

Swaffham Town Council

Minutes of the **Transport, Access & Environment Committee** meeting held on **Tuesday 3rd December 2019** at **4.00pm** in the Council Chamber, Town Hall Swaffham.

Councillors: Mrs J Anscombe, Mrs J Skinner.
Committee members: Mrs K Gordon (In the Chair), Mr P Bray, Mr S Sole, Mr J Zielinski
Senior Highways Officer: Mr I Parkes
Town Clerk: Mr R Bishop
Minute Taker: Ms K Furnass
Public: 2

1. Apologies and reasons for absence.

Mr David Jacklin – prior commitment
Cllr L Beech – work commitment
Cllr K Sandle – work commitment

The meeting was adjourned for public participation 4.01

Mrs B Bowler informed the Committee of her concerns in regard to fallen leaves around Longfields and New Sporle Road. They were causing major problems with slippery footpaths and blocked drains. This was a long standing issue and Mrs Bowler asked for action not excuses.

Mrs A Livesey reiterated Mrs Bowler's concerns about the footpaths adding that she had herself slipped and fallen on the wet leaves. Mrs Livesley informed the meeting that she had first contacted Highways about the drains as far back as 2015 at which point they were cleared very quickly.

Both the Town Clerk and Mr I Parkes offered to look into this matter.

Standing Orders were resumed at 4.15pm

2. Declarations of interest

None received

3. Traffic, Access or Environment issues from Non-Members Councillors

Mr Stan Sole reported that a new group had been formed, Swaffham Climate Action Group. Terms of reference are still to be agreed. They did not want to duplicate any work already being done but their aim was to try and get things done quickly. They hoped to liaise with the Town Council, Breckland and Norfolk Council's. Mrs Gordon thought it would be good to attend a meeting on behalf of the Transport Committee.

There are two existing bus stops at Oakleigh Drive and Highfield Avenue. The question was asked why there was no hard paving at the bus stops and leading up to them. One suggestion was put forward for the locations to be reviewed with a view to moving them further towards Lawrence Road.

It was asked who was responsible for bus stops, where they were situated and who maintained them? Who was responsible for the bus routes and bus stops?

Mr Parkes replied that Norfolk County Council would occasionally provide bus stops, he offered to try to find out. The Town Clerk thought that ultimately it would come down to the Town Council.

It was suggested that it would be of benefit if real time timetables were installed.

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4. **Minutes**

After two minor points were amended the minutes of 5th November 2019 were agreed and signed by the Chairman as a true and accurate account.

5. **Highway Engineer David Jacklin:**

Mr Jacklin was unable to attend the meeting however it was recommended to discuss the key issues in his absence.

5.1. **Beech Close** – No update on guided walking reported. The request for yellow lines is at a standstill and it is highly likely they would not get passed at planning.

5.2. **A-frames in the Town Centre**

Mr Sole noted that one large a frame was in the middle of a pavement on Saturday. He was asked to politely re-visit the business.

5.3. **Traffic Light Railings**

The Town Clerk would contact Andrew Gayton for an update re-potential High Street Heritage Action Zone project.

5.4. **Trees in the Town Centre**

The Town Clerk reported the Mr Jacklin was aware of the issue.

5.5. **Late issues for the attention of Highway Engineer:**

a) **Potholes/Iron works** – A lady has reported a pothole on Whitsands Road, she sustained a puncture. Damaged road surface around iron works on London Street near the junction at Globe Hill. These have both been reported via the online system.

6. **To receive and consider an update from Ian Parks, re Network Improvement Strategy and Air Quality actions from a County Council perspective.**

Mrs Gordon gave the meeting a brief update.

Mr Parkes responded to questions and suggestions from the Committee:

Network Improvement Strategy

- Traffic Surveys, re- routing through the Town Centre, these could be a precursor to surveys to look at a bypass.
- Direction signs for Theatre Street car park. There needs to be clear, prominent signs in the Town Centre and on all access roads leading into the town. This is something that is already on the list for Heritage funding. A footpath leading from the car park to the town centre is also a major objective. The Town Clerk will send a copy of the document to Mr Parks for reference.
- Signs need to highlight free, long-term parking

Air Quality.

- There is only one main route through the town.
- Alternative layouts for the traffic lights are being looked at.
- Parking on Station street seems to have improved.
- Diverting HG vehicles, realistically there are no other roads to divert them to. For any useful survey to be undertaken the group would need to contact firms etc to find out where they are traveling from/to and traveling time. Many firms may be reluctant to change routes due to any financial impact.
- Feedback on the use of the mobile air quality assessment system. It was hoped to be able to use this in other areas of concern in the town.

Committee Strategy Aims

- To contribute to help Breckland understand routes through the town.

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- A map to be drawn up by the Committee to include possible alternative routes, any new developments and possible routes into town. A meeting to discuss this is arranged for 16th December between this Committee and the Planning Committee.
- Communication with Breckland for inclusion in their next Local Plan.
- Prepare the ground for Norfolk County Council.

7. **To receive and consider an update on air pollution – progress of re-arranged meeting with Breckland Council scheduled for 20th January 2020.**

Updated questions to be sent to Breckland ready for the arranged meeting. The Town Clerk asked Mr Parkes if he was attending and confirmed the date and time.

8. **To receive and consider any actions re-draft Transport, Access and Environment Strategy.**

The draft document had been circulated at the previous meeting. It was now ready to go to full Council for endorsement.

9. **To receive and consider update from High Street Heritage Action Zone Programme – report from the Chair and the Town Clerk – meeting held on 25th November 2019.**

A constructive meeting had been held on 25th November, followed by a walk around the Town to look at specific buildings that may fall within the scheme.

Five officers from Historic England and five officers from Breckland Council were present + local representatives.

Yesterday Mr Mullen had sent out a 60-page Draft programme design. The Council have until midnight on 4th December to feedback any comments. Brecklands draft deadline is 6th December with 20th December for the final draft. This will be commented on by Historic England and then there will be one final edit before the 20th January submission date.

A request for office space at the Town Hall for the Highstreet Heritage Action Zone (HSHAZ) Project Officer had been received.

A query was raised by a councillor as to why everything was listed as retail in the report.

12. **Next meeting**

7th January 2020 at 4pm

Meeting Closed 5.35pm

Chairman.....

Initials: _____