

**MINUTES OF THE RIGHTS OF WAY, HIGHWAYS AND PARKING COMMITTEE
HELD ON MONDAY 24TH MAY AT 7:00PM IN THE TOWN COUNCIL MEETING ROOM**

ELECTION OF CHAIR

21-05-24 1 Cllr Jones proposed that Cllr Eastwood be the Chair of the Committee which was seconded by Cllr Collins and with all in favour; Cllr Eastwood then took the Chair of the Committee.

1. APOLOGIES:

Apologies were received and accepted from Cllr Carter.

2. PRESENT:

Cllrs Collins, Eastwood (Chair) and Jones.

3. IN ATTENDANCE:

James Overbury (Deputy Clerk)

4. DECLARATIONS OF INTEREST:

None.

5. MINUTES OF PREVIOUS MEETING held on Monday 21 April 2021

21-05-24 2 Cllr Eastwood proposed that the minutes of the previous meeting be accepted as a true record of the meeting which was seconded by Cllr Jones with all in favour.

6. PUBLIC COMMENT:

None

7. RIGHTS OF WAY:

7.1 Castle Brooks Footpath License:

The DTC reported that the licence had been received.

7.2 Pigs Meadow erosion

The DTC reported that he had contacted SCC regarding the issue and was awaiting a response.

7.3 Castle Keep footpath

It was agreed that the DTC ask the footpaths officer for a meeting on site to look at the footpath problems at Castle Keep and Pigs Meadow.

8. HIGHWAYS:

8.1 Community bus transport - Update on link to station.

The marketing was noted and the DTC was asked to establish if the bus stopped at Parham and Hacheston. If this was the case then the DTC would suggest that the marketing materials they had given the Town Council be fitted in these villages.

8.2 S.I.D. – Data

Noted

8.3 Grit Bins – and Plans for Gritting 2021-22

The DTC reported that he was waiting to be contacted by a supplier of grit spreaders.

8.4 Quiet Lanes

Cllr Eastwood reported he had spoken to Gt Glemham Parish Council and learnt that there was no funding left for the Quiet Lanes and no further funds were expected to be available in the short term. It was agreed to remove the item from future agendas unless new funding sources became apparent.

8.5 Integrated Transport Survey

It was agreed that the DTC ask the officer at SCC for a meeting to discuss the transport strategy.

8.6 Bus stop improvements

It was agreed that the DTC inform SCC Highways that the Town Council had no objections to the rubber raised platform for the bus stop in Well Close Square. Cllr Eastwood reported that he and the DTC had met the SCC representative and understood that there were still funds available but only for public transport improvements – and that could be for an additional bus stop at a ‘park and ride’ location. It was agreed to also ask SCC what their view was on a new bus stop by the emerging employment site on Saxtead Road.

9. PARKING:

9.1 On Street Parking

Cllr Eastwood reported that he had received an Email from DCllr Cook advising him that the ESC parking officer had begun work on the on-street parking proposals and these had been uploaded onto the ‘ParkMap’ web platform. Cllr Eastwood would investigate this further and ask ESC how to access this portal. DCllr Cook had suggested an informal Zoom meeting to discuss on street parking which it was the agreed the DTC would arrange for the near future.

9.2 Off-Street Parking

Cllr Jones reported that he had emailed the relevant ESC officer twice and left two answering machine messages but had yet to receive any response. It was agreed that he

draft a letter to be sent to the head of parking services and cc this to District Councillor Cook, regarding the lack of information and calling for progress to be made.

It was also agreed that the DTC write to the College and alert them to the large pot hole in the Elms car park.

9.3 Results of FTC Survey

These were noted and it was agreed the information would be useful in the negotiations with ESC over street parking.

9.4 Resident's survey

It was agreed that the DTC would ask the resident for a meeting to discuss the responses they had received from their survey.

9.5 Neighbouring Parish research

Noted.

10: NEW CAPITAL EXPENDITURE PROJECTS

None.

11. PEDESTRIAN SAFETY INITIATIVES

It was agreed that Option 2 (a build up on the north side of Pembroke road) was the best option and that the DTC would communicate this to SCC and ask for costs and more detailed plans. The issue of using railings to guide pedestrians was also considered and proposed to SCC.

12. LIGHTING:

12.1 Progress of dark spots in the town.

21-05-24 3 Cllr Eastwood proposed to accept the quotation from SCC to the value of £162.50 for the ecological report on Pigs Meadow and the Fens to be drawn from local CIL funds which was seconded by Cllr Jones with all in favour.

12.1.1 Email from Ash Electrical re ground level lighting – see attached

This was noted. It was agreed that if the low-level lights were to be chosen at Pigs Meadow, then the Town Council had no objection to them being set in concrete. The DTC would ask the contractor for more information about the nature of the low-level lamps and their resistance to lawn mowers. It was agreed to investigate whether the low-level lamps could be set into the footpath itself.

It was agreed that the DTC ask the ecologist if 1m Bollards with downward projected lamps would be acceptable at Pigs Meadow as an alternative.

With regard to the Fens, it was agreed that both contractors be asked to revise their quotes based on the advice from the ecologist and for details of the lighting units be supplied to the Town Council.

12.2 Conversion of sodium lights to LED for FTC owned street lights

The DTC reported that he was seeking a detailed quote from SCC for the conversion of all the town's street lights.

21-05-24 4 Cllr Eastwood proposed to recommend to Full council that a sum of up to £65,000 be ring fenced in the local Cil funds to be used to replace the Town Council owned street lights with LED units, which was seconded by Cllr Jones with all in favour.

12.3 Risk assessment of FTC owned Street Lights – see 12.3 attached for discussion

With one minor amendment the risk assessment was approved.

It was agreed not to seek insurance cover for the lights at present but to request a quotation from the Town Council's insurers to cover the new units once they had been installed.

13. CORRESPONDENCE:

14 items of correspondence were noted and a relevant response considered and agreed for each which the DTC would attend to.

14 RIGHTS OF WAY WALKS 2021

It was agreed that Cllr Eastwood would provide the DTC with some suggested dates to put to the walk leader.

15 2020/21 ACTION PLAN:

15.1. Discussion of updated plan.

It was agreed that members of the Committee would respond to the DTC with any further suggestions for the action plan.

15.2 Suggestions for CIL Bids

None.

16 HIGHWAY PROBLEM REPORTS:

The DTC reported that many residents were unhappy with the temporary traffic lights in Fairfield Road and would seek information from SCC as to when they could be removed,

17 MATTERS OF REPORT OR ITEMS FOR NEXT AGENDA:

None.

17.1 Items to be reported on monthly update

None.

18 NEXT MEETING: Monday 14th June at 7:00pm. The meeting concluded at 9:17pm.