

Road Safety Update

Further to the update provided at the Annual Meeting of the Parish Council (**WPC.23.05.05** and **Minute 23.05.20.4** refers), the parish council resolved to authorise a contribution of up to £500 (plus VAT if applicable) towards the upgrade of Footpath 25.

Suffolk County Councillor Bobby Bennett invited the parish council to apply for a locality grant in the sum of £1000 towards this work, which has been approved. The clerk has confirmed to Public Rights of Way that it wishes PROW to undertake the work, with thanks to Cllr Bennett.

The parish council agreed in November '22 that Road Safety Issues would be further reviewed once Community Actions under the Neighbourhood Plan were drafted (**Min. 22.11.8.3r refers**), and the relevant draft Community Actions are set out at **Appendix A** for information. An update of ongoing issues is set out at **Appendix B**

At its November meeting (**WPC.22.11.03** refers) Suffolk County Council Highways processes for Parish and Town Council's who wish to fund works to highways were set out and include:

- Parish Licence
- Community Self Help Scheme
- The Local Highways Budget Team

The parish licence was set up primarily for PCs/TCs who want to undertake simple works or low-level maintenance within their communities. This can include:

- Village Gateways,
- Reflective verge marker posts,
- Benches,
- Planters,
- Road signs – such as local directional/information signs, enhanced village name signs, warning/speed limit repeaters.
- Grass/verge cutting.
- This scheme parishes to use their own contractors and source their own materials etc. The main caveat is that any Contractor used be certified and approved to work within the Highway. This is the New Roads and Street Works qualification (NRSWA). Materials/equipment etc, must also be of an approved type - suitable for Highways/Carriageway use. This process best suits simple schemes and low-level works. A Licence application is attached as **Appendix C**.

Recommendation:

The parish council authorise the clerk to apply for a parish licence, at a cost of £150.

Community Action 3 – Highways maintenance

The Parish Council will work with landowners and parishioners to ensure that actions are taken to improve and maintain the quality of Wickhambrook's network of roads and lanes. Emphasis will be placed upon matters to include:

- getting pot holes filled and repaired
- clearing ditches and drains
- maintaining hedges and verges.

Rationale for Community Action 3:

In the village questionnaire of March 2022, the majority of respondents recorded concerns about roads. Wickhambrook residents want to see better maintenance of the road system – including mending of pot holes; better drainage and maintenance of ditches in order to address problems with surface water and flooding; improved access and safety on pavements and pathways; and better maintenance of verges and hedges.

Community Action 4 – Traffic Management

The Parish Council will work with Suffolk Highways to ensure that actions are taken to make Wickhambrook's roads and lanes safer for all users, to manage traffic and to tackle speeding and inconsiderate road use. Priority will be given in the work of the parish's road safety working group to issues that include:

- inhibiting the speed of vehicular traffic
- ensuring that pavements are wide enough and well-maintained
- improving safety at crossing points and junctions.

Rationale for Community Action 4:

In the village questionnaire of March 2022, 90% of respondents argued that village infrastructure should be improved before any new building takes place. The majority of these respondents listed roads as the chief concern. Further, the largest number of concerns expressed in the development proposals survey carried out in April 2023 were about road safety and traffic management issues. Respondents argue for improvements in road safety around the village, for example, by improving junctions, imposing speed limits and creating better and safer pathways.

Community Action 5 – Footpaths and Bridleways

The Parish Council will take actions to maintain and enhance the network of safe and waymarked footpaths, bridleways and cycle routes around Wickhambrook. The Parish Council will also seek to work with the County Highways Department and neighbouring Parish Councils to extend this network further afield in order to develop safe off-road connections with settlements such as Ousden, Lidgate, Cowlinge, Stradishall, Denston, Depden and Hargrave.

Rationale for Community Action 5:

In the village questionnaire of March 2022, 62% of respondents indicated that they walk around the village and 19% cycle. Many people argued that the pavements and paths around the village are in need of maintenance (with many pavements needing to be widened) and that the roads need improvements in terms of repairs to potholes; signage; and better and safer crossing points. In all, 83% of respondents were in favour of the creation and maintenance of better footpaths and quiet lanes to make it safer and easier to get around the village and the wider parish on foot and bicycle.

Updates to issues identified:

Wickham Street, 40mph review.

The clerk escalated this issue with the support of SC Cllr Bobby Bennett, and although considered again, the request for a reduction in the speed limit from 40mph to 30mph has been refused. The contractor for Anglian Water has this spring been obliged by SCC Highways to fund installation of markers for an extension of the 30mph zone at Chedburgh and Hargrave due to heavy plant machinery crossing the roads. The clerk has raised this with Cllr Bennett and asked that further consideration be given to a reduction of the speed limit at Wickham Street in the light of this.

Drainage at Nunnery Green.

Works to rod out the drains at Nunnery Green were completed in May '23. No further complaints have yet been received with respect to flooding, but there has been a very dry late spring and early summer.

Speeding at Boyden End/Nunnery Green

This has been raised a number of times, more recently following the installation of Quiet Lanes signage.

Although there is a record of a post having been installed for collection of VAS data at Nunnery Green, no data has been collected from this point, and there does not appear to be a post. The clerk will raise this with Suffolk County Council.

More recently, there has been some interest in Community Speed Watch (see Min. EO.23.07.03 – public forum). A poster was prepared inviting expressions of interest for the parish stand at the Fete and Flower Show, but no interest was recorded on the day. The clerk will invite a Community Speed Watch team to present at a future meeting of the parish council.

APPLICATION FOR PERMISSION TO PLACE STREET FURNITURE AND PLANTING (cultivation) ON THE HIGHWAY

HIGHWAYS ACT 1980

Application Notes

1. General

A licence is required where apparatus (street furniture) is placed on or over the highway. The term highway includes footpaths, cycleways, verges, and roads. It is an offence under the Highways Act 1980 to place apparatus (street furniture) on or over the highway without first obtaining a licence from Suffolk County Council (SCC) as the Highway Authority. Failure to obtain the required licence could result in legal action being taken by SCC.

2. Application procedure

Once the application form has been received by the Highways Licensing and Enforcement Team an acknowledgement will be sent to you, and we will endeavour to respond within 20 working days of our decision.

If successful, a payment fee will be required before the licence is issued. Payment options will be included within our decision correspondence.

Please remember that no work can commence on the highway until you have received written permission from us.

3. Licence conditions

You will need to satisfy the standard conditions before a licence is issued,

These conditions cover such things as;

- The ability to indemnify SCC against third party liability.
- Compliance with legislation in placing the apparatus or opening of the highway.
- Ability for SCC to inspect works.
- Keeping the area safe whilst undertaking works to protect the public.
- Making good of the highway on completion.
- For cultivation it may include such things as type (nothing of a poisonous nature by reason of fruit, flowers or leaves), height limitations and future maintenance arrangements of any planting.
- Future implications of anything that may affect the highway, i.e. root damage.

Copies of the full standard licence conditions can be found on the Street Furniture page at www.Suffolk.gov.uk

Application Form

Please complete the following to enable us to process your application

Applicants details

Name

Address

For and on behalf of

(Parish, Town, District, Borough
Council or Organisation)

**Contact telephone
number**

Email

Proposed location of the Street Furniture (including Cultivation)

Address

(including postcode)

Location (on Footway, on
verge, on carriageway)

**Please supply photos,
plans or sketches**

Description of Street

Furniture (Wooden bench,
metal planter)

Quantity

Dimensions of Street Furniture

W:	mm		H:	mm		L:	mm
-----------	----	--	-----------	----	--	-----------	----

Fixing details including depths of excavation (if applicable)

Planned date of installation

Contractor details (if known)

Declaration

Name (in block capitals)

Position in (Parish, Town, District, Borough Council or Organisation)

Signature

Date

Please return completed form and any additional information you may feel necessary to support your application to highways.streetfurniture@suffolk.gov.uk

Data Protection Act 1998

The personal data you provide on this form will be used by Suffolk County Council to administer your Licence.

We may occasionally share your personal data with other council departments and with other bodies including (housing benefits, the police, Inland Revenue) for the purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

PAYMENT INSTRUCTIONS

A Licence reference number will be provided to you by the Licensing Team on receipt of your application, which you will need to quote when making payment.

ONLINE - Website: www.suffolk.gov.uk

Select the "Pay" icon

Click the right-hand side blue arrow until box appears for "Pay for a Licence".

Click the green "Pay for a licence" button

Enter the provided Licence / Licence Reference Number, i.e. NRSWA-LICENCE-00**111111**
(Please ensure that "00" is entered before the given Licence / Licence Reference number. To make the number 8 digits long.)

Enter your Organisation Name

Enter your contact Telephone Number

Select Application Cost from the drop-down box, "Licence/Penalty Charge"

Enter the amount that is being paid

Click "Proceed to Pay" (for single payments)

For multiple licences, click "Add Another", followed by the "Proceed to Pay" button

ELECTRONICALLY – by the Bankers Automated Clearing Services (BACS). Payment should be made:

To: Suffolk County Council

Sort Code: 30-00-00

Account No: 00293148

If you are a **Lloyds Customer**, you may have difficulty using the above Sort Code and Account number. Therefore, please use the following:

To: Suffolk County Council

Sort Code: 30-00-02

Account No: 01305978

Payment **must** be accompanied by the Licence/Licence Reference Number covered by the payment and the amount being paid in relation to each number and be sent via email to highways.streetfurniture@suffolk.gov.uk

BY POST

Please make your cheque payable to **Suffolk County Council** and send it to:

Highways Licensing and Enforcement Team, Phoenix House, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP

Please note that paying by cheque will delay the process by 7 days, until authorisation of cheque clearance has been received.

IMPORTANT – Payment must be accompanied by the Licence Application or the Licence / Licence Reference Number covered by the payment and the amount being paid in relation to each number. A receipt will be provided on request.

If you have any queries regarding the any of the above information, please get in contact via emailing highways.streetfurniture@suffolk.gov.uk who will seek to solve your queries.