

**Minutes of the Sustainable Travel Committee meeting held  
Via ZOOM on 11<sup>th</sup> February 2021 at 10am**

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| DATE & TIME | Thursday 18 <sup>th</sup> March 2021 at 10am  |
| PLACE       | Via Zoom  |
| CHAIR       | Cllr Bradbury   |
| PRESENT     | Cllrs Bradbury, Jeans, Jordan and Rowan-Robinson.<br>Also present: Town Clerk, ESC Ward Cllr Beavan and PCSO Hedley-Lewis and 1 member of the public. |

| Subject                               |  |
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| <b>Apologies for absence</b>          | Apologies were received from Cllr Goldsmith and Cllr Windell, SCC Ward Cllr Ladd, ESC Officer Lewis Boudville and SCC Officer Peter Sparrow.   |
| <b>Declarations of Interest</b>       | <p>a) <i>To receive any declarations of Personal Interest regarding the agenda.</i> Nil</p> <p>b) <i>To receive any declarations of Pecuniary Interest regarding the agenda.</i> Nil</p> <p>c) <i>To receive any request for dispensations regarding the agenda.</i> Nil</p>   |
| <b>Public session</b>                 | <p><i>Public comments</i></p> <p>A member of the public asked about the new sign coming into town - should there be a stub to indicate that North Road is a dead end – and should the stub be covered up that shows the Millennium Trust. Town Clerk to take these queries to SCC Peter Sparrow.</p>   |
| <b>Permit parking schemes – ESC –</b> | <p><i>To receive update on the ESC permit schemes available on street/in ESC car parks</i></p> <p>ESC Cllr Beavan has written to Lewis Boudville and Kerry Blair about resident permit parking on street. Visitor permits for second homes will take up much on-street parking. Could second homes have a permit space in car park instead of on-street? ESC Cllr Beavan is hoping that ESC finds a way forward.</p> <p><i>To consider wording of the ESC questionnaire which will need to be delivered for all properties</i> – this is a general questionnaire which will be circulated before a more detailed questionnaire is delivered for individual streets etc. Cllr Beavan advised of the need to get the process sorted.</p> <p>Cllr Bradbury advised that the charging on the Common verges will follow on subsequent to the charging in Gardner Road car park and advised that Cllr Windell as Chair of the Common Trust supports the STC car park being chargeable first.</p> <p>Discussion re how to confirm property type i.e., principal resident, etc. ESC has confirmed that those classed as second homes would have on street permit for visitor parking only. Discussion. Cllr Jeans asked if ESC could offer those with second homes a permit ticket in ESC car parks rather than on street– advising that they should not be asked to provide them on STC or Common Trust car parking areas. Cllr Jeans advised that income from Common Trust car parking should go into Common Trust to meet Charitable Trust objectives. Cllr Jeans advised that the Common Trust could not afford to support free parking for second homes. Cllr Rowan-Robinson advised re principal resident homes, that HMRC does define this but there are several ways of defining the criteria. ESC will need to decide own way. Cllr Jeans – in Neighbourhood Plan there is detail of who is defined as a principal resident. Cllr Beavan advised that ESC will need to closely define this. Cllr Jeans thanked Cllr Beavan and felt that it had been an</p> |

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|   | <p>achievement to get to the stage where it had been confirmed that second homes do not qualify for a primary permit. Cllr Jordan asked if ESC could use the Padstow definition of a principal resident? ESC Cllr Beavan advised that he has pointed ESC to the Padstow definition.</p> <p>Discussion about the Questionnaire – it was suggested that it would need to be made clear of whether the questionnaire should relate homeowners’ experiences to a particular month - can there be a description of whether the experience is in summer or winter as views will alter. ESC Ward Cllr Beavan advised that there will be a need to do an introduction with the questionnaire to explain the background and the process. Town Clerk to ask Lewis Boudville for details of the introduction that will be sent out.</p>   |
| <p><b>Gardner Road/<br/>Godyll Road car park<br/>future charging in<br/>this area</b></p> | <p><i>To consider financial Business Plan</i> – The Town Clerk presented the business plan – charges are in line with those of ESC. £1.50 for 2 hours, £3 for 4 hours. 4-hour maximum stay with no return permitted the same day. Free parking 8pm – 8am. Cllr Jeans suggested that the Council would need Common Trust to start charging quite quickly to incentivise motorists to park in the car park. Cllr Jordan felt that the figures were very conservative and suggested that Council go ahead. Agreed by Cllr Jeans. Debate about whether to include the first 30 min free - It was agreed to pilot the tariff as above without a free 30 mins. Cllr Beavan advised that in due course Council could consider doing Ringo itself if can get the money to do so and hire own warden.</p> <p><b>Recommendation - That STC enters into an SLA with ESC to incorporate Ringo in the Godyll Road car park for a one-year pilot to create a short stay shoppers car park of maximum 4 hours stay. Parking to be free from 8pm – 8am. Scheme to commence as soon as possible.</b></p>  |
| <p><b>Electric Charging<br/>Units</b></p>   | <p>2 EVC units have been installed on Church Green area – thanks expressed to Cllr Beavan for suggesting this area as part of the Plug in Suffolk pilot. Cllr Beavan advised that the recycling units need to move a to enable 2 cars to use the units. The manufacturer of equipment will cover the cost of any repair. As part of a pilot there will be no upfront cost for STC – STC will need to pay for electricity by way of refund to Adnams. Income comes to STC – could make £1500 if used for 1 hour per day. Cllr Jeans asked whether there was a business plan and Cllr Beavan agreed to provide full details. Cllr Jordan asked how people will get to the chargers as the area in front is always full of cars. Cllr Bradbury advised that this is being addressed with Adnams. Query was raised as how to prevent vehicles staying by the chargers all day - Cllr Beavan advised that the unit is charged per hour and he will see whether the area could be ticketed for anyone who overstays. Surfacing of car park. Cllr Bradbury advised that this is being considered and suggestions will be brought back to the cttee.</p> |
| <p><b>CCTV -</b></p>  | <p><i>To receive update on additional CCTV</i> - PCSO Hedley-Lewis advised that he was getting quotes for consideration of CCTV for High Street and the harbour. BSA – installed Halesworth and Bungay. Marriott do Mights Bridge. Cost is in region of</p>  |

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|                             | <p>£1k/camera. The companies are suggesting that the High Street coverage could be achieved by having 1 in front of Post Office, and 2 on the Crown - 1 in each direction. They would be static with wide lenses so don't need to move locations. The PCSO advised that this would be fantastic for the Police.</p> <p>The Market Place could incorporate 3 or 4 cameras to cover East Street and Queen Street and Market Place.</p> <p>It was advised that planning would need to be agreed and that the cameras would need to be discreet and in keeping. Cameras in total in region of £6k. The PCSO advised that as in other market towns the control box could be held within Town Hall as the Police could access this remotely.</p> <p>The PCSO advised that the Harbour would need more coverage i.e., an ANPR camera. Power around Sailing Club, Coastal Voyager etc. Views might be obscured by the high boats etc, but the cameras would see people moving about in/out yards. The PCSO advised that the High Street harbour systems could be separate or joined up. The later would need a booster system to get from harbour to Town Hall. Would need to use Adnams chimney stack or lighthouse.</p> <p>Discussion about the suggestions above. Councillors questioned the need of having cameras in the High Street/Market Place.</p> <p>Discussion about the need for the harbour. PCSO Hedley-Lewis suggested that there was a need to cover the whole of the harbour as all businesses could be affected by thefts at harbour which have been significant. Cllr Beavan agreed and advised that people come in on boats.</p> <p>Discussion about the responsibility of the Harbour Management at ESC to look at the harbour issue. Cllr Bradbury suggested that there could be consideration of a joint initiative with ESC.</p> <p>Cllr Bradbury thanked PCSO Hedley-Lewis for report and extended thanks to Ben for all for all of his work around the town.</p> |
| <p><b>Other matters</b></p> | <p>Signage – front of town installed. Sign by North Green will be required to advise of short stay car park location. It was acknowledged that there is a need to have car park signage before Kings Head, at York Road corner and to direction into car park.</p> <p>Action - Can we do this privately. Town Clerk to investigate as soon as possible.</p> <p>Action – Town Clerk to negotiate with Peter Sparrow and Lewis Boudville for us to design and action within 3 months.</p> <p>Other signage – next sign required.</p> <p>Cllr Bradbury – AOB – Nil</p> <p>There being no further business the meeting closed at 11.02am.</p>  |

**Date of next meeting**

**Recommendation – That STC enters into an SLA with ESC to incorporate Ringo in the Godyll Road car park for a one-year pilot to create a short stay shoppers car park of maximum 4 hours stay. Parking to be free from 8pm – 8am. Scheme to commence as soon as possible.**