

**Approved Minutes of the Rights of Way, Highways and Lighting Committee meeting held on  
Monday 11<sup>th</sup> December 2017 in The Cell, The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Apologies were received and accepted from Cllr J 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)

**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 13<sup>th</sup> November (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Simpson 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:**

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

Suffolk County Council had advised that there were no funds in the budget to bridge the gap. Therefore, there could be no progress until December 2019 when the remaining 50% of the S106 money would be released. Following some discussion it was agreed for the Town Clerk to write to Hopkins Homes requesting that as now the properties are mostly occupied and as a gesture of goodwill to the town, would they consider releasing early the £30k S106 funds needed to enable the Pedestrian Crossing in Station Road to be installed.

➤ **Cycle racks in Well Close Square:**

Following some further investigation by the Town Clerk, Suffolk County Council had confirmed that as long as the Town Council maintains the racks, insures them and undertakes the works in accordance with the guidance provided, installation could be accommodated by a Licence. No additional permissions such as planning would be required.

A recommendation would be made to Full Council to proceed with the project and costs from the Town Council CIL Reserve Account @ £289.92 for 8 cycle racks from Broxap Ltd, plus installation costs of £960 from Kerway. Once approved the Town Clerk would sign the licence and return to SCC.

➤ **TRO:**

It was noted that a meeting had been arranged with Tony Buckingham (SCC Community Engineer) to discuss options and costs for Fore Street and Double Street, the results of which would be reported back to the next meeting.

➤ **S.I.D:**

Cllr Garrett provided an analysis report showing hourly and weekly statistics relating to traffic volumes and speed. Cllr Garrett would provide an average weekday/weekend report for all sites and circulate to members for information prior to the next meeting.

➤ **Pembroke Road ‘H’ marking:**

The Town Clerk reported that she had contacted CCllr Burroughes for support from his Locality Budget, and a response was awaited.

The Town Clerk reported that Suffolk County Council had advised that unfortunately the new procedure would not be in place until after Christmas, when an update would be provided.

The process would be that applicants who would like a driveway protection marking or H Bar marking will be able to apply via the SCC website. The application would be assessed by the SCC Safety and Speed Management Team, who would then respond with the outcome. There would be a charge of £250 for new H Bar Markings and if someone who already has an H Bar Marking would like their marking refreshed, there would be a charge of £150.

The Town Clerk reported that even if funding was available SCC had advised that work would not be carried out for at least 3 months, due to other priorities/weather etc.

➤ **Cycle rack on Market Hill:**

The Town Clerk had investigated this matter and contacted the landowner, who had confirmed that they had no objections to the current cycle rack being replaced.

Following discussion it was agreed to install two cycle racks on the area, the costs for supply and installation would be put forward for approval to Full Council and the order and work carried out as part of the Well Close Square/New Road cycle rack project.

The Town Clerk was requested to check with the landowner regarding the disposal of the existing cycle rack and investigate disposal options.

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

The Town Clerk reported that she had forwarded the information to Tony Buckingham (SCC Community Engineer) at his request as Mr Merry had advised that it was not part of his role at SCC to undertake costings and feasibility etc. A response on who is responsible for this matter was awaited.

**7. Parking:**

➤ **Double Street:**

The Town Clerk reported that there was a continuing issue at the east end as vehicles were parking on both sides of the road resulting in problems for other vehicles trying to get through. This had happened because vehicles are no longer parking on the pavement due to complaints from the public, and the Police have issued notices warning of potential fixed penalty notices if this habit continues. Residents have requested an extension of the double yellow line on one side of the road in order to solve this issue. This matter would be discussed with the SCC Community Engineer and reported back to the next meeting.

**8. Lighting:**

➤ **Victoria Mill Road:**

The Town Clerk reported that she was still waiting for a response from Suffolk County Council on options and costs.

**9. Action Plan:**

➤ Updates:

None.

➤ Detailed and fully costed CIL funding nominations for IPC:

None.

**10. Highway problem reports :**

➤ The Town Clerk reported that the Police had been alerted to public complaints and concerns relating to parking on the pavements in New Road and Bridge Street. PCSO Hassler was investigating the issues.

➤ An email had been received requesting that the pavement be raised from the Green Shed to Mills Meadow to stop vehicles mounting the pavements and causing a danger to pedestrians.

It was agreed for the Town Clerk to investigate the planning conditions for the Green Shed site and discuss the issue with the SCC Community Engineer, and then report back to the next meeting.

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

None.

**12. Next meeting:**

**Monday 8<sup>th</sup> January 2017 at 7.00pm**

Meeting closed at 20.00pm