



TO MEMBERS OF THE HIGHWAYS ADVISORY COMMITTEE:

Felixstowe Town Council: Cllr S Gallant
Cllr Jon Garfield
Cllr A Smith

Suffolk County Council: Cllr G Newman
Cllr S Wiles
Cllr S Bird

Suffolk County Highways: Mr Paul Gant (Community Engineer)

There will be a meeting of the **HIGHWAYS ADVISORY COMMITTEE** on **Tuesday 6th March 2018 at 2pm** at Felixstowe Town Hall to transact the following business:

A G E N D A

1. Apologies

To receive any apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To consider any requests for Dispensations from Councillors with a Pecuniary Interest

Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the meeting itself.

4. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 19th September 2017 as a true record. **(Pages 3-5)**

5. Highways Report

To consider an update report on previously identified matters, with verbal updates from Paul Gant, Community Engineer, Suffolk Highways and agree any further actions. **(Appendix A)**

6. New Highways Matters

To consider new matters, plus any additional matters which may be raised at the meeting, and agree any actions. **(Appendix B)**

7. Communications

To consider how best to inform the people of the town on how can they sign up for notifications of highway work repairs. **(Page 7)**

8. Closure

To close proceedings and confirm the date of the next meeting scheduled for Tuesday 18 September 2018 at 2pm.

Yours sincerely



**Ash Tadjrishi
Town Clerk
28 February 2018**

For information (via email):
All Town Councillors
Suffolk Highways Officers

AGENDA ITEM 6: CONFIRMATION OF MINUTES

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 19 September 2017 at 2pm**

PRESENT: Suffolk County Council: Cllr G Newman (Chairman)
Cllr S Bird
Cllr S Wiles
Felixstowe Town Council: Cllr S Gallant
Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk, Felixstowe Town Council)
Mrs D Frost (Deputy Town Clerk, Felixstowe Town Council)
Mr P Gant (Community Engineer, Suffolk County Council)

IN ATTENDANCE: Cllr D Savage

173. ELECTION OF CHAIRMAN

Cllr G Newman was nominated as Chairman.

There being no other nominations it was RESOLVED that Cllr G Newman be elected as Chairman of the Committee for the ensuing Municipal Year.

Cllr G Newman in the chair.

174. ELECTION OF VICE-CHAIRMAN

In his absence Cllr Jon Garfield was nominated as Vice-Chairman.

There being no other nominations it was RESOLVED that Cllr Jon Garfield be elected as Vice-Chairman of the Committee for the ensuing Municipal Year.

175. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jon Garfield**.

Cllr A Smith advised that he would need to leave the meeting at 15.30 to attend other business.

176. DECLARATIONS OF COUNCILLORS' INTERESTS

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

Cllr S Bird	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council and Suffolk County Council)
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177. REQUESTS FOR DISPENSATIONS

There were none.

178. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Highways Advisory Committee Meeting held on 7 March 2017 be signed by the Chairman as a true record.

179. HIGHWAYS REPORT

The Chairman welcomed Paul Gant, SCC Community Engineer. Mr Gant advised that the Saxmundham office and associated operations had now been transferred to Halesworth to cover the east coast. Mr Gant worked from Phoenix House, Ipswich, which covered the Felixstowe area. Members were reminded that the first point of contact for reporting highways defects was via the Suffolk Highways reporting tool online or to the new contact centre. Mr Gant advised that using these methods ensured reports were being recorded, managed and tracked.

Committee noted its Terms of Reference which outlined how the Committee, through its local representatives from Felixstowe Town Council and Suffolk County Council, would be able to assist SCC with local prioritisation of highways works, consider new matters and monitor ongoing issues.

Committee then reviewed the full Highways Report detailing all the matters for consideration.

It was RESOLVED that:

- i. agreed actions for the following matters be detailed and updated on the Highways Report:**

Reference	Location
120911/01	Footpath 34 Cycle Track
030907/03	'A' Boards in Hamilton Road
030907/05	20mph Wadgate Road area
160914/10	Blofield Track
080915/20	Drainage Work
080915/21	Surface Dressing
080915/22	Carriageway Resurfacing
080915/23	Pavements
100915/28	Cycling on the Promenade
080316/07	Taunton Road footpath
080316/12	Penfold Road – Waiting restrictions
080316/13	St George's Rd and Academy entrance Junction Protection

200916/14	HGV Movements on Langer Road
070317/01	Cycle racks on the Prom
070317/02	Speed awareness on High Road East

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
060912/06	HGV Movements in Beatrice Avenue, Wadgate Road and Beach Station Road area is now under 200916/14 HGV movements on Langer Road
100915/27	York Road
100915/29	Beatrice Avenue and Garrison Lane crossings
100915/33	Town Signs
080316/02	Taunton Road
080316/09	Charles Road
200916/01	Junction of Orwell Road & Leopold Road
200916/06	Hamilton Road Slabs
200916/07	Manor Terrace Parking
200916/09	Bus Stop clearway on Leopold Road
200916/10	New car park on Orford Road
200916/11	Goyfield Avenue
080316/19	Street Lighting Ferry Road
100315/12	Accident on Hamilton Road
070317/03	Bus Shelters opposite the Half Moon and Gosford Way
070317/04	Seat Licence outside the Felsto Arms in Sea Road

It being 15.30pm Cllr A Smith left the meeting.

180. NEW HIGHWAYS MATTERS

It was RESOLVED that:

- i. **the following new matters be detailed and appended to the Highways Report, with agreed actions noted and updates being brought to the next meeting:**

Reference	Location
190917/01	Candlest Road Laybys
190917/02	Bus Stops – Grange Road and Mill Lane (Wadgate Rd stop)
190917/03	Bus Stops – TRO
190917/04	Parking near Felixstowe & Walton United FC
190917/05	Route of the 77 bus
190917/06	Footpath 8 (Elmcroft Land to Westmorland Rd) and Footpath 32 (Rendlesham Rd), PofF Road/A14 overbridge, Clickett Hill
190917/07	Elmcroft Lane
190917/08	Top of Bent Hill
190917/09	Pier – Deliveries on the Prom
190917/10	The future management of off street car parks and on street parking restrictions

190917/11	Re-painting of bollards on Hamilton Road and two benches outside the old Post Office
190917/12	Road markings outside of churches
190917/13	Footpath between Walton High Street and St Mary's Close
190917/14	Weeds on Roads, kerbsides and pavements
190917/16	Gulpher Road
190917/17	Maybush Lane

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
190917/15	Disabled parking bay near Cornwall Road
190917/18	Street lights

- iii. **the Highways Report should be reordered to that items for discussion are grouped into correlated sections for ease of review and efficiency; and,**
- iv. **Cllr G Newman would arrange a meeting for the local county councillors with the Leader of Suffolk County Council to discuss the list of outstanding highway matters.**

181. COMMUNITY SPEED WATCH

RESOLVED that the Community speed watch statistics for the period April 2016 – September 2017 be noted.

182. CLOSURE

The meeting was closed at 5.25pm. The next meeting was noted as being scheduled for Tuesday 6 March 2018 at 2.00pm.

Date: _____

Chairman: _____

ITEM 7 COMMUNICATIONS

Committee is requested to consider the best methods to inform the people of the town on how can they sign up for notifications of highway work repairs and report issues and defects.

The following contacts for Suffolk Highways, should be used by members of the public to ensure the enquiry is dealt with promptly:



The most effective way to report a problem, defect or issue (and ensure that its clearly recorded and dealt with) is to use the online reporting tool at: <http://highwaysreporting.suffolk.gov.uk/>



For more detailed problem reports or enquiries, please call the Customer Service Centre on [0345 606 6171](tel:03456066171)



Visit the Suffolk Highways webpages at: www.suffolk.gov.uk/highways for information on the work we do. The forward programme of works is located on the *Roadworks in Suffolk* pages.



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To find the latest road works, road closures, diversions and traffic restrictions in Suffolk, including Suffolk Highways and utilities works, please visit Roadworks.org



Email on customer.service@suffolk.gov.uk