would amend the document for consideration at the next meeting.

10. Correspondence:

Item 1/10 Sir Robert Hitcham's Primary School

The letter from a School Governor requesting support for a request to Suffolk County Council to extend the 30 mph speed limit from the beginning of the new Tudor Gardens development to beyond the Allotments heading out of the town in New Road was considered. It was agreed to fully support this proposal by the School and any other traffic calming measure available. The Town Clerk would respond and also discuss this matter with the SCC Community Liaison Engineer.

11.Highway problem reports:

None

12. Matters of report or items for next agenda:

Next Agenda:

Traffic Regulation Order (TRO) Fore Street and Double Street

13. Next meeting:

Monday 14th May 2018 at 7.00pm

The meeting closed at 8:07pm