

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 8 March 2016** at **3pm**

PRESENT: Cllr G Newman (Suffolk County Council) (Chairman) GN
Cllr S Gallant (Felixstowe Town Council) SG
Cllr S Wiles (Felixstowe Town Council) SW

OFFICERS: Mr A Tadjrishi (Town Clerk) AT
Mrs D Frost (Finance Administration Officer) DF
Mr D Chenery (SCC East Highways Manager) DC

IN ATTENDANCE: Mrs H Greengrass (Felixstowe Forward Change Director) HG

471. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber (NB)**, **Cllr Jon Garfield (JGa)** and **Cllr J Goodwin (JGo)**

472. DECLARATIONS OF COUNCILLORS' INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

473. REQUESTS FOR DISPENSATIONS

There were none.

474. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the **Minutes of the Highways Advisory Committee Meeting held on 8 September 2015** be signed by the Chairman as a true record.

475. HIGHWAYS REPORT

Members considered a new format for the recording and updating of highways matters raised by this Committee. A vote of thanks to Mrs D Frost was recorded for her work in compiling all the previous matters in to this new format, and to the Town Clerk for organising it.

It was RESOLVED that the following updates and agreed actions be recorded for those ongoing matters:

120911/01: Footpath 34 Cycle Track

Update: DC reported that this matter was still with SCC legal team to prepare a dedication of land agreement with Morrisons. Rights of Way had given approval and it was confirmed that funding for the scheme was still available.

Action: DC to contact SCC legal team and request that this be progressed.

230913/02: Cycle schemes linked to the new Academy

Update: Four of the five schemes have been completed and a team had commenced work on the final scheme at Grange Farm Avenue on 7 March.

Action: DC to investigate whether the provision of signs and markings for the schemes are appropriate and clear. GN to email photos if required.

030907/03: 'A' Boards in Hamilton Road

Update: No further concerns at the time of this meeting however the situation will continue to be monitored. Retailer ambitions for improved signage could be delivered through a Felixstowe BID if this aspiration is achieved.

Action: No further action – matter closed at this time.

160914/04: Shared Space Furniture

Update: The Community payback team will carry out the work in the Spring. SCDC have agreed to provide the equipment and varnish. SG can use Community Enablement budget for the payback team costs.

Action: DF to confirm date of when work is to be carried out and costs to SG.

030907/05: 20mph Wadgate Road area

Update: A draft layout for traffic calming was circulated showing 4 speed humps which fits in with the speed hump policy in this area. The area was visited on numerous occasions and assessed for where people park and movement. The estimated cost for provision is approximately £12-£13,000 with a safety audit also required. Funding could be available from the local highways budget.

Action: GN to agree letter with DC to inform residents. GN is happy to deliver the letters to residents in Wadgate Road. NB to be approached regarding funding (as agreed with GN). If funding is agreed, DC to organise safety audit and construction drawings.

060912/06: HGV Movements in Beach Station Rd area

Update: DC circulated a picture of the new proposed sign and location to address illegal HGV movements. It is not a new TRO. Estimated cost is £1,500. GN agreed to fund this from the remainder of his locality budget.

Action: DC to progress with ordering and erection of the sign.

060914/07: Grove Road Health Centre Footway

Update: Work on the new footway is currently being undertaken and should be finished in next couple of days.

Action: No further action.

160914/08: Grove Road Fence and Signs

Update: Site works complete for this project.

Action: No further action.

160914/09: Cowpasture Allotment Footway

Update: Site works complete for this project.

Action: No further action.

160914/10: Blofield Track

Update: A site meeting is to be arranged with the various parties that have an interest in the track, where the track will be walked from end to end to assess the condition.

Action: DC to arrange a meeting with JGo, GN, Trimley St Mary Parish Council and a user of the track. AT to keep Town Councillors Barham, Green and Bird up to date with progress.

100315/11: Road signs for the Academy

Update: Site works complete for this project. Routine trimming to take place

Action: DC arrange routine trimming so that tree foliage doesn't cover the signs in future.

100315/12: Accident on Hamilton Road

Update: Background information has been collected for the safety audit, cost of which is approx. £1,200. DC is awaiting a fixed price quote but expected to be able to fund. DC advised that no fault had been attributed to shared space for any accidents in that area, which were considerably fewer than before the scheme was put in. Notwithstanding this, it was noted that some members of the public had signed a petition seeking pedestrianisation of shared space.

Action: DC to recirculate the accident statistics to Members and progress the safety audit.

070311/13: Garrison Lane Traffic Lights

Update: There was a technical fault which has been corrected. The flash card kept dropping offline and reverted to fixed settings which were not very good.

The flash card has been replaced and the fall back settings are now taking into consideration traffic flows which should make the traffic flow better. This issue should now be resolved.

Action: No further action.

100315/14: Sunray Avenue

Update: Site works complete for this project.

Action: No further action.

160914/15: Bus Shelter – Cliff Road

Update: Site works complete for this project.

Action: No further action.

100315/16: Loose lamp post in Faulkners Way

Update: Site works complete for this project.

Action: No further action.

100315/17: Pot holes in Plymouth Road

Update: Further repairs are to be carried out in Plymouth Road in advance of surfacing the road in May/June this year.

Action: DC to monitor.

100315/18: Hanging Baskets in Shared Space

Update: AT confirmed that SCC had given permission for hanging baskets to be attached to lighting columns in Shared Space. The new baskets would be in a centrally loaded 'wrap-around' style.

Action: No further action.

100315/19: Dock/Port Signage

Update: AT reported the matter with the Port of Felixstowe Local Authority Liaison Committee last September and there was a general consensus that it would be favourable for the purposes of tourism and perception of the town for signs to be changed to read 'Port'. It now resides with the Highways Agency both regionally and nationally. They are amenable for change but not funding unless they are due to be replaced re wear and tear. It was advised that the Port should progress this directly with the Highways Agency.

Action: Complete. AT to pass on contact details for the Highways Agency to the Port at the next LALC meeting.

080915/20: Drainage Work

Update: The date for pavement works in Grange Road is awaited. Drainage works in Grange Road, St Andrews Road, Crescent Road and Langley Avenue are on the programme works list for the coming financial year but this is subject to budget allocations. When the budget allocation is confirmed (expected £80,000) site visits will be made to prioritise. Crescent Road which has particularly bad drainage may require slot drains to the next gully.

Action: DC to progress in new financial year and provide an update at the next meeting.

080915/21: Surface Dressing

Update: Proposals for remedial works to dressing carried out in 2014 in Ferry Lane and Grange Farm Avenue are still awaited from the Contractor. This backlog is now clearing before the start of the new year. Assuming budget is as expected then Ferry Road between Church Road and Gulpher Road, Exmoor Road, Plymouth Road, Taunton Road, Manor Road and Manor Terrace will be dressed this year. If the budget is less than expected, then they may need to re-assess and adjust the list accordingly.

Action: DC to progress in new financial year and provide an update at the next meeting.

080915/22: Carriageway Resurfacing

Update: Trinity Avenue A14 off slip under A14 bridge has been resurfaced. The following will go ahead if the budget is as anticipated: Walton Avenue East on/off slip roads to dock gate 1 roundabout, Trinity Avenue BP garage crossover, Wadgate Road/Grange Road roundabout, High Road West (Garrison Lane to Recreation Lane), Maidstone Road/Seaton Road roundabout, Grange Farm Avenue service road, the 'Fields' side roads and

Maidstone Road between Grange Road and the Seaton Road roundabout.
Action: DC progress all schemes during 2016/17 and to liaise with Network Assurance and the Town Council in order to programme road closures around important local events to minimise disruption.

080915/23: Pavements

Update: Pavement reconstruction works have been completed in St Georges Road, Chaucer Road, Exmoor/Plymouth Road and Snow Hill Steps. Sites to be considered for pavement works in 2016-17 are Looe Road, St Georges Road, York Road, Taunton Road, Chester Road, Chaucer Road, Charles Road and Philip Avenue. Sites and lengths of pavement to be reconstructed will be determined when the budget allocation is known.

Action: DC to progress and provide an update at the next meeting.

100315/24: Church Road Bus Stop

Update: The works order has been placed. Being conscious of the cold weather, work is expected to start soon.

Action: Completion expected prior to next meeting. DC to monitor.

100915/25: Constable Road

Update: The works order has been placed for this. Expected completion is within 14 weeks.

Action: Completion expected prior to next meeting. DC to monitor.

100915/26: Rosemary Avenue

Update: Site works complete for this project.

Action: No further action.

100915/27: York Road

Update: The problem has been investigated and seems to be on the southern side at York Road where the existing 8-6 Monday-Saturday restriction is widely ignored leading to congestion and difficulties with access to businesses. A photograph was circulated which showed the problem. Members queried whether double yellow lines would effectively solve this issue as local arrangements for blue badge holders may not prevent parking here. Depending on these local arrangements, a TRO could be the way forward. DC advised that the approximate cost of a TRO would be £5,000 but other TRO work could be grouped together to save money. Another option would be to extend the shared space scheme but this would be more expensive. A half box junction could also be an option.

Action: DC to check blue badge arrangements with SCC consider a TRO if a 'No Waiting' zone would make a difference. If not, DC to explore other options.

100915/28: Cycling on the Promenade

Update: Following Committee's referral, this was considered at the Town Council's Finance & General Purposes Committee and then Full Council. FTC resolved to request that SCDC consider trialling a removal of the signs prohibiting cycling for at least 12 months. SCDC have advised that there will be a consultation exercise carried out before a decision is made. Felixstowe Forward Change Director, Helen Greengrass has drafted the consultation

which will commence pending approval by SCDC. SCDC would be contacting local authority partners such as SCC & Suffolk Police directly for a response. SCDC would consider the matter at a full council meeting, possibly May. DC confirmed that the Prom is a highway and has full highway status but was classified as a footway for inspection purposes. It was not known whether a final decision would need to be considered by SCC and whether this would need to go to the Rights of Way Team or Full Council. The original order from Felixstowe Walton Improvement Act, 1902, had been found and stated that the nature of traffic on the prom could be regulated via a byelaw. From a highways perspective the main issue centred on the need for adequate signage in order to mitigate liability in the event of an accident. DC advised that a sensible precaution would be to carry out a safety audit. Also some design and research would need to be carried out in regards to what sort of signs need to be displayed. If cycling on the prom was to be trialled, consideration would need to be given on how to evaluate the trial. It was noted that it was unlikely that a byelaw could be revoked on a trial basis.

Action: DF to circulate Felixstowe Walton Improvement Act to Members for interest. HG to update members at next meeting on the outcome of the consultation.

100915/29 Beatrice Avenue and Garrison lane crossings

Update: It is felt that this issue has now been resolved with the new crossings

Action: No further action proposed, subject to DF confirming with DC that the matter had been resolved.

100915/30: Planting a tree in dedicated space in Tomline Road pavement

Update: SCDC have been asked to replace this tree.

Action: No further action

100915/31: Drainage issues on Bent Hill

Update: A meeting had been held with the owners of The Grand regarding their complaints of water ingress. The owners were advised to investigate whether their gutters were causing an issue.

Action: No further action.

100915/32: Lynwood Avenue

Update: There are two minor problems – one at the junction of Fleetwood Avenue and another near to number 23. The first appears to be subsidence on the line of an AWA sewer which is being monitored. Anglian Water may need to be involved. It is not dangerous just inconvenient. The second is some minor undulation of the carriageway (probably caused by a stop in construction between the old road and the new one) causing local ponding. This has been added to the works programme for consideration, and will be regularly inspected to see if there are any signs of it getting worse.

Action: DC will arrange regular inspection for signs of deterioration

100915/33: Town Signs

Update: HG reported that there are various issues with the town signs. The gateway arrival signs are fading and losing their redness in the Twinning badges. There is a broad scope of signs that can be used. The words on the

signs do need to meet specific size requirements and the signs need to be attractive and quickly absorbed.

Action: DC will find some approved signs as examples and will issue a brief for new signs and send to HG. HG to refer to Tourism subgroup to work up a brief for ideas of what they should look like.

100915/34: Alleyway between Abbeygate Lighting and Treasure Chest Books, Cobbold Road

Update: Highway Records show this land as not being part of the public highway and a search of the Land Registry shows no records for this area. A litter pick had taken place a few days prior which was cosmetic and the area required significant repairs. The library had contacted AT advising that they may speak with neighbouring shops and residences to the alley so see whether a joint project could be initiated to improve the area. FTC could consider the match funding of such a project to a community group but would not be in a position to accept liability for maintenance of this area. It was suggested that this could be a good project for a Felixstowe BID, should such an initiative be progressed.

Action: No further action.

476. NEW HIGHWAYS MATTERS

It was RESOLVED that the following new matters and actions be agreed, which would be appended to the Highways Report for updating at the next meeting:

080316/01: Parking on Cambridge Road

Description: A member of the public has enquired regarding parking on Cambridge Road heading towards Hamilton Gardens. There is a single, very worn yellow line with no temporary waiting limit sign or no waiting sign. Cars regularly park here. If there is unlimited parking there, it has been requested as to whether the single yellow line be completely removed to avoid confusion? The only concern from members may be that cars parked on this stretch can cause a problem when driving from Cobbold Road into Cambridge Road. DC advised that the area described parking restriction that has been removed. Traces of the line can still be seen which may be why the confusion.

Action: No further action – faded lines will remain until road is eventually resurfaced. FTC to advise enquirer of outcome.

080316/02: Taunton Road

Description: Applicants for new advisory disabled bays have to fill in an application form which is available on the SCC web site or office. The parking area near numbers 25-33 and 42-50 Taunton Road has space to park approximately 12 cars. Applications have been received from three properties and one bay has been agreed and this has been ordered. Another application has been received and another bay is being considered to serve these properties. The proposal is then to restrict the number provided at this location to two bays subject to committee's approval. A plan was shown of other existing bays in Taunton Road and other possible locations if applications are

received. There would be a total of 8 for that area. Allocations are dependent on a road safety assessment. Concern was expressed as to whether people still used the existing disabled bays. AT referred members to an email on the table which a member of the public described the difficulty they had if they could not park outside their home and asserting that a neighbour had claimed that his disabled bay was for his own dedicated use. DC confirmed that although a bay is created, following an assessment, on the basis of an application from a resident it was advisory only and cannot be guaranteed to a single user.

Action: DC to arrange to write to those who have previously requested disabled bays to assess whether all were needed and in current use.

080316/03: Parsonage Close/Vicarage Road/Grange Road

Description: There are a number of issues in this area. Large/heavy vehicles leaving the building site in Parsonage Close appear to be mounting the kerb and causing damage to the verge. Vehicles bringing children to Grange School parking dangerously on both corners of Vicarage Road and causing damage to grass verges. Also the pavement between Vicarage Road and Grange Stores is deteriorating and badly puddled after heavy rain. These areas have been inspected and a reply sent to GN direct. GN had not received this reply.

Action: DC to ask Malcolm King to resend the email to GN.

080316/04: Damaged pavement opposite 2A Newry Road

Description: The developer has agreed to carry out repairs to the pavement

Action: No further action.

080316/05: Looe Road

Description: Looe Road has been included in the list of sites for pavement repairs see 080915/23 above.

Action: No further action.

080316/06: Portable Speed Indicator Device (SID) to be positioned High Road from Garrison Lane lights up to the A14 bridge at Trimley St Mary

Description: Councillor John Goodwin would like to support the installation of a SID in his SCC division, which would include the two Trimley villages and the area High Rd from Garrison Lane lights up to the A14 bridge at Trimley St Mary. Members considered locations for an SID within this area for but considered that it would be better placed and have more impact in locations at Trimley St. Mary and St. Martin if placed in those parishes for a longer duration.

Action: No further action. AT to thank Cllr Goodwin for the offer.

080316/07: Taunton Road footpath

Description: Details were given regarding a complaint about the state of the footpath.

Action: DC to inspect to ascertain whether needs meet urgent criteria for work requirement. If not, it will be put on the list for consideration for future repair work.

080316/08: Walton Signage

Description: A request has been received regarding whether road signs indicating that you are entering Walton could be considered. As there is not a civil parish of Walton and it comes under the parish of Felixstowe it was felt that it is not a Highways matter. Members felt that this was more a matter for the parish church or a community group such Felixstowe Society.

Action: No further action.

080316/09: Charles Road

Description: As a result of the recent house building in Charles Road (Orwell Housing) nearby road surfaces have been damaged by HGVs. The creation of a disabled parking space right in the crown of this junction is causing problems with sight lines and manoeuvrability, leading to near misses and pavement works which were recently undertaken now have weeds growing through the surface. DC has visited the site. Double yellow lines could be added to the TRO which would make it easier for home delivery lorries to manoeuvre, but it was felt these would not be welcomed.

Action: GN to provide further evidence of the problem when it occurs so it can be assessed more accurately.

080316/10: Pot holes – Garrison Lane Bridge on the A154 south side (towards Langer Road)

Description: Pot holes have been reported on this stretch of road. AT has already emailed all Councillors referring them to the reporting tool online to report all highway maintenance issues including potholes. Members agreed that Committee will only investigate pot holes if they had been reported online and nothing has changed on the system in for at least two weeks.

Action: GN to advise the Town Council of the need to report via the reporting tool. Potholes only to be considered by Committee on the basis of a valid reference number (given from the reporting tool) for those to which their status had not changed after 2 weeks.

080316/11: Two large pot holes – Crescent Road (town bound)

Description: Pot holes have been reported on this stretch of road.

Action: As above 080316/10

080316/12: Penfold Road – Waiting restrictions

Description: The traffic order and actual yellow lines on the ground do not appear to agree.

Action: DC to investigate this and group any TRO changes with York Road or other locations.

080316/13: St George's Road and Academy entrance Junction Protection

Description: Complaints have been received regarding parking and visibility problems at the junction of St Georges Road and Ferry Road and also the new Academy entrance on the High Street.

Action: DC to investigate and add any proposed junction protection markings to a TRO that could be included in the Penfold Road above.

080316/14: Charles Road

Included in 080316/09 above

080316/15: Selvale Way

Description: A complaint has been received from a resident at Selvale Way regarding accessing his property when vehicles are parked in the road outside. Selvale Way is a narrow (4m) road with few properties having off road parking and an adjacent block of flats adding to the pressure on parking.

The gentleman has a large vehicle and the property access is narrow.

Meetings have taken place in the past to discuss this and it was suggested that he either needs to get a smaller vehicle or to widen the property access.

DC has looked at the site again and still considers the above to be appropriate, it is felt that parking restrictions would be unfair on others who wish to park in the road and the cost unjustified for what is a private access problem.

Action: No further action.

080316/16: Cliff Road/High Road East

Description: Complaints have been received regarding the poor condition of, and consequent ride quality along, Cliff Road/High Road East.

Action: DC to investigate accordingly and ask Malcolm King to meet SW on site.

080316/17: Gas main renewals 2016/17

Description: DC wanted to make sure that members were aware that there are planned works for gas main renewal planned. A co-ordination exercise will be carried out.

Action: DC to email the work plan to AT to circulate.

080316/18: Prom re-profiling and pier plans

Description: DC wanted to ensure that Members had seen the plans regarding the Pier and prom re-profiling. AT confirmed that Council's Planning & Environment Committee had considered the plans.

Action: No further action.

080316/19: Street Lighting Ferry Road

Description: GN advised Committee of a resident's concerns about the lighting on Ferry Road

Action: GN had referred this to SCC's senior street lighting manager for action. Update at the next meeting.

477. CLOSURE

The meeting was closed at 5.28pm. The next meeting was noted as being scheduled for Tuesday 6 September 2016 at 2.00pm.

Date: _____

Chairman: _____