

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 17th May 2018**

Present: Cllrs. Paul Bishop, Margaret Godwin, Steven Kimminau, Chris Marchant, Davina Neale, Loveday Perceval-Maxwell, Robin Stone; Julia Burge (Town Clerk), Maureen Smith (RFO),  
11 members of the public

1	<p>i) <b>Election of Chair</b> – Cllr Godwin nominated Cllr Paul Bishop for the role of Chair. Cllr Perceval-Maxwell seconded the nomination. Cllr Stone nominated Cllr Steven Kimminau for the role of Chair. Cllr Kimminau seconded the nomination. The councillors voted by five votes to two in favour of the election of Cllr Bishop as Chair.</p> <p>ii) <b>Declaration of Acceptance of Office of the Chair</b> – Cllr Bishop confirmed that he was willing to accept the position of Chair and signed the Declaration of Acceptance of Office.</p>	
2	<p>i) <b>Election of Vice Chair</b> – Cllr Bishop nominated Cllr Margaret Godwin for the role of Vice Chair. Cllr Neale seconded the nomination. Cllr Kimminau nominated himself for the role of Vice Chair. Cllr Stone seconded the nomination. The councillors voted by five votes to two in favour of the election of Cllr Godwin as Vice Chair.</p> <p>ii) <b>Declaration of Acceptance of Office of the Vice Chair</b> – Cllr Godwin confirmed that she was willing to accept the position of Vice Chair and signed the Declaration of Acceptance of Office.</p>	
3.	<p><b>To receive apologies for absence and confirmation of acceptance of apologies</b> – It was reported that Cllr Verguson had sent his apologies as he was abroad. It was agreed unanimously to accept his apologies. The Clerk reported that County Councillor Mary Evans and Borough Councillor Alaric Pugh had also sent their apologies.</p>	
4.	<p><b>To receive declarations of members’ interests and consider requests for dispensation</b> None. The Chair asked that councillors review their declarations of interests and inform the Clerk of any changes.</p>	
<b><i>Section of the meeting open to the public:</i></b>		
5.	<p><b>Public Participation</b> A resident informed the meeting that she had been told there were plans to reduce the 236 bus service. It was agreed that the Council would investigate this further. A resident asked if there had been any analysis of the impact on footfall in Clare of the increase in parking charges in the Country Park. She was informed that there has not been and that the Council would ask the CBA whether there was any feeling among traders that it had impacted on their business.</p>	
6.	<p><b>County Councillor’s Report</b> – see attached report.</p>	
7.	<p><b>Borough Councillor’s Report</b> – the Clerk reported that no report had been received.</p>	
<b><i>End of public section of meeting</i></b>		
8.	<p><b>To approve the Committee/Working Group structure for the Council and confirm terms of reference and the number of members, receive nominations and elect members</b> See attached report. Cllr Bishop proposed the adoption of the committee and working group structure as per the report. Cllr Bishop proposed that the Council advertise for a volunteer tree officer/warden to replace Cllr Gryce. The proposals contained in the report were agreed unanimously, namely:</p> <ol style="list-style-type: none"> <li>1. The Town Council agrees the following terms of reference that apply to all working parties: <ul style="list-style-type: none"> <li>• <i>To carry out research on background information and produce briefing papers for the full council.</i></li> </ul> </li> </ol>	7.10pm

	<ul style="list-style-type: none"> <li>• <i>To produce action plans and proposals to be agreed by council on work to be undertaken, evidence to be collected, meetings to be held etc.</i></li> <li>• <i>To represent the council at agreed meetings with groups, organisations and officers. Agendas to be circulated ahead of meetings and feedback notes to be circulated to all Councillors.</i></li> <li>• <i>To produce draft letters for the Clerk to review and circulate for full Town Council approval.</i></li> <li>• <i>To provide briefing papers on progress for all Town Council meetings.</i></li> <li>• <i>To write draft submissions for national, county and borough consultations for ratification by full council.</i></li> </ul> <p>2. That each working group agrees its specific terms of reference to be used in conjunction with the general terms agreed above.</p> <p>3. To confirm the Councillors in the committees, working groups and positions as listed on the attached sheet.</p> <p>4. That Council agrees to advertise for a Tree Warden/Officer.</p>	
9.	<p><b>To review the Council's and/or employees' membership of other bodies</b> See attached report. It was noted that Suffolk Acre had been replaced by Community Action Suffolk and should therefore be removed from the list. Subject to this amendment, the Council's memberships were agreed unanimously.</p>	
10.	<p><b>To review the inventory of land and assets</b> The RFO reported that she had circulated the inventory to councillors prior to the meeting and that the Environment Committee needed to do a count of bins and signs in the next few months. There were no questions in relation to the inventory.</p>	
11.	<p><b>To review and confirm arrangements for insurance cover in respect of all insured risks</b> The RFO reported that the insurance schedule, which she had circulated to councillors prior to the meeting, was the same as it had been at renewal when councillors had approved it. The internal audit had recently confirmed it as satisfactory. The Clerk reported that CAS Insurance had confirmed that the provisions relating to the Data Protection Act would be updated by Zurich to cover the GDPR, though the update had yet to be made. Cllr Bishop proposed that the insurance cover be approved. Agreed unanimously.</p>	
12.	<p><b>To review and adopt standing orders and financial regulations</b> It was noted that the financial regulations had been reviewed in December and that no changes had been made since. No changes were proposed to the standing orders. Cllr Bishop proposed that the standing orders and financial regulations be adopted. Agreed unanimously.</p>	
13.	<p><b>To review the Council's complaints procedure</b> The Clerk reported that the only proposed change was to update the reference to the Data Protection Act to the GDPR. Cllr Bishop proposed that the complaints procedure be adopted. Agreed unanimously.</p>	
14.	<p><b>To consider and adopt a new data protection policy, privacy notice and email footers as advised by LCPAS in response to the General Data Protection Regulation</b> The Clerk notified the meeting of one proposed change to the draft data protection policy circulated prior to the meeting, which was replacing "responsibilities of the IT Support Provider" at page 3 with "responsibilities of the Council". Cllr Bishop proposed that, subject to this amendment, the data protection policy, privacy notice and email footers be adopted. Agreed unanimously. It was also agreed that the data protection policy should be added to the Council's website.</p>	
15.	<p><b>To review arrangements for the Council's IT support</b> The Clerk reported that Cllr Gryce had previously provided IT support as needed, but that this was no longer practicable. It was therefore proposed that Paul Odell be</p>	

	engaged on an ad hoc basis for IT support as required. Agreed unanimously.	
16.	<b>To approve minutes of the previous meeting held on 19 April 2018</b> Approved unanimously.	
17.	<b>To receive an update on the actions from the previous meeting</b> A meeting date with SEBC regarding a possible PSPO for the Country Park was still be confirmed. The bin stickers requested by the TWP were on order. A GDPR compliancy visit has been booked with LCPAS for June. The surveyor's report on values in relation to proposals for 17 Market Hill/the Town Hall had been received that afternoon. Councillors would be informed of the content and recommended actions once Cllr Marchant had had the opportunity to consider the report properly. The Clerk was waiting to hear from SEBC regarding attendance at the June meeting to provide information and answer councillors' questions regarding neighbourhood planning. The Clerk had sent draft letters to Cllr Storey and affected parishes regarding a TRO for the A1092 to the TWP. The TWP would consider these at their next meeting. Cllr Stone reported that Cllr Verguson was investigating the best way to implement an online petition for the TRO that the traffic group were seeking and was working with Cllr Evans on this.	
18.	<b>To receive the Clerk's report for decision and information</b> As per the attached report. The councillors agreed unanimously to the Baptist Church's suggestion that the redundant table tennis table should now be offered to the primary school. Regarding the Country Park spillway, Cllr Stone advised that a resident may know something about its ownership and that he understood some land in that vicinity was still owned by the Duchy of Cornwall.	
19.	<b>Finance</b> i) <b>To receive the RFO report and approve the monthly accounts and cash flow</b> The monthly accounts and cash flow were approved unanimously. There was no separate RFO report as all matters were covered elsewhere on the agenda. ii) <b>To approve the internal auditors' report</b> Approved unanimously. iii) <b>To consider applications for s137 grant funding</b> The only application for funding was from a Clare resident who was a Scout and was fundraising to meet the costs of attending the annual Scout jamboree. The Clerk reported that a second, similar request had been received. It was agreed by councillors that this fell outside the Council's grant funding powers as it benefitted an individual rather than the local community.	
20.	<b>To approve Section 1 of the Annual Governance &amp; Accountability Return 2017/18</b> The RFO referred councillors to the copy of section 1 of the annual return circulated in advance of the meeting. Cllr Bishop proposed the approval of the document. Agreed unanimously.	
21.	<b>To approve Section 2 of the Annual Governance &amp; Accountability Return 2017/18</b> The RFO referred councillors to the copy of section 2 of the annual return circulated in advance of the meeting. Cllr Bishop proposed the approval of the document. Agreed unanimously.	
22.	<b>To consider items of correspondence for decision/response</b> See attached report. Regarding the letter from the Half Moon Yard resident, Cllr Stone said that the TWP would be asking the police whether they would place traffic cones in the areas where parked vehicles were obscuring the view of traffic entering Nethergate Street. The Clerk	

	is to inform the resident that it is a matter for SCC but that the TWP will speak to the police to see whether there's anything they can do.	
23.	<p><b>Planning</b>  <b>To make a decision on the Town Council response to the planning authority on: DC/18/0742 – removal of Leylandi at 48 Bridewell Street</b>  Cllr Godwin reported that the application is for the removal of two mature Leylandii. No objections were registered online. The reason given for removal was that they were reducing light to the dwelling. Looking at the site plan it appeared that the trees would be blocking the morning light. There were no TPOs but it was well into the nesting season and the LPA would no doubt take this into account in reaching their decision. Cllr Godwin proposed that the application was supported. Agreed unanimously.</p> <p><b>DC/18/0792- single storey extension at 29 Hertford Road</b>  Cllr Godwin reported that this was a bungalow on the Heights development where many properties already had front and/or rear extensions. No objections were registered online.  The following policies had been taken into account:  DM1 presumption in favour of sustainable development.  DM2 local distinctiveness – the proposal recognised local distinctiveness and shouldn't affect residential amenity. It respected the character and scale of the locality.  DM24 extensions to dwellings and development within the curtilage – it respected the design of existing dwellings and the character and appearance of the immediate surrounding area. It would not result in over development of the dwelling curtilage and should not adversely affect the residential amenity of occupants of nearby properties.  Cllr Godwin proposed that the application was supported. Agreed unanimously.</p> <p><b>DC/18/0718 – erection of greenhouse at 15 Market Hill</b>  Cllr Godwin reported that the property is a Grade II listed building in the Conservation Area. Pre-application advice had been taken and no objections were registered online. The application contained a Design and Access Statement, photographs and dimensions of the proposed greenhouse, together with photos of the corner of the rear garden where it is to be sited. This is beside a garden wall and a tall hedge. It is not a permanent development, being erected on paving slabs, and it measures just 5'3 by 6'5 by 6'10 high.  The following policies had been taken into account:  DM1 presumption in favour of sustainable development.  DM15 listed buildings – it wasn't considered detrimental to the building's character, was of an appropriate scale and height and respected the setting of the building.  DM17 conservation areas – it was of an appropriate scale and height and respected the setting of the building.  Cllr Godwin proposed that the application was supported. Agreed unanimously.</p>	7.30pm
24.	<p><b>To approve the terms of a contract between CTC and BT plc for the purchase and decommissioning of the telephone kiosk on Market Hill, at a price of £1</b>  Agreed unanimously</p>	
25.	<p><b>To consider a request to bring a children's funfair to Clare on 30<sup>th</sup> July 2018 until 6<sup>th</sup> August</b>  The Clerk reported that the funfair were seeking to use sites at either the Country Park or the playing field and that she had forwarded the details to the organisations responsible for those sites. It was agreed that this was not a Council matter given the proposed sites.</p>	
26.	<p><b>To consider the adoption of the following policy in relation to future elections to Clare Town Council:</b>  <b>That Councillors will:</b></p> <ol style="list-style-type: none"> <li><b>1. refrain from making abusive or offensive attacks on other candidates in written literature, on social media or verbally; and</b></li> </ol>	

	<p><b>2. encourage supporters to campaign on social media in a respectful manner, and condemn supporters who engage in intimidatory behaviour.</b></p> <p>Cllr Bishop explained that this was his proposal and followed Cllr Evans' reference at the Annual Town Meeting to the respect pledge signed by Conservative candidates and her hope that the same spirit of respect would be upheld in any CTC elections. Following discussion it was agreed unanimously to adopt the policy.</p>	
27.	<p><b>To review Councillor attendance figures for the 2017/18 year</b></p> <p>Cllr Bishop referred to the figures that had been circulated prior to the meeting. He asked for any corrections in the next couple of days before they were added to the website. Cllr Stone asked that it be recorded on the website that the meeting in August 2017 had been a planning only meeting that had been scheduled at short notice, as he would otherwise have attended. This was agreed and the figures were approved.</p>	
28.	<p><b>To receive items for decisions required by Town Council Committees and Working Groups.</b></p> <p>Cllr Perceval-Maxwell reported that she and Olive Smith had had a dog poo education stand in the Country Park.</p> <p>Cllr Stone reported that the TWP were continuing to liaise with SCC regarding the problems caused by parking on the pavements in Station Road.</p>	
29.	<p><b>To receive agenda items for next meeting.</b></p> <p>The Clerk reported that neighbourhood planning and a market review were due to be on the agenda for June, in addition to the usual standing items.</p>	
30.	<p><b>To confirm the date of the next meeting as Thursday 21st June 2018.</b></p> <p>Agreed.</p>	

The meeting closed at 8.00pm

## **Attachment to Minutes, Item 6, County Councillor's Report**

### **Highways**

The SCC streetlighting manager is commissioning a proposal for a Smart Cities lighting project in Clare – as I described at the annual town meeting. Once that has been drawn up we will hold a meeting with the Town Council to discuss it.

The highways team will be speaking and answering questions at the St Eds/Forest Heath parish Forum at Bury Town Football Club on 29 May. Do please send a representative.

The drainage works around The Cock have been added to the works programme but not timetabled yet. I understand the programme is to be reviewed in June so should have a better idea then about when this will be done.

### **Stoke Road Speed Limit Change**

I have this morning signed off the officer report going to the Speed Panel. We now await the comments from the Police before final submission.

### **Market Hill**

I am in touch with Highways re the re-siting of the bench and planter. The bench clearly cant be left chained to the war memorial. I want us to be able to use this opportunity to make sure we get the bench sited in the best position and also to decide whether and where we replace the plant and whether we should upgrade on what we had before – maybe get electricity to it or include works so it could be used for the Christmas Tree. I am very happy to meet to discuss this. Is it something for the Environment Committee?

### **Police and Crime Commissioner Visits and Meetings**

The Police and Crime Commissioner (PCC) has now confirmed dates for his 2018 series of Public Meetings and on-tour events, to be held in each of the seven district/borough areas across the County.

The Chief Constable, Deputy Chief Constable or Assistant Chief Constable will join the PCC at each of the public meetings.

The on-tour events will involve the PCC and the Chief Constable.

Dates and details, can also be viewed on the PCC's website: <http://www.suffolk-pcc.gov.uk/>

#### Public Meetings - 7pm – 8:30pm

· Thursday 12 July, St Edmundsbury

Venue: The Newbury Community Centre, St Olaves Road, Howard Estate, Bury St Edmunds IP32 6RW

#### On Tour Events – 11:30am – 1:30pm

· Tuesday 7th August, Newmarket

Venue: High Street, junction with Palace Street CB8 8NB

· Friday 17th August, Haverhill

Venue: Market Hill CB9 8AA

#### **Free School Meals**

The free school meals team at Suffolk County Council is urging parents and carers to apply. It could save a family more than £400 a year. In addition, each application could bring what is called Pupil Premium Funding to each school. The school can decide how to spend this windfall – as much as £1,300 a year over six years for each extra child applying - and could use it to pay for more books, cut the price of school trips and uniforms or bring in more teaching aids.

The County Council is working with district and borough councils across Suffolk to identify the scale of the shortfall and to urge people to apply for what the funds to which they are entitled.

The Councils believe they have already encouraged an extra 800 families to make successful applications this year they but want to reach out to even more parents,

The message is clear: your child could be entitled to free school meals from now until the end of the phase of education they are in at March 2022 if you receive certain benefits, regardless of any change of circumstances.

Find out more at [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals)

Do please share this information.

At the County Council there has been a change in the leadership of the Conservative Group. Our new leader is Cllr Matthew Hicks who has been responsible for the Fire Service, Planning, Waste, Emergency Planning, Flooding, Trading Standards, Broadband, Health and Safety. He is setting our new Chief Executive, Nicola Beech the task of making highways her top priority. He has appointed me deputy leader, which is a great honour. The administration and cabinet roles will be announced and ratified at our Council Annual Meeting next Thursday.

### **Attachment to Minutes, Item 8, Committee Working Group Structure and membership**

**Author: Paul Bishop**

#### Introduction

At the start of the new council year we need to review our current structures to check that they are fit for purpose and take this opportunity to make any necessary changes. The current structures were put in place in light of the results of the Community Survey and the arising action points agreed at Town Council on 20th April 2017. Given that this is the last year of this current council I am proposing no major changes to structures or membership. Membership changes take account of changes in councillors.

#### Environment Committee

Should stay as is because it has, and continues to need, delegated powers and a budget. It is also the only committee on which we can encourage lay-members to sit. We currently have one active lay-member sitting on Environment. It is the committee, in conjunction with the Clerk, that is responsible for co-ordinating and managing the day to day work of the Street Wardens and the Cemetery Management Officer.

It will continue to oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20th April 2017.

#### Community Support Working Group

This group, although it has not been very active in the last year, should remain as a working group focussing on the Town Council website and linking with Visit Clare and the town's voluntary groups, churches etc. This group will have the role of liaising with the Country Park as it develops links to the town as part of its HLF activity, and to work with and support the nascent Community Hub initiative.

It will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

#### Planning Working Group

All planning applications are decided at CTC meetings but the Planning Working Group should research necessary background policy information and make recommendations on all planning applications. It will also take the lead in dealing with the Cavendish Road Development, liaise with the Local Planning Authority and also the Clare Society as the other statutory consultee in Clare.

The Planning Working Group will take the lead on monitoring and shaping the West Suffolk Development Plan and monitor proposed changes at national, regional, county and local level and identify possible changes and how they might affect Clare.

In addition there is a role to be undertaken in monitoring important assets of the town – fire station, ambulance service, the post office, the bank, doctors, chemist etc. This group will be responsible for linking in with the One Public Estate Initiative which is being driven by West Suffolk and the Government.

It will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

*\* Members of the Planning Working Party must have undertaken formal planning training. All councillors have to come with an open mind and not influence each other before the final decision is taken.*

#### Traffic Working Group

It is proposed the Traffic Working Group continues to address all matters relating to HGVs, parking, school travel plans, traffic safety and the deployment of our VAS sign. The Traffic Working Party will have the role of liaising and supporting the new Clare Community Speedwatch Group. It will oversee work on the relevant action points arising from the Community Survey and agreed by the Town Council on 20<sup>th</sup> April 2017.

#### Tree Officer/Warden

The post of volunteer Tree Officer/Warden has been held by Cllr. Gryce. for several years. Now that he has moved away from Clare it is appropriate that the Council looks for another officer. The role is a wide-ranging one and the person appointed should be able to work with the Town Council, West Suffolk Council, Suffolk County Council, the Country Park and local landowners and residents. I would also suggest that we require the person appointed to become part of the Suffolk Tree Warden Network. I propose that we advertise on the website and in the next edition of Chevron.

#### Recommendations

1. The Town Council agrees the following terms of reference that apply to all working parties

*To carry out research on background information and produce briefing papers for the full council.*

- *To produce action plans and proposals to be agreed by council on work to be undertaken, evidence to be collected, meetings to be held etc.*
- *To represent the council at agreed meetings with groups, organisations and officers. Agendas to be circulated ahead of meetings and feedback notes to be circulated to all Councillors.*
- *To produce draft letters for the Clerk to review and circulate for full Town Council approval.*
- *To provide briefing papers on progress for all Town Council meetings.*
- *To write draft submissions for national, county and borough consultations for ratification by full council.*

2. That each working group agrees its specific terms of reference to be used in conjunction with the general terms agreed above.

3. To confirm the Councillors in the following committees, working groups and positions as listed on the attached sheet.

4. That Council agrees to advertise for a Tree Warden/Officer.

	<b>Paul Bishop</b>	<b>Margaret Godwin</b>	<b>Phil Gryce</b>	<b>Steve Kimminau</b>	<b>Chris Marchant</b>
<b>Town Council Committee/ Working Group roles</b>	Environment Planning	Community Planning Environment		Traffic	Planning
<b>Town Council Representative</b>	Press Officer SALC Visit Clare	Emergency Planning Visit Clare		Emergency Planning	CLASP
<b>Other Community Roles</b>		Friends of First Responders		CBA Christmas Lights Committee	
	<b>Davina Neale</b>	<b>Loveday Perceval-Maxwell</b>	<b>Bob Verguson</b>	<b>Robin Stone</b>	
<b>Town Council Committee/ Working Group roles</b>	Environment Community Planning	Community Environment	Traffic	Traffic	
<b>Town Council Representative</b>		Friends of Clare Library			
<b>Other Community Roles</b>	Friends of First Responders Clare Community Speedwatch	Clare Community Speedwatch	Lorry Action Group	Christmas Lights Committee	

<b>Representatives on other groups and other roles</b>					
<b>CHOC</b>	Olive Smith Steve Kimminau		<b>CLASP</b>	Chris Marchant	
<b>Tree Officer(s)</b>	To be appointed		<b>Clare Castle Country Park Trustees</b>	Derek Blake Keith Mison	

**Attachment to Minutes, Item 18, Clerk's Report**

1. **17 Market Hill/Clare Town Hall:** We are still waiting for Barry Whymark's report on issues of value relating to Ms Turner's proposals. The report is promised for this week.
2. **Cemetery Drive and Churchyard Boundary Walls:** Whitworth were asked to go ahead with the tender process for the agreed works. I chased them today as we've heard nothing since they were instructed.
3. **Remembrance Day Commemorations:** The Council has been asked to assist by applying for the necessary road closures.
4. **GDPR:** I am prioritising the steps that need to be taken in respect of the new regulations. The most urgent steps relate to the policies and notices at agenda item 14. A compliancy visit is booked with LCPAS on 19 June. They have prepared a checklist for councillors which is attached and I'd be grateful if these could be signed and returned in due course. There were some concerns regarding personal data on CTC's website. The advice the Council has received from Jayne Cole is that, because this is historical data, it can remain on the site in its current form. A review of the website will be included in the compliancy visit.
5. **Table Tennis Table:** There is a table in the chapel which was going to be donated to the Baptist church prior to my appointment. It's now proposed that it goes to the primary school.
6. **Spillway in Country Park:** as reported previously, a question has arisen as to the ownership of the spillway on the far bank of the river opposite the car park/duck feeding area. The river group are still trying to resolve this.

### **Attachment to Minutes, Item 22, Correspondence Report**

BT	Contract for adoption of telephone kiosk on Market Hill, including terms for decommissioning and transfer of electricity supply
Clare resident	Letter regarding parking at entrance to Half Moon Yard in Nethergate Street

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

Clare Combined Charities	Email regarding appointment of new trustee, to be included in June agenda for formal approval
CCCP	Business Plan 2018/19
CCCP	Advertisements to be published for appointments of Volunteer & Engagement Manager and Administrator
Frankie Harris	Request to hold a children's funfair in Clare (forwarded to groups responsible for the proposed potential sites)
Clare resident	Email to Suffolk Highways Complaints Co-ordinator regarding potholes in Clare

### **Attachment to Minutes, Item 28, TWP Report**

**TWP meeting 03-05-18**

In attendance Cllr Stone, Cllr Verguson, Cllr Kimminau, Lay member Alan Parsley and 2 members of the public, [names removed]

### **Format for online petition**

Councillor Verguson provided the following:

There are a number of on-line petition websites that are free to use. We cannot endorse any particular one, the ones commonly used by people petitioning the Council are change.org and 38Degrees. The number of signatures required for a petition to be presented at Council (or Cabinet or Scrutiny) is 3675 signatures, and we try to check that these relate to people who live, work or are being educated in Suffolk, though that is increasingly difficult to do now.

More detail about petitioning the Council and advice to petitioners can be found on the following link, Can all councillors please take the time to visit this link.

<https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/starting-a-petition/>

### **Traffic congestion on Cavendish Road caused by Burlington House development:**

Today saw major traffic congestion on the Cavendish Road caused by contractor's vehicles. A condition on the planning permission is that all contractors' vehicles must be on-site, so as not to cause such congestion. Beside the inconvenience caused to literally hundreds of vehicles trying to travel to work is the concern of emergency vehicles being impeded. School busses were also affected. At the meeting it was recommended that the clerk contact the planning enforcement officer at St Edmundsbury with immediate effect to bring a stop to this problem. Since then we have spoken with James, the site manager and he profusely apologises. He also assured us that he will try to keep all contractors vehicles parked off road from now on.

### **Correspondence regarding parking by Half Moon Yard:**

As some 10 months ago when we did a town walk investigating street lineages with Councillor Evans, we are of the understanding that the parking restriction lines do not comply with regulations and as such any restrictions are unenforceable. This fact can be checked with highways or the local constabulary. A quick and relatively efficient way to stop or at least reduce, the obstruction would be to place 2 or 3 traffic cones along the affected section.

### **Accident in Market Hill.**

We are of the understanding that this has been discussed at the environment committee meeting; we are not sure why, as this is obviously a traffic related issue. As councillor Stone witnessed the incident, was first on site and carried out immediate emergency coverage, such as turning off the engine of the vehicle, checking for fuel leaks, checking for life threatening injuries and then comforting both parties by organising water for each and a blanket for the injured party on the ground it was decided that this was still to be discussed by the TWP. The first lines of enquiry should be to see if the police generated a traffic incident report, which often includes a cause of incident and a recommendation so as to avoid a repeat of incident.

The placement of bollards has been mentioned but this seems an overreaction to an unfortunate incident. Although a few incidents of vehicles mounting the kerb at this point have been recorded they are few and far between. The placement of bollards would be a monumental project and would need to encompass both sides of the memorial paved area and in reality continue along the Market Hill to at least Pashlers Alley. If it is being suggested bollards are necessary on safety grounds then they would also be needed on the parking bays by the Bell Hotel. A more logical and practical solution would be to consider relocating the seat so it is not directly in front of parking vehicles.

Robin Stone.