

**Minutes of the Southwold Highways/Footpaths/Police Working Group  
meeting held on Friday 6<sup>th</sup> October at 2pm.  
H/F/P Report 4/17**

DATE & TIME	Friday 6th October 2017 at 2pm
PLACE	Town Hall
CHAIR	Cllr Tucker
PRESENT	Cllrs Betts, Doy, Jeans, Palmer and Tucker. Also present the Town Clerk and Robin Warne – acting service engineer SCC attending

Subject	Comments	Action
<b>Apologies for absence</b>	Apologies were received from Cllr Bradbury and PCSO Jamie Newson.	
<b>Declarations of Interest</b>	<p><i>a) To receive any declarations of Personal Interest regarding the agenda. Nil.</i></p> <p><i>b) To receive any declarations of Pecuniary Interest regarding the agenda. Nil.</i></p> <p><i>c) To receive any request for dispensations regarding the agenda. Nil.</i></p>	
<b><u>Police – Highways matters</u></b>	<p>Police mobile phone – feedback – PCSO Newson had advised that no Councillor has sent a text message to the mobile to notify him of any vehicle obstructions. Members suggested that this mobile phone number be circulated again as a reminder to Councillors of its availability.</p> <p>Line markings/ enforcements – update – see below.</p> <p>South Green parking – update – PCSO Newson had advised that he is in contact with the owners of the property in South Green where he had felt that parking restrictions were being violated. The owners advise that they have a right of parking contained within their deeds and a copy of the deeds is being forwarded to PCSO Newson.</p> <p>With regards to the Red Lion, SCC has suggested that until such time as a formal licence can be drawn up for the tables and chairs in the front of the Red Lion, then a walkway should be retained wide enough to allow pedestrians to walk safely between the double yellow lines and the front door of the Red Lion. SCC advise that the manager of the Red Lion has agreed to move tables to provide such a walkway. Members expressed concern that this had not yet happened. Members undertook to check this on a regular</p>	

	<p>basis and advise the Town Clerk of the situation. Mr Warne advised of the reluctance of SCC to place a formal lined footpath in this location.</p>	
<p><b><u>SCC – Highways matters</u></b></p>	<p>Online reporting tool – action and issues arising – the Town Clerk explained about the use of the online reporting tool and that all issues relating to County had to be recorded via this tool. Mr Warne confirmed this to be the case and advised that there is now no longer any individual to whom such matters could be reported. The limitations of the online tool were noted by Mr Warne who advised that such matters should be ironed out as the system beds in. SCC will investigate matters that are reported but may not monitor these on an ongoing basis due to lack of resource.</p> <p>Line markings – update – PCSO Newson had provided an update to Mr Warne of the lines that need renewing to enable parking restrictions to be enforced. Mr Warne confirmed that he would review these areas and advise the Town Hall of potential timescales for the work to be done. Mr Warne confirmed that all lining should be planned work – i.e. reactive and on a list, and the list will be prioritised. Due to budget constraints there is likely to be no further lining works in this financial year. Council explained that for Southwold the markings were extremely important in assisting the PCSO manage parking/ traffic.</p> <p>Licences for / Tables/Chairs in High Street – timescales? Mr Warne advised that there were several premises in the town for which no licence had been issued for tables and chairs on the pavements. SCC will provide licences to those venues where it is felt appropriate that a public walkway can be retained. The licence will state the conditions under which the business may place table/ chairs outside and the area that they can occupy. Holistic approach to be taken. Recommendations from SCC to be considered at the next meeting.</p> <p>Licences for scaffold from Network Assurance - Mr Warne was aware of the issues encountered during the summer by the presence of scaffold in the High Street. The Town Clerk advised that the Town Hall had previously been consulted when a scaffold licence was applied for, but that this no longer seems to be the case. The Town Clerk asked that this notification be re-established as the Town Hall could then</p>	

	<p>notify SCC of any reasons not to grant the licence or any dates that would need to be avoided. The Town Clerk advised that the same applied for skip licences. Mr Warne confirmed that he would take this back to SCC Highways H O</p> <p>Licences for skips from Network Assurance - Mr Warne was advised that a parking bay had been allocated for a skip, when there was a single yellow line available nearby on which the skip could have been more appropriately positioned. This would have avoided the need to take up a parking bay space. Mr Warne advised that he would refer this to SCC Highways.</p> <p>A Boards – SCC recommends that each business only has one A Board – which must be outside its own property. This is detailed in the A Board Policy.</p> <p>SCC staffing matters – there should be 6 engineers/ wardens but presently there is 3 and 1 temp.</p>	
<b><u>Civil parking enforcement</u></b>	To be discussed in parking meeting at 3pm. Noted.	
<b><u>Shuttle bus</u></b>	<p>Selling of old bus – value being ascertained – will be advertised locally.</p> <p>New governance task and finish grp – meeting monthly</p>	
<b><u>AOB</u></b>	<p>Finance questionnaire – to consider implications for this working grp.</p> <p>The Working Group noted resident’s responses to the questionnaire and the parking and traffic matters that had been highlighted as major importance to residents. This to be considered again for budgeting especially with regards signage to car parks at the entrance to town.</p> <p>CCTV for town – High Street – to discuss at a future date.</p> <p>Date of next meeting – Friday 17<sup>th</sup> November 2017 at 2pm – 3pm.</p>	