

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 21st December 2017**

Present: Cllrs. Paul Bishop, Phil Gryce, Margaret Godwin, Stephen Kimminau, Loveday Perceval-Maxwell, Robin Stone, Claire Ebeling (Town Clerk), Maureen Smith (RFO),
County Councillor Mary Evans, Borough Councillor Cllr. Alaric Pugh, 6 members of the public

1.	Apologies for absence – Cllrs. Chris Marchant, Phil Gryce and Bob Verguson. The apologies were accepted.	
2.	To receive declarations of members' interests and consider requests for dispensation None.	
	<i>Section of the meeting open to the public:</i>	
3.	Public Participation A member of the public asked if contact details for the Winter Festival could be made clearer next year. Cllr. Bishop stated that he was the key contact for this year and next year it will probably be someone else but will ensure it is clear as to who interested parties should contact. A member of the public stated that he understood there had been some criticism in the town about the Town Council not taking any action to assist parishioners affected by the loss of power to residents in the Well Lane area. He stated that he was one of the residents affected and did not think it was the responsibility of the Town Council to take any action. However, he stated that he was disappointed that the local community were slow in checking if their neighbours were ok.	
4.	County Councillor's Report Cllr. Evans notes the comments made in the Traffic Working Group's minutes (attached) and agreed that there is more work to be done in relation to procedures when a road closure is necessary (see attached report). It was suggested that a cascade system similar to that instigated by the police for shopkeepers might be a method to be considered. Cllr. Evans reported that Cavendish Road will not qualify as a 20 mile per hour zone and suggested that a request be made for section 106 funding to purchase a gateway sign. Cllr. Evans will look into the possibility of the 'add-on' to the VAS machine and the cost. With regard to the invitation for the SCC portfolio holder of roads to attend a meeting, Cllr. Evans reported that Mr Fitch is currently off sick and so a meeting will be unlikely in the near future. In terms of the likelihood of a road closure as a result of the development on Cavendish Road, Cllr. Evans stated that there would need to be some investigation to determine where the services are as this will determine whether the road has to be dug up.	Cllr. Evans
5.	Borough Councillor's Report – See attached report.	
	<i>End of public section of meeting</i>	
6.	To approve minutes of the previous meeting held on 16 November 2017 The minutes were approved unanimously.	
7.	To receive an update on the actions from the previous meeting The Clerk reported that the Environment Committee would be discussing the possibility of fencing for the rear of the cemetery at its next meeting.	
8.	To receive the Clerk's report for decision and information See attachment to the minutes. The Clerk requested approval to publish the proposed Town Council and Environment Committee meeting dates for 2018. Agreed unanimously.	

	<p>The Clerk reported that a query had been raised regarding the publication of councillors' addresses. The Clerk explained that there is no legal requirement to publish councillor addresses and it is up to each councillor to notify the clerk if they do not want their address published. Cllr. Stone stated that he did not wish for his address to be published.</p>	
9.	<p>Finance</p> <p>i) To receive the monthly report from the Responsible Finance Officer and approve the monthly accounts and cash flow See attached report. The RFO asked for approval of the monthly accounts and cashflow. Approved unanimously.</p> <p>ii) To consider applications for Section 137 grant funding The RFO reported that a request had been received from the Clare First Responders team for assistance to purchase some special thin thermal fleeces to be worn under high vis jackets. The RFO explained a difficulty in giving a cheque as the team do not yet have a bank account and asked the council to consider approving a figure to be released as soon as a bank account is in place. Cllr. Pugh offered his locality budget for this and it was agreed that Cllr. Godwin would contact the locality officer on behalf of the First Responders.</p>	Cllr. Godwin
10.	<p>To consider items of correspondence for decision/response See attached report.</p>	Clerk
11.	<p>Planning</p> <p>To agree the Town Council response to the planning authority on:</p> <p>i) DC/17/2022/HH – Land off Cavendish Road – 53No. dwellings with associated access, infrastructure and landscaping. Cllr. Stone reported that the Traffic Working Group would like to see the 30mph limit extended beyond the school on Cavendish Road. Cllr. Godwin reported that the proposed development would extend to the very edge of the 30mph speed limit. However, the response by the developers to the request to extend the 30mph eastwards is that the Highways Authority does not support this, citing issues of enforceability. However, Cllr. Godwin reported that both the developer's Transport Statement and the data collected by the Town Council's VAS equipment shows peak hour rates of 486 vehicles per hour at this point which equates to over 8 vehicles per minute, or one every 7.5 seconds. When these figures are increased by the vehicle trips generated by this development, that number becomes closer to one vehicle every 6 seconds. The current layout for the proposed new cycleway and pedestrian crossing opposite the school is directing students to cross the school vehicular exit and pedestrians towards a point where both the developers and our VAS data shows the 85th percentile of vehicles exceeding the ACPO speed of 35mph. Cllr. Godwin reported that meetings between Clare Town Councillors, representatives of the developers, Suffolk Highways authority, West Suffolk Planning officers, our County and Borough councillors and Clare Society culminated in the Off-site Mitigation Plan summarised in Appendix G of the Transport Plan. This contains proposals for traffic calming, speed reduction and increased safety. This list, which must be approved by the Highways Authority, improved "Gateway" signage to the town: white picket fencing which would incorporate Dragons' teeth road markings, SLOW/buff banding and 30mph painted roundels. (Dragons teeth were preferable to rumble strips as these were tried previously on Cavendish Road but residents of Hill Terrace and Highfields complained of the noise as traffic drove over them). Cllr. Godwin suggested that further discussion is required on the design of the cycle ramp to make sure it is accessible to as many people as possible.</p> <p>Cllr. Godwin recommended that the Off-site Mitigation Plan form the basis of further meetings relating to additional section 106 funding to ensure these recommendations, or more suitable traffic speed reducing methods are put in place. She reminded councillors that for the Stoke Road development, members of the Town Council had presented</p>	Clerk

arguments to Officers and Members at the Development Control meeting which had resulted in an additional £8,000 S106 funding for Traffic Calming. She suggested that if the Town Council had the opportunity to attend again, and the data was made available, another successful presentation to St Eds might again result in additional S106 funding.

Cllr. Godwin reminded councillors of the reply from the planning officer, dated 11th October 2017, in which the developers addressed the points raised in both the Town Council and Clare Society's responses to the original application.

Cllr. Godwin reported that the original Town Council response sent in August had not been uploaded to the West Suffolk Planning website and was concerned that other responses which the council would have liked to take into account have also not been uploaded.

In particular, it would have been helpful to see further responses from Police Architectural Liaison to address their original concerns and comments about parking, footpaths, natural surveillance and security, positioning of garages and carports, external perimeter fencing, a 1.8 metre wall, and the 1 metre hooped railings around the planned communal areas. There is also no information available to confirm whether the developers have acted upon the advice that at least the affordable housing is built to Secured by Design New Homes 2016 accreditation.

Cllr. Godwin raised a query as to whether there has been any response to the original concerns and comments raised by Suffolk Fire and Rescue with respect to access, fire fighting facilities and water supplies, as there were no recent additions to the website.

Cllr. Godwin raised a query as to whether the Health Impact Assessment and proposals to mitigate the healthcare impact of the proposed development had been received by NHS England requested these and stated: *The existing GP practices do not have the capacity to accommodate the additional possible 127 new residents which could be generated by this development, and which would increase demand on already constrained services. The capacity implications, if unmitigated, would be unsustainable. The S106 Health Care contribution figure of £20,000 would be totally insufficient for the Guildhall Surgery to provide the additional capacity.* Cllr. Godwin expressed a concern as to whether this sum would be accessible to the Clare Healthcare providers rather than being included into central funds.

Cllr. Godwin reported that there had been a further response from SCC Highways dated 4th December. It covered concerns about surface water drainage; there are questions about delineation marked by dotted lines and what these show. Highways also state that 20 parking spaces around an open area is unacceptable, and there are no dimensions for parking bays and garages but the minimum 7m by 3m should be observed. There are further concerns about the proposed landscaping (new hedge and trees on the bank being too close to the visibility splays) and that details are missing from the details provided (the actual location, species and mature growth should be shown together with a maintenance scheme for planting outside the highways boundary, the bank height and the location of the ditch). They also state that the potential attenuation areas are too close to the existing highway.

Cllr. Godwin reported that there is no evidence on the website that issues have been addressed in line with Suffolk County Council Flood and Water Management's response. They had recommended a holding objection on flood risk grounds stating: *the design of the attenuation system is currently unacceptable.* They required a resubmission of 1 in 1 year simulation results and they required confirmation of figures for the impermeable area, confirmation of volume of storage in the Public Open Space area and that a 1 in 100year + 40% rainfall event can be contained on site.

Cllr. Godwin proposed that the Town Council asks Suffolk Highways for written acknowledgement of the vehicle numbers and speeds contained in both the Transport Plan associated with this application and which are confirmed by our own VAS figures, together with an acknowledgement of the Town Council's concerns about the proximity of the development up to the point where the 30mph speed limit commences.

Cllr. Godwin proposed that a request be made of Suffolk County Council for written

	<p>confirmation that the proposed cycle/pedestrian path opposite the school entrance (which the developers will be funding) will be created and maintained by Suffolk County Council and that Clare Town Council will be consulted on the final details. This is as per the response of the West Suffolk planning officer in her reply to us dated 11th October. We should also require the date by which this will be completed.</p> <p>Cllr. Godwin proposed that Clare Town Council request written confirmation from St Edmundsbury Council that they will take over maintenance and responsibility of the attenuation ponds, the hedges and trees and the public open spaces, together with the date on which this will happen. This is as per the response dated 11th October. Such a confirmation would avoid the problems encountered with management of the Stoke Road site. This development is at the very entrance of Clare and with the whole community working so hard to promote Clare as a wonderful place to visit it is essential that this site is well managed and attractive.</p> <p>The Clerk expressed concerns that many of the queries raised are not planning policy based and therefore may not be taken into account by the planning authority. Therefore it was important for councillors to decide how they wished to respond to the formal consultation, which requests an indication as to objection, support or no comment. After some discussion, councillors agreed that no formal response would be sent and agreed that an email should be sent to the planning officer requesting additional time to consider the application, pending the publication of the responses from the other consultees as discussed.</p> <p>It was agreed that Cllr. Pugh would be copied in on correspondence and asked to 'call in' the application so that the Town Council would have an opportunity to present their concerns at a delegation panel hearing.</p>	
12.	<p>To receive a proposal to purchase a Speed Watch camera (usage to be shared with Cavendish).</p> <p>Cllr. Bishop referred to the minutes of the Traffic Working Group (TWG) that recommended not to purchase a speed watch camera at this time. He reported that he understands there are a number of groups of people who would be willing to form Speedwatch teams in the area of Clare that they live in raised. He stated that if there are willing volunteers in his view the Town Council should support the Speedwatch initiative and purchase the equipment (as a joint venture with Cavendish), which he believed to be in the region of £800, plus the cost of training. Agreed unanimously.</p> <p>Cllr. Bishop/Clerk to liaise with those who volunteered.</p>	Cllr. Bishop/ Clerk
13.	<p>To consider a request from the trustees of Clare Castle Country Park to consent to the tenancy lease for the social club as agreed by both parties.</p> <p>Cllr. Bishop referred to the information circulated to all councillors in advance of the meeting and proposed that the Town Council approve the new tenancy lease. Agreed unanimously.</p>	
14.	<p>To receive reports from Councillors on activity since the last meeting.</p> <p>Cllr. Gryce had sent a report in his absence (see attachment to the minutes). Cllr. Perceval-Maxwell reported that she had carried out the wreath laying commemoration scheduled for 20th December.</p>	
15.	<p>To receive reports and items for decisions proposed by Town Council Committees and Working Groups.</p> <p>Cllr. Stone reported that the Traffic Working Group has been looking into options for speed signs for refuse bins. They recommend the locations which would be most beneficial for bins to carry this speed deterrent are Stour Vale, Stour Green, Stoke Road, Cavendish Road, Callis Street and Bridewell Street (total of approximately 180 properties thus 360 bins and sufficient stickers would cost less than £400). Cllr. Godwin suggested that Chilton Street and Snow Hill be included as they have complained of</p>	

	<p>speeding traffic. The 3 different sticker designs recommended would offer a progressive warning the further you travel into the town. It was agreed that The attached pictures A.B.C. are the recommended stickers 'C' being closest to the town centre. It was agreed to pursue this pending confirmation from St Edmundsbury Borough Council that it is acceptable to attach these stickers to the bins which are their property. Cllr. Stone will provide the Clerk with the sizes of the stickers so that the Clerk can provide the details to St Eds.</p> <p>Cllr. Perceval-Maxwell reported that the Environment Committee had agreed to obtain a survey of the condition of the churchyard wall and the wall to the cemetery drive in order to decide whether to proceed with repointing work. Cllr. Perceval-Maxwell reported that the Environment Committee had agreed to obtain a quote for the installation of white-painted half-kerbs to the greensward opposite The Globe and The Cock following complaints of damage caused by vehicles parking on the green.</p>	Cllr. Stone Clerk
16.	<p>To receive agenda items for next meeting. To consider the annual risk assessment. To consider the Cavendish Road planning application (if an extension of time is granted). To consider the cost of Speedwatch training.</p>	
17.	<p>To confirm the date of the next meeting as Thursday 18th January 2018. Agreed.</p>	
18	<p>To approve the contract of employment for the new Town Clerk Cllr. Bishop reported that this item was to be taken <i>in camera</i> due to the confidential nature of the employment contract, and asked the public to leave. Cllr. Bishop referred to the contract (a copy of which was shown to all councillors) and proposed that it be approved and issued to the new Clerk. Agreed unanimously.</p>	

The meeting closed at 8.45pm

Attachment to Minutes, Item 4, County Councillor's Report

Highways

A1092 Closure

There are plenty of lessons to be learned from last week's closure. I am seeing the local road inspector early in the New Year. The head of Network Assurance is preparing a report for the SCC Audit Committee next month and I am to meet her after that has been drafted so I can raise specific Clare issues.

I would say there are lessons to be learned in the town too. I am incredulous that anyone thought it was acceptable to drive down the High Street the wrong way or that while the tarmac was setting, once the reinstatement was finished, that anyone thought it was OK to try and shift the barriers despite the advice of the highways officer on the scene.

I believe we need better communication in future and one point of accurate information that residents can easily access.

Trip Hazard Well Lane

Last Saturday morning Cllr Stone contacted me to report that the metal drainage channel across the pavement by 4 Well Lane had been damaged and had risen by about 3 inches off the ground. I reported it to SCC at once.

On Saturday afternoon, he further reported that a resident had been to see him to tell him that she had tripped and fallen the previous afternoon. I have since spoken to the resident and it clear she was badly shaken and bruised in the fall.

SCC has been out to make the area safe – we are now investigating to see what caused the damage.

Market Hill

Some of the blocks marking the edge of the parking area and the highways worked loose and one recently was caught by the wheel of a bus and flung in the air smashing a car windscreen. An emergency temporary repair was made. We are reluctant at this time of year to be closing off parking bays to undertake further works. The repair will be monitored while SCC considers what the best course of action is – possibly all the blocks will be removed and the area filled with tarmac.

Church Street junction give way lines

These will be done however it should be noted that white lining does not last when it is installed during cold weather and when there is salt on the road.

Traffic Group Report

This was shared with me before this meeting, for which thanks. I have followed up on some items and will give a verbal report this evening.

Westfield Bus Stop

I apologise that I got at cross purposes with the SCC officer over the issue of road markings around the bus stop. I had understood this was going to be done – apparently it was never intended. As the stop did not have them before, there was never any intention to add bus stop markings or a restriction plate here. The Bus Stop 'flag' sign will be installed.

If parking is a problem here SCC can look to install yellow lines – if CTC wishes. We can also look at road markings but they would cost about £1,500 and we might wish to call on the £1,000 CTC had set aside for the project but which has so far not been needed as the project was cheaper than anticipated. How does CTC wish to proceed.

New LED Streetlights for the centre of Clare

The county lighting manager will be surveying the centre of Clare soon after Christmas to prepare for the installation of the new LED lights. He will only select lights approved by the St Eds Conservation officer. The work won't be done until the spring and I have asked him to send me images of the proposed lights so that I can share them with you.

Stoke Road Speed Limit Change

At my meeting with the team leading on local highways budget schemes I was advised that the road safety team, who assess speed reduction schemes, were not convinced that our proposals for changing the limit in on Stoke Road were justified. I have appealed.

Walkers are Welcome and Wool Towns signage

The signs have been approved and ordered.

Business Rates Retention

Suffolk has been selected to be a pilot for 100% business rates retention.

Home- School Transport

The consultation has been launched on the proposal to make the offer of free transport to a child's nearest school or nearest available school. It will run until the end of February.

Dear colleagues:

This is an extremely important consultation, as the council currently spends £21 million per year getting children and from school/college. For some time, there has been concern that if action isn't taken, costs will continue and this is not something we can afford to happen. We are therefore consulting on changing our school and travel policies. There are three options:

Option 1: *In September 2019, change the school travel policy so that it is in line with the legal requirements. This would mean implementing all the changes in one go, including ceasing free travel to the transport priority area schools where it is not the pupils' nearest.*

Option 2: *From September 2019, introduce the changes year by year as a child joins or moves school so that it is in line with legal requirements. This means that we would introduce all the changes on a phased basis.*

Option 3: *Make no changes to the school travel policy, but make savings from other services provided by Suffolk County Council.*

More information on the consultation including these options and post-16 proposals can be found in the consultation booklet which can be viewed at: www.suffolk.gov.uk/schooltravel

Parents and school representatives can attend a consultation workshop to consider themes from the consultation. These are listed below.

Workshop Venue	Date	Time
Kesgrave Conference Centre, Twelve Acre Approach, Kesgrave, Ipswich, IP5 1JF	16 January 2018	7pm to 8:30pm
Eye Community Centre, Magdalen Street, Eye, IP23 7AJ	17 January 2018	7pm to 8:30pm
River Stour Trust - the Visitor Education Centre, Dove House, Great Cornard, Suffolk, CO10 0GF	18 January 2018	7pm to 8:30pm
Beccles Public Hall, Smallgate, Beccles, NR34 9AD	22 January 2018	7pm to 8:30pm
Lakenheath Pavilion, Eriswell Road, Lakenheath, IP27 9AF	23 January 2018	7pm to 8:30pm
West Suffolk House, Western Way, Bury St Edmunds, IP33 3SP	26 January 2018	5 sessions between 2pm and 7:30pm

We will also hold a Have Your Say event. This is an opportunity for individuals or a group to present alternative options to a panel.

Have Your Say Venue	Date	Time
West Suffolk House, Western Way, Bury St Edmunds, IP33 3SP	30 January 2018	7pm to 10pm

Before any decisions are made about the future of school and post-16 travel in Suffolk, it is important that we understand the potential impact of any proposed changes and get as much feedback as possible. Therefore, I urge you to take part in the consultation. Further public events aside from those listed above will be held if there is demand.

Mary Evans
Clare Division

Attachment to Minutes, Item 5, Borough Councillor's Report

This is a monthly report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following re-election on 7th May 2015. I am delighted to have been elected to represent Clare again and will work hard to uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Planning, Regulation and Growth and Transport issues. The committees I sit on are: Cabinet and Development Control. I Chair the Bury Town Centre Masterplan Working Party and am Chair of the Growth Steering Group and at The One Haverhill Partnership I lead on the Haverhill Town Centre Masterplan. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings. My chief role is to ensure Clare and its residents have a voice at the Borough Council table.

I expect to be in attendance at Town Council meetings and will be happy to answer any questions from councillors or residents after my report. I have run a surgery between 9.30 and 10.00 am on the first Saturday of the month for residents whose questions cannot be addressed at the Town Council Meeting - this is suspended but I can be contacted at other times: my mobile phone number is: 07930460899 and email alaric.pugh@stedsbc.gov.uk

1. Training undertaken since last report - n/a
2. Civic events/business - Mayor's Carol Service
3. Meetings attended (excluding Majority Group meetings)
 - Cabinet Planning
 - Cabinet
 - Ec Dev Briefings
 - Sustainable Development
 - Joint Transport Portfolio Holders (SCC)
 - Planning briefings and other ad hoc development planning meetings
 - Second Meeting with Cambridge Hands on science centre
 - Full Council
 - Devolution briefings
 - Joint Cabinet Planning
 - Development Control
 - One Haverhill Board
 - Locality Officer meeting
 - Joint Economic Development Holders (SCC)
 - Environment briefings
 - Town Council tourism meeting
4. Forthcoming meetings before next TC Meeting: Xmas break
5. Voting record - recent items with direct significance to Clare community:
 - I supported the recent boundary change to incorporate isolated farm on the Poslingford Road
 - I voted to support moves to construct more parking in Bury St Edmunds as soon as possible
6. Current Clare issues involvement/resident requests to take forward:
 - Planning items
 - Havebury refurbishment
 - Clare Tourism
 - Locality budget items
 - Land East of the Granary compliance issues
8. **NEWS:**
 - It has been a busy month with a large number of meetings
 - Consultation begins soon on the potential Operations and Waste Hub for West Suffolk which potentially brings huge savings to the public purse and it would be good to have a response from the Town Council in due course - interrogate me if you need to
 - Enterprise Zones have been announced at Haverhill and in Bury St Edmunds
 - Gradual progress is being made towards 'civil enforcement' of parking as part of the 'so-called' Devolution deal.

Attachment to Minutes, Item 8, Clerk's Report

I have been notified by the Elections Team at St Edmundsbury Borough Council that an election has been called and will take place in February 2018.

The Highways officer dealing with the new road name signs has provided an update: The signs have been delivered and the installation instructions have been passed to the Landscapes team who will programme the works into their schedule. She hopes this will be in the early part of the new year.

Christine and I attended the General Data Protection Regulations course regarding changes to the law coming into force in May 2018. Christine will be working on it and will provide all councillors with information and guidance in due course.

I have been liaising with a resident in Erbury Place regarding trees on the footpath. The land does not belong to the Town Council nor the Combined Charities (who are responsible for the Common). The resident has contacted Suffolk County Council several times and has been told the trees are not their responsibility. I believe this is incorrect and have advised her to ask Mary Evans to look at it. I understand the resident will keep us informed whether she has any success.

The latest VAS data (reporting on vehicles coming into Clare from Hundon direction) has been sent to the police (Haverhill SNT) and I have received acknowledgement of receipt.

I expect the legal documents relating to the Country Park variation to the lease to be delivered from the solicitors tomorrow and it will therefore be possible to sign them in the Town Council meeting.

I have circulated the proposed Town Council and Environment Committee meeting dates and would like confirmation of approval to publish them.

Items reported to Suffolk County Council:

I have requested that some of the grit bins be filled. The one at Highfield was emptied during the recent cold weather as the roads and pavements were hazardous. Reference no. 00187765

Items reported to Suffolk County Council

The grit bins in Church Lane and Pashlers Alley were missed when the rest were filled. I have explained that they are not on the roadside. Ref: 00187765 & 66

Attachment to Minutes, Item 9, Responsible Finance Officer

I have amended the Financial Regulations following approval at the Town Council meeting to reduce to two signatories on cheques, the bank mandate has also been amended to reflect this change. I have also asked Cllr Gryce to update the copy on the website.

We have had official notification of the new external auditors, I have forwarded the email to all council members.

The internal auditor visited the office at the end of last month, no issues found, her report was circulated to all councillors.

Attachment to Minutes, Item 11, Correspondence Report

Items for action

Combined Halls of Clare	Request for a meeting to discuss structural issues at Clare Town Hall Action: The Clerk reported that following an enquiry relating to a potential planning application which may affect the Town Hall, she had requested a full report from the person making the application. Until this report it received (in January) it was agreed that the meeting with CHOC be postponed due to insufficient information.
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Member of the public	Complaint regarding fixing of stickers to car windscreens Action: Clerk to respond that the Town Council does not condone this and is unaware of the perpetrator but will monitor any further incidents. Photographic evidence would be helpful.
Member of the public	Report of dangerous item in Well Lane Action: The County Council is aware and has taken action. Clerk to respond and pass on advice from Cllr Evans and the link to advice on claiming for damage on SCC's website.
Member of the public	Complaint regarding parking Action: Cllr. Bishop reported that he had responded directly to the all councillors explaining that he was loading his car with items (from his garage in the High Street) to be used at the Christmas Festival in the church.

**Items for noting
(copies available from the Clerk on request)**

St Edmundsbury Borough Council	Report on the success of a grant bid for a public asset and hub study for Clare, to be commissioned in the New Year. The study is in two parts: a stock take of key public and community assets (all partners); and a stage 1 feasibility study for options to combine public services in a hub or hubs (or not). Additional background information circulated to all councillors.
Suffolk Accident Rescue Service	Letter thanking the council for the donation.
Suffolk Newstalk	Letter thanking the council for the donation
Clare Golf Course	Notification of positive pre-application for 4 holiday cottages at Clare Golf course.
St Edmundsbury Borough Council	Notification of a change to the Families and Communities Locality officer for Clare. Gemma O'Shea has been replaced by Teresa Farley.
Suffolk County Council Highways	Final accounts for the work to the bus stop at Westfield have been received from the contractor and the cost of the work was a lot cheaper than expected so the council will not be receiving an invoice for the work.

Attachment to Minutes, Item 11, Councillor Activity Report

Phil Gryce – Activity since the last meeting:

- Commemoration event for WW1 fallen at the Memorial
- Preparation of notices for future Commemoration events for WW1, 10 individuals through to 2021; ordering wreathes for 2018-19
- Preparation and editing of Chevron; arranging printing and distribution of Chevron; re-editing and re-arranging when local print company had staffing problem
- Preparing and dispatching separate permission requests for tree works: Nethergate Street, Callis Street, the Cemetery and the Nuttery
- Throughout this period updates on clare-suffolk, visit-clare & clarewalks websites; advising, training and preparing for handover

Attachment to Minutes, Item 15, Reports from Town Council Committees and Working Groups

November, Traffic working Group meeting, 12th December

In attendance Cllr Stone, Cllr Kimminau, Cllr Verguson, Lay member Alan Parsley
No apologies from Cllr Gryce.

1) Cllr Verguson proposed we ask Cllr Gryce to resign from the TWP as he no longer resides within 100 miles of the town and is not in a position to understand current situations. This will be in line with other committee's from which he has already resigned. This was unanimously agreed, as was the fact that the committee works fine with existing members and it was deemed unnecessary to replace him.

2) Re: the mystery man with speed camera spotted on Cavendish road as in last report. Contact has now been made with this person and he is from the Safety Camera Enforcement unit of Suffolk & Norfolk constabularies. The equipment he runs is a full speed recording unit and offending drivers are prosecuted. We are arranging a meeting with this unit as they have verbally advised that our VAS machine can be converted to take one of their camera systems (capable of recording information on which drivers can be prosecuted). We are also of the understanding that the services of this camera unit can possibly be secured with funding. Once we have had a meeting we will have a better understanding of the services this unit offers and a report will follow.

As a result of this we currently do not recommend proceeding with spending money on forming a community speed watch team which reportedly stands a 65% chance of folding within 18months.

3) Refuse bin speed signs.

Numerous types are readily available on the market, we looked at several that would suit our needs but narrowed it down to 3. The locations believed most beneficial for bins to carry this speed deterrent are Stour Vale, Stour Green, Stoke Road, Cavendish Road, Callis Street and Bridewell Street. This gives a total of approximately 180 properties thus 360 bins and sufficient stickers would be less than £400. The 3 different sticker designs we recommend offer a progressive warning the further you travel in to the town. The attached pictures A.B.C. are the recommended stickers 'C' being closest to the town centre.

4) We would like to send a letter to SCC portfolio holder of roads James Fitch requesting he attend a TWP meeting where we can discuss the implementation of a temporary TRO on the A1092 restricting HGV's.

5) Road Closure.

Once again a road closure in Clare has caused chaos with traffic. Cllr Stone has been working with County Councillor Mary Evans to try and sort some of the problems. The appalling behaviour of motorists ignoring some 50 signs clearly warning of the closure compounded the problem. Buildings have been damaged when vehicles finally came face to face with the barriers blocking the road and had to turn around. The most serious problem was drivers ignoring the official detour route and cutting down the High Street the wrong way. This resulted in several near head on crashes and a very near disastrous incident of 2 school children being run over. Some photographs clearly showing index plates of offending drivers were taken and these have been forwarded to the relevant authority, with the hope of prosecution. As this was an unexpected emergency closure, some of the previously incurred problems when the Cavendish Road was closed were repeated. With hindsight we strongly believe that a manned point or a sign saying "access to properties in Marker Hill only beyond this point" at the Bell corner, would have reduced incidents by over 80%. If Bucks Lane had also been closed it would have stopped most of the drivers cutting through to drive the wrong way down the High Street. Albeit a one way street Road Closed signs at the top of the High Street by Callis Street may have also cut down on offending drivers. Businesses suffered unnecessarily due to the signage as it indicated the town was closed. As the actual obstruction did not really affect non-commercial vehicles coming from the Haverhill side, perhaps the signs should have stated Road closed to HGV's. These points need to be seriously considered in the event of future road closures.

6) We would like an update from Suffolk County Council on progress with reinstating the give way lines in Church Street, which have been identified as a hazard. Also the signage is still deficient at the new bus shelter by Westfield; the plans for this did include the road markings and a sign on the pole. We can only congratulate councillor Evans for initiating the speedy repairs after the 'flying block' incident in Market hill but would now like to know when permanent repairs will take place as this still poses a risk to motorists and members of the public.