

LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH
Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



Full Parish Council Minutes of Meeting

Meeting called for **7:30pm, Thursday 3rd December 2020**
Location **Conducted by remote videoconferencing due to the COVID-19 pandemic.**
Councillors present **I. Bartlett, R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi (Chairman), J. Nunn, L. Tipper, D. Watts, J. Watts**
Councillors absent **J. Lines (on an authorised leave of absence), C. Michette, R. Michette**
Also attending **D. Lovelock (Parish Clerk), 3 members of the public**

If not attached to these Minutes then associated documents referred to in it are available online at www.longmelford-pc.gov.uk, or from the Parish Clerk on request.

The Chair opened the meeting at 7:30pm. The following Agenda Items were addressed.

20/12-1 Apologies for Absence

Apologies were received from Cllr C. Michette and Cllr R. Michette.

20/12-2 Declarations of Interest & Requests for Dispensation

No declarations of interest were made by Councillors.

No requests for dispensation were received from Councillors.

Cllr Malvisi proposed that under Standing Orders clause 10(xi.), Agenda Item 20/12-3, the Minutes of the last meeting, should be dealt with at the end of the meeting, in camera with the public and press excluded, due to the possible presence in them of confidential information. This was seconded and a vote was taken.

Resolved, that confirmation of the accuracy of minutes for the last FPC meeting should be considered and voted upon in a closed session at the end of the meeting due to matters for discussion which could be prejudicial to the public interest.

20/12-4 Public Participation

No members of the public spoke during the public participation session.

20/12-5 County Councillor's Report (Appendix 9)

The Council received and noted Cllr Kemp's report.

20/12-6 District Councillors Reports

- (1)** Due to unforeseen events Cllr Malvisi had not had time to prepare a District Council report, saying that key information was already covered in Cllr Nunn's report.
- (2)** The Council received and noted District Councillor Nunn's written report. (Appendix 1)

20/12-7 Parish Clerk's Report (Appendix 2)

In response to a question from Cllr D. Watts, the Clerk confirmed that the Freedom of Information Act request referred to in Item 1 of his report related to a request for a copy of a letter of resignation from the Parish Council by Mrs Clayton.

The Council then received and noted the Clerk's report.

20/12-8 Council Action Plan Review (Appendix 3)

Item 4. Purchase of additional VAS Devices. The Clerk confirmed that he now had the information required to progress this.

Item 5. Status of Charity Land. Cllr Kemp said that he might have a map which could be of assistance with this, and that he would try to find it for presentation to the Council.

Item 10. Play Area Refurbishment. Cllr Ewbank said he had been advised by Cllr C. Michette that investigating sources of grant funding for the play area project was now underway. The Chairman recommended that this should be scheduled for review in February 2021.

Item 11. Lease/Service Agreement for New Printer. The Clerk stated that the cost of a printer lease and service agreement was uneconomic for the Council's relatively modest printing needs. He would thus proceed with outright equipment purchase. He confirmed that while no unnecessary printing took place, the Council wasn't in a position to operate as a paperless organisation.

Item 24. Old School Car Park Upgrade. Cllr Ewbank confirmed that the upgrading of the Old School car Park was a complex project but much progress had been made and things were still on track for a spring 2021 start date.

Item 26. Letter to be Sent to Two Councillors. Cllr Malvisi confirmed that she had completed this. She would take advice regarding whether she could release the correspondence to the Council.

20/12-9 Council Finances

The Council received and agreed the following financial items.

(1) Payments Schedule (Appendix 4)

The Payment Schedule for December 2020.

(2) Cash Book Report (Appendix 5)

The Cashbook report for October 2020.

(3) Council Accounts Year End Closure

The charge of £560 ex VAT for Rialtas to undertake the online year end closure of the Council's 2020/21 accounts.

20/12-10 Other Business to be Transacted

(1) Motion: Hall Street Pedestrian Refuge Option (Appendix 11)

Cllr Kemp advised that, having taken advice from SCC, in good faith he had progressed the matter with a view to funding the project with £7,500 from his budget, with a similar sum to be provided by the PIIP fund. Cllrs Kemp and Nunn had then recently participated in a virtual meeting with the SCC engineer, who did not seem keen on the Parish Council's favoured option of a central refuge. Further, SCC's estimate for the cost of the refuge had now escalated to up to £22,000. The Council agreed that its primary concern should remain pedestrian safety, and that it should find the funds to cover the recently revealed, predicted project shortfall and proceed with its favoured option.

Resolved, that subject to:

- i. the results of a public consultation regarding the matter, and
- ii. receiving clarification from SCC regarding the number of parking spaces that would be lost, and
- iii. Receiving confirmation from SCC that the built-out pavement sections of the crossing point would be surfaced in a material compatible with that used for adjacent pavements, the Council will pursue with the County Council the option of constructing a central pedestrian refuge in Hall Street to facilitate safe crossing of the road.

(2) Motion: Use of Plastic Tributes in the New Cemetery (Appendix 6)

A member of the public had proposed that the Council should prohibit plastic tributes in the New Cemetery on environmental grounds. Several Councillors strongly opposed the proposal, saying that artificial tributes usually enhanced the Cemetery, while natural tributes often deteriorated and looked untidy in a short space of time, particularly in winter. The problem of enforcing any prohibition was also raised. No motion was proposed and seconded, and it was agreed that no further action should be taken regarding the matter.



(3) Motion: Training in Conflict Resolution

Resolved, that the Council implements a recommendation by the Monitoring Officer that its members should receive training in conflict resolution.

(4) Motion: Council Committee and Working Group Terms of Reference

- i. Resolved, that the Council should ensure that all of its existing and future committees, sub-committees and working groups should have agreed terms of reference.
- ii. Resolved, that for each of the Council's existing and futures committees, sub-committees and working groups the Council should decide if members of the public are to be co-opted on to them.

(5) Motion: Country Park Section 106 Spend Request (Appendix 7)

The Council received Cllr Tippers presentation and thanked her for an excellent piece of work. Cllr Kemp said he was greatly encouraged by the educational aspects planned for the Park, and asked that it be noted that funding for the proposed works would come from S.106 monies generated by the Kier Homes development. Cllr Nunn congratulated the Park Committee on its work in progressing the signage element of the proposal.

Resolved unanimously, that the Council agrees to the new signage project for the Country Park and that the Park Committee can spend up to £4,700 from the S.106 ring-fenced Country Park funds on the following items.

1. New signage throughout the Park, up to a maximum of £3,550.
2. Improvement to the cafe/educational area of the Park, up to a maximum of £550 for materials (labour for this work is calculated as zero).
3. New bins for the Park's car park area, up to a maximum of £600.
4. The purchase of timber and materials to repair and make safe the area near the spillway and river, up to a maximum of £180.

20/12-11 Reports

(1) Country Park Committee's Report

Cllr Bartlett said that the popularity of the Park, whatever the day of the week or the weather conditions, was incredibly encouraging. This has presented extra work for the Park Ranger, who worked long hours and, amongst other things undertook the cleaning of the Park toilets, but she had risen to the challenge. Work was being undertaken to upgrade the safety of the spillway, and several additional people had applied to join the Park volunteers. The Council received and noted Cllr Bartlett's report.

(2) PIIP Working Group Report (Appendix 10)

The Council received and noted Cllr D. Watt's report.

Cllr Malvisi commented that Melford appeared to be doing very well compared to some other villages in South Suffolk, and thanked the PIIP Working Group for its hard work and contribution towards this.

20/12-12 Details of Meetings for 2021 (Appendix 8)

The Clerk asked the Council to agree the proposed schedule for its meetings for 2021.

Resolved, that the Council agrees the meeting schedule for 2021 as listed in Appendix 8.

The Chairman adjourned the Meeting at 8:48pm, asking that the members of the public in virtual attendance leave so that Agenda Item 20/12-3 could be considered in a closed session. This was done and the Chairman reconvened the meeting in camera at 8:49pm.



20/12-3 Motion: Confirmation of the Accuracy of Minutes

The Council considered if adopting the draft minutes would breach the GDPR. It further considered the matter in the context of Councillors' duties under the government's Seven Principles of Public Life, also known as 'The Nolan Principles'. Cllr D. Watts asked that minute 20/11-16 should be amended to clarify who had presented evidence of communications to the Council. This was agreed. The Council then decided to move the matter to a vote, which Cllr Delderfield asked to be recorded. Cllr Nunn said that he would abstain, due to his absence from the meeting in question.

Proposed, that subject to the agreed amendment being made regarding minute 20/11-16, the Minutes for the Full Parish Council Meeting held 05/11/2020 be accepted as providing an accurate record and that the Clerk be authorised to apply the Chairman's signature to them electronically.

Voted for : Cllrs Bartlett, Delderfield, Ewbank, Malvisi, Tipper, D. Watts

Voted against : Cllr Kemp

Abstained : Cllrs Nunn, J. Watts

Motion carried and resolved as proposed.

Cllr Nunn thanked Cllr Malvisi for chairing the meeting for the Council, as she had recently suffered a personal bereavement. The Council was unanimous in offering its thanks also, and its condolences.

There being no further business, the Chairman closed the meeting at 9:18pm.

Signed: _____

L. Malvisi

Chairman, Long Melford Parish Council

Date: 14/01/2021

Long Melford Parish Council
Meeting of the Full Parish Council
7:30pm, Thursday 3rd December 2020
Meeting Pack



Members of the public can find copies of the documents listed below
on the Parish Council's website at

<http://www.longmelford-pc.gov.uk/2020-full-parish-council-meetings/>

Agenda Item	Appendix	Document	-
20/12-6(b)	1	District Councillor's Report – Cllr Nunn	
20/12-7	2	Parish Clerk's Report	
20/12-8	3	Council Action Plan	
20/12-9(a)	4	Payments Schedule	
20/12-9(b)	5	Cash Book Report	
20/12-10(b)	6	Email – Plastic Tributes in Cemetery	
20/12-10(e)	7	Country Park Section 106 Spend Request	
20/12-12	8	Proposed Council Meeting Schedule - 2021	
20/12-5	9	County Councillor's Report	
20/12-11(b)	10	PIIP Working Group Report	
20/12-10(a)	11	Hall Street Crossing Options	

NOTES

Cllr John Nunn, District Council Report to LMPC.

Babergh to consult on CIL charging rates

Babergh and Mid Suffolk District Councils are seeking views on revised Community Infrastructure Levy charges for developers – helping to provide communities with the facilities they need to keep pace with growth.

Community Infrastructure Levy (CIL) is collected from developers when they build new homes in the districts – supporting the councils' vision for communities with bright and healthy futures and enabling local infrastructure to meet demand from development.

Babergh and Mid Suffolk District Councils implemented the charging of CIL in the districts in April 2016, with the agreement that these rates would remain fixed for a minimum of three years. As this period has now lapsed, and in order to safeguard future infrastructure against rising costs, the councils have taken the decision to review their CIL charging rates.

Councillors at Mid Suffolk District Council gave the green light for consulting on CIL rates at its Full Council meeting last night (Wednesday), following Babergh District Council approving the proposal on Tuesday.

Both councils will now undertake a public consultation to seek feedback on the revised rates, with this starting today (Thursday 12 November). Residents, businesses, and voluntary organisations are invited to have their say before the six-week consultation closes on December 24. These responses will then be considered by the councils, before being submitted to a Planning Inspector for public examination, prior to the implementation of proposed CIL charging rates in both districts.

CIL funding continues to make a real difference in Babergh and Mid Suffolk, with over £5.5 million being awarded to the districts' communities since the start of the year – paving the way for a range of vital facilities and local projects.

Included in these successful bids was over £3.5 million towards school and nursery expansions in both districts, enabling a new sixth form centre for Stowupland High School and contributing towards the expansion of Bramford and Claydon Primary Schools.

Funding was also awarded to help regenerate St Peter's Church in Sudbury into a cultural hub for activities, provide much-needed play areas, and fund a feasibility study for Thurston Railway Station improvements. In addition to this, CIL contributions secured further electric vehicle charging points in Babergh and Mid Suffolk – meeting the councils' ongoing commitment to addressing climate change.

Covid-19 support grant scheme expanded

Further grant funding for businesses in Babergh and Mid Suffolk has been announced as part of the Government's Covid-19 support packages which include the recently launched Local Restrictions Support Grant.

The Additional Restrictions Grant is open to businesses who were trading up to and including 4 November, who were instructed to close because of the national lockdown or can demonstrate that they have been significantly financially impacted by the National Coronavirus restriction measures.

The funding available through the grant will range from £1,334 to £3,000, in line with the Local Restrictions Support Grants.

Applications for first round of Additional Restrictions Grant funding must be submitted by Friday 18th December.

Businesses that trade in either Babergh or Mid Suffolk will need to submit evidence that they meet the criteria. This includes a brief statement of the impact of this national lockdown on the business including detail of significant financial impact, current business insurance, confirmation of State Aid compliance as well as comparable evidence of business turnover for the period 1 September – 30 November in both 2019 and 2020.

This funding provided by Government is intended to support businesses impacted by lockdown restrictions as well as to provide business recovery in 2021.

“Babergh and Mid Suffolk District Councils policy for the Additional Restrictions Grant aims to support as many businesses as possible and will provide some much needed financial support for those impacted by the recent national lockdown.”

More information about the Local Restrictions Business Grants and application forms for both grants can be found by visiting www.midsuffolk.gov.uk or www.babergh.gov.uk

The grants will be administered by Babergh and Mid Suffolk District Councils to businesses in the region once they have applied via the councils' website.

LONG MELFORD PARISH COUNCIL

Parish Clerk's Report for December 2020

APPENDIX 2

1. Freedom of Information Act Request

The Clerk has provided information under a FoI Act request relating to Mrs M. Clayton's resignation as a Parish Councillor.

2. Melford Circular Walk Leaflets

A second print run of Circular Walk Leaflets has been ordered due to their popularity.

3. Code of Conduct Complaint

The Monitoring Officer has written to advise that they have upheld a Code of Conduct complaint made against Cllr Carole Michette, finding that she *"... has failed to treat the Clerk with respect and used bullying behaviour by disregarding the reasonable requests the Clerk had made to access [a] survey, by then visiting the offices without a confirmed appointment and when access was refused, trying to force her way into the office. By doing this Cllr C Michette has conducted herself in a manner which has brought her office into disrepute and breached the Suffolk Code of Conduct"*.

The Monitoring Officer has recommended that the following sanctions be applied to Cllr C. Michette:

- a) That Cllr C Michette sends a written apology to the Clerk of the Parish Council.
- b) That a member/officer protocol is established that engrains agreed parameters including how to access information and the timescales for any such requests and when and how the council offices can be accessed by councillors.
- c) That Cllr C Michette refrains from visiting the council offices for a period of at least 3 months or until such times that a Member/Officer protocol is put in place and agreed by full Council.
- d) That training and guidance on conflict resolution is undertaken with a view to improve working relations between officers and councillor

4. Sewage Chamber Refurbishment

The refurbishment work to the Country Park Sewage Pump Chamber has now been completed by the contractors.

5. Christmas Tree

The village Christmas Tree has been installed on Little Green and dressed. Delivery was made a day later than agreed. It's the intention to recover from the supplier the cost of SCW's charge for attending and waiting for the failed delivery.

6. Christmas Street Lights

New LED Christmas streetlight-sets have been purchased to replace damaged and broken items, and SWC have been contracted to install them. Electricians have been contracted to install a commercial RCD unit for the light-set in the large tree near the George and Dragon public house, to protect the adjacent household's power supply continuity, which was a problem last season.

7. Casual Vacancy

The BDC Electoral Services Officer has confirmed that the current Parish Council casual vacancy must be filled by holding an election. At the time of writing the Electoral Commission is advising that it is working with Government, public health bodies and electoral administrators to implement COVID-19 remediation measures, so that local government elections can take place safely on 6th May 2021.

8. 2021 Census

The Government has announced that the decennial census will be taking place in March 2021. Information about this has been placed on the Parish Council's website, including a 'Census 2021 Community Handbook', and a link to the Government's census web page.

9. Damage to Country Park Footpaths

Members of the public have reported that they witnessed several new mobility scooters being unloaded from the manufacturers van and then being test driven around the Park, badly churning-up footpaths. A letter of complaint has been sent to the manufacturer, asking that they make a contribution to repair costs.

Actions Arising from Meetings

as at 24/11/2020

Plan Ref.	Agenda Item	Action Arising	Action By	Current Status	Next Review	Completion Status
1	19/171	Complete a land registry search to ascertain the ownership of the Hills Charity Land.	Cllr Delderfield	In the hands of the Land Registry and likely to take 6-12 months to complete.	Feb-21	Outstanding
2	19/187	Resolve Melford Green access and parking issues.	Cllr Ewbank Cllr Nunn	Investigating funding options for remedial work. Working Group planning to meet to discuss public consultation phase of the project.	Mar-21	Outstanding
3	19/194	Council to instruct solicitors to conduct a Land Registry Search regarding the cricket playing field.	Cllr Delderfield	In the hands of the Land Registry and likely to take 12-18 months to complete.	Aug-21	Outstanding
4	20/03-17	Bring proposal to the Council for purchasing additional VAS devices using over £3,600 of allocated S106 money.	Cllr Nunn Cllr R. Michette		Dec-20	Outstanding
5	20/03-18	Ascertain the status of a four-acre parcel of charity land at Back Lane and report back to the Council.	Cllr R. Michette		Dec-20	Outstanding
6	20/06-E10	(9.5) Sites and costs for additional Village seating to be identified.	Cllr Bartlett Cllr C. Michette	14 potential sites for additional seating identified. To make a recommendation to the PIIP Group to spend £1,200 p.a. over a 5 year period on seating acquisition and refurbishment.	Jan-21	Outstanding
7	20/06-E10	(9.9b) Obtain plans from SCC showing the precise proposed location of the dropped kerbs near the Black Lion.	Cllr Kemp	In progress, awaiting definitive information from SCC.	Jan-21	Outstanding
8	20/07-15	Investigate the cost of proposed improvement works to the Village centre and report to the Council.	Cllr Bartlett Cllr Ewbank	Investigating the use of protective posts around mini-greens.	Jan-21	Outstanding
9	20/08-17	Redraft the Civic Awards Policy.	The Clerk	Pending	May-21	Outstanding
10	20/08-18	Progress Cordell Place Play Area improvement bid with BDC, to supplement £12,000 Of S.106 funding allocated by the Parish Council.	Cllr C. Michette Cllr. R. Michette	Public consultation exercise completed and results analysis and summary circulated to the Councillors.	Dec-20	Outstanding
11	20/09-14	Investigate, cost and report back to the Council regarding lease and service agreement options for a replacement printer.	The Clerk	Leasing found not to be financially appropriate for the Council's relatively small needs. Progressing outright purchase.	Dec-20	Outstanding
12	PCOM Mtg Sep 2020	Report on the cost of a sign identifying the Top Green public toilet, which can be seen from some distance away.	The Clerk	Pending	Jan-21	Outstanding
13	20/10-15	Provide costs of entering a service agreement with Sudbury Community Wardens	The RFO	Progressing the provision of a service agreement document with SCW.	Jan-21	Outstanding
14	20/10-16	Employ an external contractor to revamp the Council website	The Clerk	Pending	Jan-21	Outstanding
15	20/10-18	Purchase machinery and tools for the Country Park	CP Committee	Most items purchases, 1no. Item (a trailer) outstanding.	Jan-21	Outstanding
16	20/10-20	IT systems review.	The Clerk	Pending	Jan-21	Outstanding
17	20/10-21	Send letter of thanks to LMOS for its work in the Country Park.	The Clerk	Letter sent.	Dec-20	Completed
18	20/11-10(a)	Post a copy of the 'Good Councillor's Guide to Councillors.	The Clerk	Hand delivered.	Dec-20	Completed
19	20/11-11(a)	Obtain applications for membership of the Tree & Hedgerow working group by publicising the matter in the meeting minutes and on the Council's website.	The Clerk	Information published.	Dec-20	Completed
20	20/11-11(b)	Advice SCC of the Councils support for the Railway Walk cycling petition.	The Clerk	SCC advised	Dec-20	Completed
21	20/11-11(c)i.	Review the Council's arrangements for data control and management, and make changes to improve security if required	The Clerk	Pending.	Jan-21	Outstanding
22	20/11-11(c)ii.	Make arrangements for Councillors, staff and contractors to undergo data protection and GDPR training.	The Clerk	Pending.	Jan-21	Outstanding
23	20/11-11(c)iii.	Create and adopt a policy for the use of social media by Councillors and Council staff.	The Clerk	Pending.	Jan-21	Outstanding
24	20/11-11(e)	Progress the Old School Car Park Resurfacing project.	Cllr Ewbank Cllr Delderfield The Clerk	In progress.	Dec-20	Outstanding
25	20/11-15i.	Send two public petitions complaining about the actions of Cllrs C. Michette and R. Michette to the BDC Monitoring Officer.	The Clerk	Petitions sent.	Dec-20	Completed
26	20/11-15ii.	Write to Cllrs C. Michette and R. Michette on behalf of the Parish Council, in recognition of the complaints made against them, asking them in future to adhere to 'the Nolan Principles' and the Code of Conduct for Parish Councillors.	Cllr Malvisi		Dec-20	Outstanding
27	20/11-15iii.	Make Code of Conduct training available for Councillors.	The Clerk	Pending.	Jan-21	Outstanding

APPENDIX 4

Payments approved by Cllrs since the last meeting		Amount	VAT Accrual	Net Payment
Lee Phillips	Covid-19 mobile top-up	£20.00	£0.00	£20.00
Indigo Ross	Covid-19 notices and leaflets	£207.00	£22.00	£185.00
Royal British Legion Poppy Appeal	Council wreath	£21.00	£0.00	£21.00
Diana Skrine	Winter planting	£152.90	£0.00	£152.90
		£400.90	£22.00	£378.90

Chargecard payments authorised by the Clerk (Statement date 1 November 2020)		Amount	VAT Accrual	Net Payment
UK Point of Sale Group Ltd	Leaflet dispensers	£147.90	£24.65	£123.25
UK Point of Sale Group Ltd	Sneeze guard	£74.33	£12.39	£61.94
		£222.23	£37.04	£185.19

December 2020 payments for authorisation		Amount	VAT Accrual	Net Payment
Indigo Ross	LM Walks - phone box print and labels	£80.40	£13.40	£67.00
VR Electrical	Defibrillator installation at Southgate St, Long Melford	£240.00	£0.00	£240.00
Grown in Suffolk	Winter planting	£1,194.00	£0.00	£1,194.00
ETF Ltd	Cleaning/ maint - toilets at The Green - 4 wks to 24 Aug	£905.00	£0.00	£905.00
ETF Ltd	Cleaning/ maint - office and toilets - 3 wks to 31 Aug	£94.00	£0.00	£94.00
ETF Ltd	Cleaning public toilets at The Green - 4 wks to 26 Oct	£846.00	£0.00	£846.00
ETF Ltd	Cleaning office and toilets - 4 wks to 26 Oct	£112.00	£0.00	£112.00
Babergh District Council	2020/21 emptying litter and dog bins	£1,249.60	£208.27	£1,041.33
SLCC	RFO training - creating accessible WORD/pdf docs	£36.00	£6.00	£30.00
KHA	Planning application for Old School car park	£420.00	£70.00	£350.00
ICCM	ICCM enrolment and Education module	£829.60	£54.60	£775.00
Sudbury Town Council	Installation of Covid-19 signage	£43.32	£7.22	£36.10
Susie Dixon	Country Park contract	£550.00	£0.00	£550.00
4i Pumping Services Ltd	Remedial pump works	£2,382.00	£397.00	£1,985.00
Alan Sawyer	November expenses	£274.62	£4.16	£270.46
		£9,256.54	£760.65	£8,495.89

Payments due prior to next meeting

Direct debit and standing orders approved by the Council in March 2020 and August 2020

December 2020 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council

Payments arising from decisions of the Council on 3 December 2020

The payments above were authorised at the Parish Council meeting dated 3 December 2020

Councillor Signature:

APPENDIX 5

How paid received	Payer	Description	Amount	VAT	Net Payment
Council receipts during October 2020					
Interest	Nationwide BS	September 2020 interest	27.94	0.00	27.94
FPI	Luxton Memorials	Burial income Sec D: W4	360.00	0.00	360.00
FPI	Saxon Memorials	Burial income Sec D: P14	55.00	0.00	55.00
			442.94	0.00	442.94
Council payments during October 2020					
DD	British Gas	Electricity to 12/9/20	62.98	2.99	59.99
chq	Long Melford Heritage Centre	Grant	2,000.00	0.00	2,000.00
chq	TA Accounts	October payroll	6,616.17	6.80	6,609.37
FPO	Alan Sawyer	Sept expenses	61.14	6.38	54.76
FPO	Don Lovelock	Sept expenses	5.27	0.00	5.27
FPO	Grown in Suffolk	Melford in Bloom: Sept watering	410.00	0.00	410.00
FPO	Indigo Ross	Print Melford Walk leaflets	525.00	0.00	525.00
FPO	Normanton Screenprint	Neighbourhood Watch signage	159.54	26.59	132.95
FPO	Susie Dixon	Paper hand towels for Country Park	79.96	13.33	66.63
FPO	VR Electricals	LED light installation at Country Park	160.00	0.00	160.00
DD	British Telecom	Cemetery Manager mobile	21.60	3.60	18.00
DD	Wave	Cemetery water to 14/08/20	3.23	0.00	3.23
FPO	Holmes and Hills	Old School car park lease legal fees	900.00	0.00	900.00
FPO	Lee Phillips	Covid-19 helpline top-up	20.00	0.00	20.00
DD	Wave	Country Park water to 14/8/20	241.70	0.00	241.70
DD	Wave	Cemetery toilets water to 14/8/20	283.90	0.00	283.90
DD	Npower	Cemetery toilets electricity to 30/09/20	63.28	3.01	60.27
DD	British Telecom	Office telephony to 7/10/20	212.68	35.45	177.23
DD	British Gas	Country Park electricity to 12/10/20	65.32	3.11	62.21
DD	Wave	Cemetery water to 14/08/20	7.00	0.00	7.00
			11,898.77	101.26	11,797.51

From: [REDACTED]
Sent: 17 November 2020 14:01
To: clerk@longmelford-pc.gov.uk
Subject: Tributes

APPENDIX 6

Hello,

I understand that the piece of land adjoining the Wild life part of our lovely Church and next to the Vicarage, is soon to be used for graves and memorials as the main part is nearly full.

Would it be possible to keep this new area as a plastic free space? It would be a fitting response to the wide environmental concern for our growing use of plastic, and be so much better for life. I regularly walk over the sheep field behind the Church and often find bits of plastic wreaths and flowers blown over the fence, not great for anything let alone the sheep grazing.

With best wishes

[REDACTED]

MOTION: Country Park S106 Spend Request

Proposed, that the Council agrees to the new signage project for the park and allows the Park Committee to spend up to £4,700 from the S106 monies dedicated to the Country Park for:

- 1. New signage throughout the park - Amount up to £3,550**
- 2. Improvement to the cafe/educational area of the park – Amount up to £550 for materials – labour is zero**
- 3. New bins at the car park – Amount up to £600**

1. Signage Project – Overview

The Park Committee and Park Ranger have surveyed the current signage and information that is available. What is currently in place is messy, includes lots of laminates and some of the information is outdated and looks very tired. We would like to have a complete overview of the signage and messaging to users whilst trying to re-use as many of the posts/boards as we can in order to save money.

We have someone currently working on a Country Park, LNR logo which will be used on the signage & information material within the park.

The aim of the signage will be to inform visitors of what they can see and do but also inform them of the rules of the park including the dog policy.

Entrance Signs to the Park

At the 3 entrances to the Country Park we want to re-use the posts that are currently holding the Melford Country Park boards. We will replace the current boards with new, wooden boards and a simple and clear message which will read:

WELCOME TO LONG MELFORD COUNTRY PARK

LOCAL NATURE RESERVE

LONG MELFORD PARISH COUNCIL

CAR PARK [WITH DIRECTIONAL ARROW]

We will not replace the Valley Trail car park signs as these lead to people using the car park and then leaving the park to go on the Valley Trail. The park has become so popular now, that there is no need to advertise it as a car park for something outside of the park.

At the entrance to the park via the footpath at the bottom of the Nethergate field we shall have a smaller board with the same wording as above.

Signage inside the Park

Where possible re-use posts and boards and refresh them and stain them.

A large A1 information poster - welcome to the park and info with map of the park

A large A1 - what to see at the park with photos and descriptions

3 x further smaller A3 size - what to see at the park - these will each include different photos of wildlife and descriptive copy and be placed at key areas within the park – near the pits, near the river and near the wood

By the toilet block and café we will have a "what's on at the park" board and a "sightings board" that will be a whiteboard where visitors of the park can note the wildlife they have seen.

A large A1 rules and regulations of the park will be on the front of the toilet block, with the dog policy.

Overview of potential spend

For the design & creation of all the signage can Council agree for the Park Committee to source 3 quotes and spend up to £950. N.B. The new park/LNR logo is being designed free of charge

For the 9 signs and fixings within the park can Council agree for the Park Committee to spend up to £800

For the replacement of the 3 wooden entrance signs can Council agree for the Park Committee to source 3 quotes and spend up to £1,800

The Park Committee will keep Council informed with regard to quotes and progress of the project.

2. Improvement to the café/educational area of the park

The area in front of the café is the ideal place to be able to share the space and use it for a covered educational area within the park. We have looked at various ways of being able to create a larger, covered area that can be used for the following reasons:

- To be able to host regular park talks by various nature experts
- To invite organised children & youth groups to use the covered area for educational purposes such as wildlife study groups and workshops
- To use as a meeting place for the Friends of the Park and enable the working groups to use the covered areas for projects such as refurbishing the seating etc
- To run creative workshops learning outdoor skills such as wood whittling, wildlife art groups
- To have a Friends of the Park/Country Park table outside which has information, leaflets, material for children to help them explore the park etc
- When the café is open (Friday, Saturday, Sunday and Monday from 12.30 pm) the extra area will enable the café to seat more people, thus providing a better experience for the visitors of the Country Park

Plans have been worked up to extend the front of the pergola by 3 metres. The pergola will be extended with wooden posts in keeping with what is there and have a waterproof, clear corrugated sheeting on a slight slope downwards to enable flow of rainwater to wash away towards what is known as the “dipping pond”. The materials have been costed by Ridgeons and come to £508 and comprise of:

Posts x 18	£255
Sheets x 7	£204
Fixings	£12
Postcrete x 5	£37
TOTAL	£508

3. New bins in Car Park area of Country Park

The two bins adjacent to the Car Park need to be replaced.

Can council agree for the Park Committee to spend up to £600 on new bins for the car park area.

Long Melford Parish Council

Proposed Schedule for Planning Committee Meetings and Full Parish Council Meetings, 2021

Planning Committee Meetings to start at 7:00pm

Full Council Meetings to start at 7:30pm

Thu January 14th

Thu February 4th

Thu March 4th

Thu April 1st

Thu May 6th

Thu June 3rd

Thu July 1st

Thu August 5th

Thu September 2nd

Thu October 7th

Thu November 4th

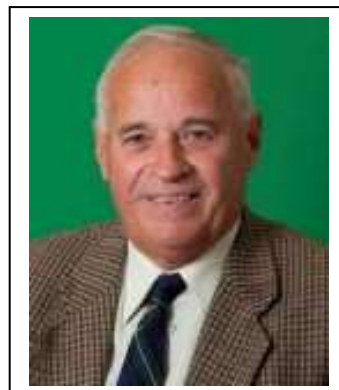
Thu December 2nd

Parish Report December 2020

Councillor

Richard Kemp

Tresco
New Road
Long Melford
Suffolk
CO10 9JY
01787 378149
richard.kemp@suffolk.gov.uk



APPENDIX 9

COVID-19 UPDATE - Summary

Latest Government advice is available here: www.gov.uk/coronavirus

Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Personal Message from Richard

Here we are approaching the 'Festive Season' once again, however this year festivities may be as never before. 2020 has indeed been a year like none other, we have faced challenges in personal, work, social and community aspects of our daily living as we have gone through two National lockdowns as we try to stay safe and protect those most vulnerable from Coronavirus.

I am very proud of how our communities have worked together to make sure the lonely feel connected and that those who need additional help have received the support they need. To everyone who has helped, by offering emotional, mental and physical support, I extend my sincere vote of thanks to you all, you are all amazing!

Stay safe, know you are not alone and I wish you every health and happiness for Christmas and New Year and lets all hope 2021 is safer for us all.

Home, but Not Alone phonenumber goes live again 3rd November 2020

The Home, But Not Alone free phonenumber, which supports vulnerable people in our communities who may be struggling with the impact of Coronavirus. The service was paused in August because of low demand and the lifting of Covid-19 restrictions. However, in light of Thursday's national lockdown, the service is now up and running again.

The telephone number is freephone 0800 876 6926 and will be staffed from 9am to 5pm Monday to Friday. Call handlers use resources and information from across many Suffolk organisations and specialist providers, which are tailored to individual needs.

County Council AGM

This month saw the Annual General Meeting of the County Council, which I attended. The AGM should have taken place in May, but was delayed due to COVID-19. Cllr Graham Newman was elected Chairman of the County Council until the next AGM in May 2021. Cllr Louis Busuttil was elected Vice Chairman.

Cllr Brambley-Crawshaw, Leader of the LDGI Group, gave an executive speech praising the dedication of Suffolk County Council officers and public sector workers who have pulled together to combat the pandemic. She also called for more co-operation between local politicians to combat the issues of the pandemic and climate change.

Boundary review consultation on Draft Recommendations continues

Following a delay due to Covid-19, the Boundary Commission consultation on their draft recommendations continues. Recommendations include a reduction to 70 councillors. Any boundary changes will not be implemented until the 2025 elections.

The draft recommendations and boundary changes are available to view on the Boundary Commission's website: <https://www.lgbce.org.uk/all-reviews/eastern/suffolk/suffolk-county-council>

The consultation on these recommendations will run from 15 September – 23 November and can be found here: <https://consultation.lgbce.org.uk/have-your-say/18495>

Initial report published about SEND services during Covid-19 pandemic following Ofsted and CQC visits to local Authorities

A report has been published looking into the support for children and young people with Special Educational Needs and Disabilities during the COVID-19 pandemic. An initial report has been published by Ofsted and the Care Quality Commission (CQC) looking into the support for children and young people with Special Educational Needs and Disabilities (SEND) during the COVID-19 pandemic.

Suffolk was visited by Ofsted and the CQC in October, as one of eighteen local authorities taking part in the study. The purpose of the visits are for Ofsted and the CQC to gather evidence to inform future national improvements for children and young people with SEND across Education, Health and Care. This was not an inspection of Suffolk County Council or Health Services.

The overall aim of these visits was to:

- Support the local area to understand the impact of the pandemic on children and young people with SEND and their families.
- Find out what has worked well for children and young people during this time, what the challenges have been and what lessons have been learned.
- Work with the local area to identify opportunities for improvement that address the challenges faced by children and young people with SEND.
- Highlight best practice case studies and share insights nationally to promote whole system learning.

The voices of children, young people and families were gathered through case studies and via a survey. Ofsted and the CQC also spoke to the education health and care professionals who work with young people with SEND. Ofsted and the CQC provided the local area with a summary letter, the letter summarises the visit and provides more detail on the specific information shared with the visiting team, it reflects the Suffolk response during the pandemic.

Suffolk was part of the first six visits which took place in October. A national report will be published in spring 2021, reporting the learning from visits across all eighteen areas.

PARISH INFRASTRUCTURE INVESTMENT PLAN (PIIP) REPORT

30 November 2020

Here is a brief update on the decisions made at the Parish Council Extraordinary Meeting (*in italics below*) held on Thursday 11 June 2020:

9.1 That adoption of the Neighbourhood Plan be accelerated.

This is being worked on as quickly as possible. Several chapters (including the key Housing chapter are with Indigo Ross being designed). Others including the Village Services and Facilities chapter (covering, for example, the GP surgery, school, recreational facilities and open spaces) are still being finalized. We hope to bring the whole plan to the Parish Council for approval in January or February.

9.2 That information regarding the Hills Charity land title be passed to the Trustees.

The application to register the Hills Charity land has been lodged at the Land Registry. If the land user objects, LMPC will have to decide how far to take the matter bearing in mind the costs involved of a possible court case.

9.3 That Suffolk County Council be commissioned to complete the final phase of street light replacement (Phase 3), and that the Clerk should liaise with Cllr. Kemp to request that SCC installs a style of street light in keeping with the village character.

Work on this was due to begin on 30 November or 7 December. Cllr Kemp has requested a style of street light in keeping with the village character.

9.4 That obtaining a new lease for the Old School Car Park, and investigating options for its resurfacing, be progressed. Councillors Ewbank and Delderfield

A 30 year lease for the car park has now been signed. Temporary repairs to the rear part of the car park have been made to fill the potholes etc. An application for funding from Babergh has been lodged, as has a planning application. The Finance Committee last week considered two quotations for the final works to commence next spring after discussions with the National Trust are completed

and chose its preferred contractor, P Crawford (Contracting) Limited.

9.5 That the identification of sites and allocation of funds for additional village seating be progressed by a working party, consisting of Cllrs. Bartlett, Clayton, and C. Michette.

Councillor Bartlett reported on progress so far. Several existing seats are in urgent need of refurbishment and it was suggested that perhaps this could be done by volunteers. Various sites for new seats have been identified. This year's budget includes £5,000 for seating and RFO confirmed that this could be spent over this and the next financial year, after which we could perhaps put aside £1,200 a year for additional seating.

9.6 That making improvements to play equipment at the Cordell Place play area, and the development of teenage facilities, be progressed.

Councillor R. Michette agreed to put forward a proposal for improvements including costs and applications for grant funding in addition to the £12,000 of S106 money already available.

9.7 That provision be made to fund work to safeguard Top Green.

The Council has already agreed that £10,000 will be included in the 2020/21 budget for work on the Top Green. The necessary works (which have not yet been finalised) will cost much more than this, so substantial grant funding will be needed.

9.8 That provision be made to fund the acquisition of land to extend the Cemetery.

The Council has already agreed that £5,000 will be included in the 2020/21 budget and succeeding budgets to fund this.

9.9 That the following highway improvement measures be implemented:

(a) The Council to allocate £7,500 from its general fund towards the total cost of installing a traffic island outside Budgens supermarket, with the balance to be met from Cllr. Kemp's locality budget.

(b) Councillor Kemp to obtain plans from Suffolk County Council showing the precise proposed location of the dropped curbs to be installed adjacent to Black Lion public house and then report back

to the Council. SCC not to be contacted regarding further traffic management improvements in the immediate locality until after installation of the dropped curbs is completed.

(a) Is on the Agenda for tonight's meeting

(b) Cllr Kemp is still awaiting details.

Hall Street Pedestrian Refuge, Long Melford - Parish Meeting

Brief

Provide a pedestrian crossing point and refuge island on Hall St, Long Melford in the vicinity of The Swan Public House and Budgens shop (location can be flexible to suit).

Design Process

- Hall Street has a wide carriageway and is dominated by the junction with Bull lane, numerous accesses, bus stops, and parking on both sides of the carriageway.
- Following a site visit, Highway Engineers decided that the pedestrian refuge could be situated between the verge adjacent to The Swan on the west side, and a wide parking area adjacent to 'Nutmeg' on the east side, please refer to drawing no. LA213184/300/02.
- The proposed location considered the numerous features of Hall Street and would hopefully minimise any removal of on-street parking.

Vehicle Tracking Software

- Vehicle tracking software was used to assess whether vehicles could safely manoeuvre around the proposed refuge when exiting Ringer Yard, Smaley Lane and the garage access.
- Tracking software was also used to assess the various parking manoeuvres within the vicinity of the proposed location.
- All the various parking manoeuvres were tracked as possible - but only at low speeds with a standard design vehicle. A standard design vehicle is used to by the vehicle tracking software to represent a passenger vehicle, the dimensions of a standard design vehicle are 4.8m x 2m.
- Unfortunately, the assessment found that there are significant issues with vehicles accessing and egressing the parking spaces immediately adjacent to the pedestrian refuge.
- The design was altered to include a wide build-out to protect the crossing area and pedestrian refuge. The large build-out required for a pedestrian refuge reduces the likelihood of dangerous manoeuvres but does not eliminate them, please refer to the design considerations and dwgs LA213184/300/03 & /04.
- The most dangerous manoeuvre is when parked vehicles are reversing towards the pedestrian refuge (where pedestrian could potentially be waiting in the centre of the carriageway).
- It is important to note that drivers would have several distractions when attempting to undertake these parking manoeuvres. These distractions include; assessing the approaching traffic from both directions, avoiding adjacent parked vehicles, avoiding highways infrastructure, and checking for pedestrians within the crossing area.
- Drawing LA213184/300/05 illustrates that not all of the parking manoeuvres are possible with a large delivery van (despite the parking area being well suited for larger vehicles).

Design Options

Following the tracking assessments Suffolk Highways have designed two possible options for the discretion of Cllr Kemp and Long Melford Parish Council

- Option A - construct a safe dropped crossing point with a build-out to protect the crossing point, please refer to drawing no. LA213184/300/01.
- Option B - construct a pedestrian refuge with a large build-out to protect the crossing point and pedestrian refuge, please refer to drawing no. LA213184/300/02.

Design Considerations

Option A

- The dropped crossing point will provide a designated safe waiting area with good visibility in both directions.
- The carriageway width makes the crossing distance substantial and pedestrian may have to wait to cross during peak periods, however, waiting time should not be significant during off-peak periods.
- Vehicles will be able to complete any forward and reversing movements as per current highway conditions. The risks associated with option B and the dangerous vehicle manoeuvres in proximity to the crossing area are significantly reduced or eliminated.

Option B

- There are numerous parking manoeuvres (forward & reversing) associated with access and egress into the parking spaces. All the parking manoeuvres have been tracked as possible, but only at low speeds with a standard design vehicle.
- **The potential for dangerous manoeuvres are illustrated in dwgs LA213184/300/03 & /04. These increases significantly with:**
 - Traffic speed
 - Traffic volume
 - Vehicle size
 - Poor decision making
 - When vehicles are reversing
 - Variable pedestrian footfall
- The constraints of the pedestrian refuge and the numerous distractions may lead to poor decision making by motorists and result in dangerous manoeuvres.
- Pedestrians may feel unsafe waiting on the refuge when vehicles are travelling in close proximity, and in both directions. Poor/dangerous parking manoeuvres may compound any insecurity experience by pedestrians. Pedestrian refuges can be unsuitable for young inexperienced pedestrians, who are liable to poor decision making.
- There is a significant possibility of vehicles and highway infrastructure being damaged by poorly judged vehicle manoeuvres.

Options A and B

- The proposed build-outs within the parking area will protect pedestrians waiting to cross.
- The parking manoeuvres are only safe when motorists are focused on their surroundings, and both vehicular and pedestrian traffic.
- **The agreed design will be subject to an independent safety audit prior to construction. The auditors may deem that certain components of the scheme make the scheme unfeasible.**
- Both options will result in the loss of on-street parking on both sides of the carriageway. Option B will result in a significant loss of parking spaces to the detriment of local businesses and residents.

- Due to asset management considerations, the buildouts will be surfaced with a standard bitumen surface course and not the bespoke resin bounded surfacing featured on the neighbouring footways.

Consultation

Suffolk highways strongly advice that Cllr Kemp and Long Melford Parish Council **undertake a full consultation with all local businesses and residents** so a suitable option can be adopted by all necessary parties. Suffolk Highways would not progress any option without all the appropriate stakeholders being consulted and a review of the responses.

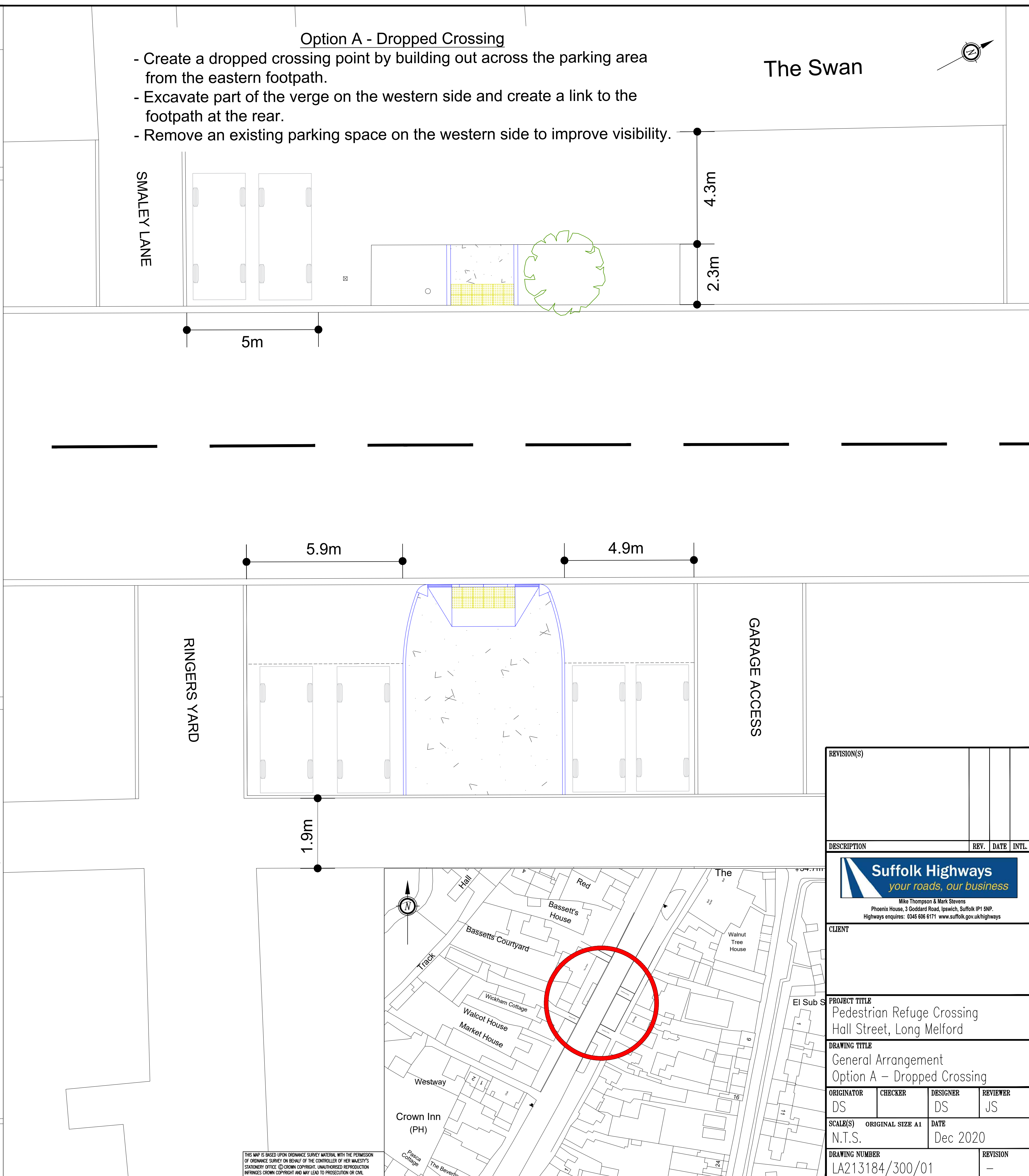
Indicative Scheme Costs

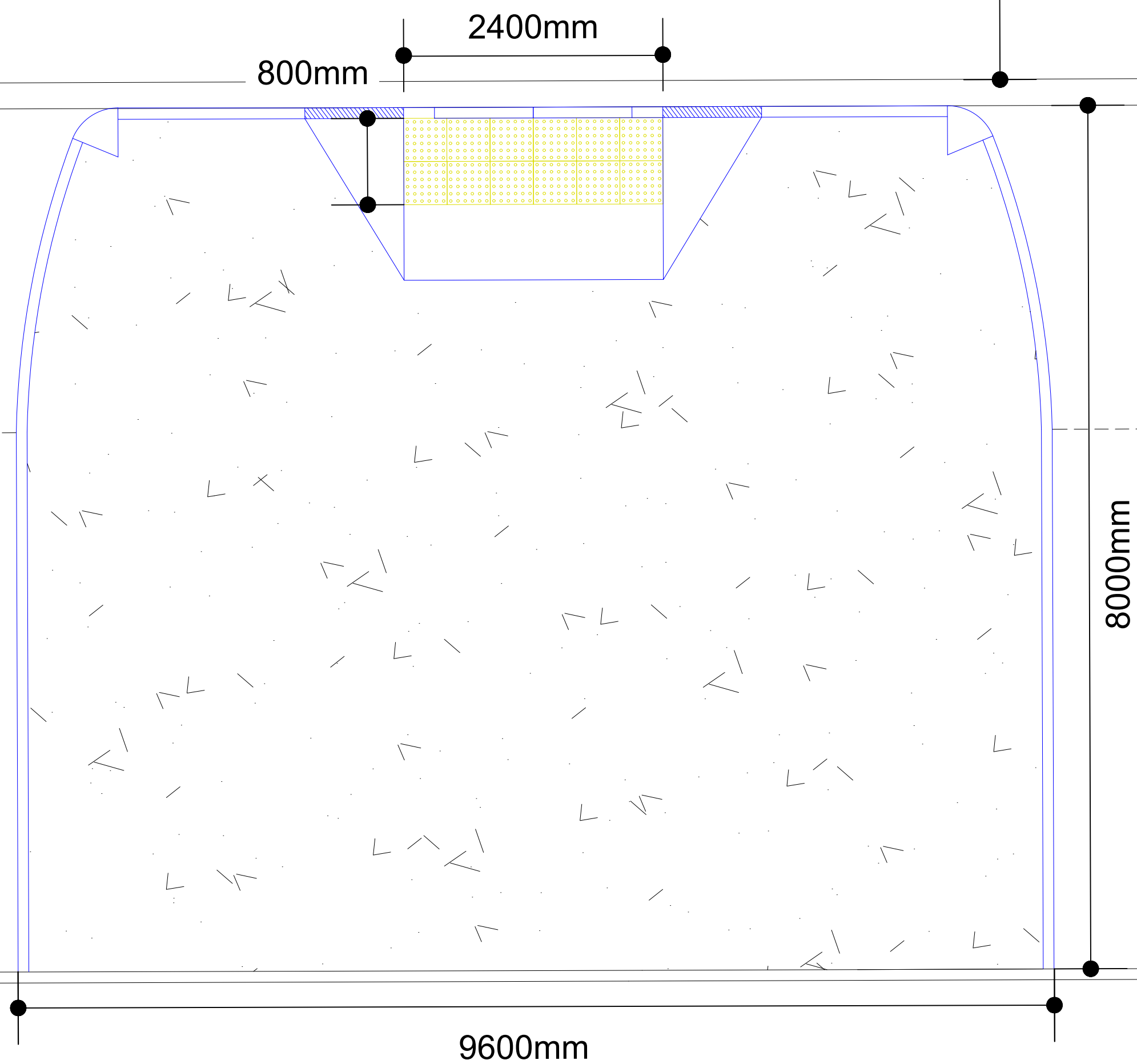
The indicative scheme costs include the: Professional Services estimate, Construction estimate, and an independent Safety Audit. **Please note, the scheme estimate excludes any fees associated with the consultation process.**

Option A - Dropped Crossing: £14,500 - £16,500 (exc. Overhead & V.A.T.)

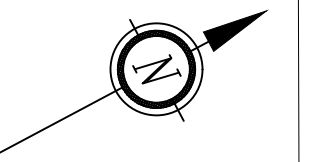
Option B - Pedestrian Refuge: £20,000 - £22,500 (exc. Overhead & V.A.T.)

If the majority of the scheme was to be funded by the parish council (an external organisation), Suffolk Highways would need to provide an upfront fixed fee, including overheads and VAT. If the County Councillor were funding a significant proportion of the scheme, then no overheads and VAT would be applicable, and we would not need an upfront, fixed fee arrangement.





The Swan




to the footpath at the rear.

- Removal of parking in the area will be significant.

The diagram shows the rear elevation of the building. On the left, there are two existing rectangular units, each with four windows. To their right is a small square window. Further right is a larger rectangular unit with a small circular window. To the right of this unit is a proposed extension, indicated by a dashed green line. This extension is divided into two sections: a smaller one with a yellow grid pattern and a larger one with a green scalloped border. To the right of the extension is a narrow vertical strip. To the far right is a vertical dimension line with two segments: the top segment is labeled '4.3m' and the bottom segment is labeled '2.3m'.

3.2m

GARAGE ACCESS

REVISION(S)					
DESCRIPTION		REV.	DATE	INTL.	
 <p>Mike Thompson & Mark Stevens Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP. Highways enquires: 0345 606 6171 www.suffolk.gov.uk/highways</p>					
CLIENT					
<p>PROJECT TITLE</p> <p>Pedestrian Refuge Crossing Hall Street, Long Melford</p>					
<p>DRAWING TITLE</p> <p>General Arrangement Option B – Pedestrian Refuge</p>					
ORIGINATOR	CHECKER	DESIGNER	REVIEWER		
DS		DS	JS		
SCALE(S)		DATE			
N.T.S.		Dec 2010			
DRAWING NUMBER			REVISION		
LA213184/300/02			—		

THIS MAP IS BASED UPON ORDINANCE SURVEY MATERIAL WITH THE PERMISSION OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. © CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. SUFFOLK COUNTY COUNCIL. LICENCE NO. 100023395. 2020

Plot date 02/12/2020

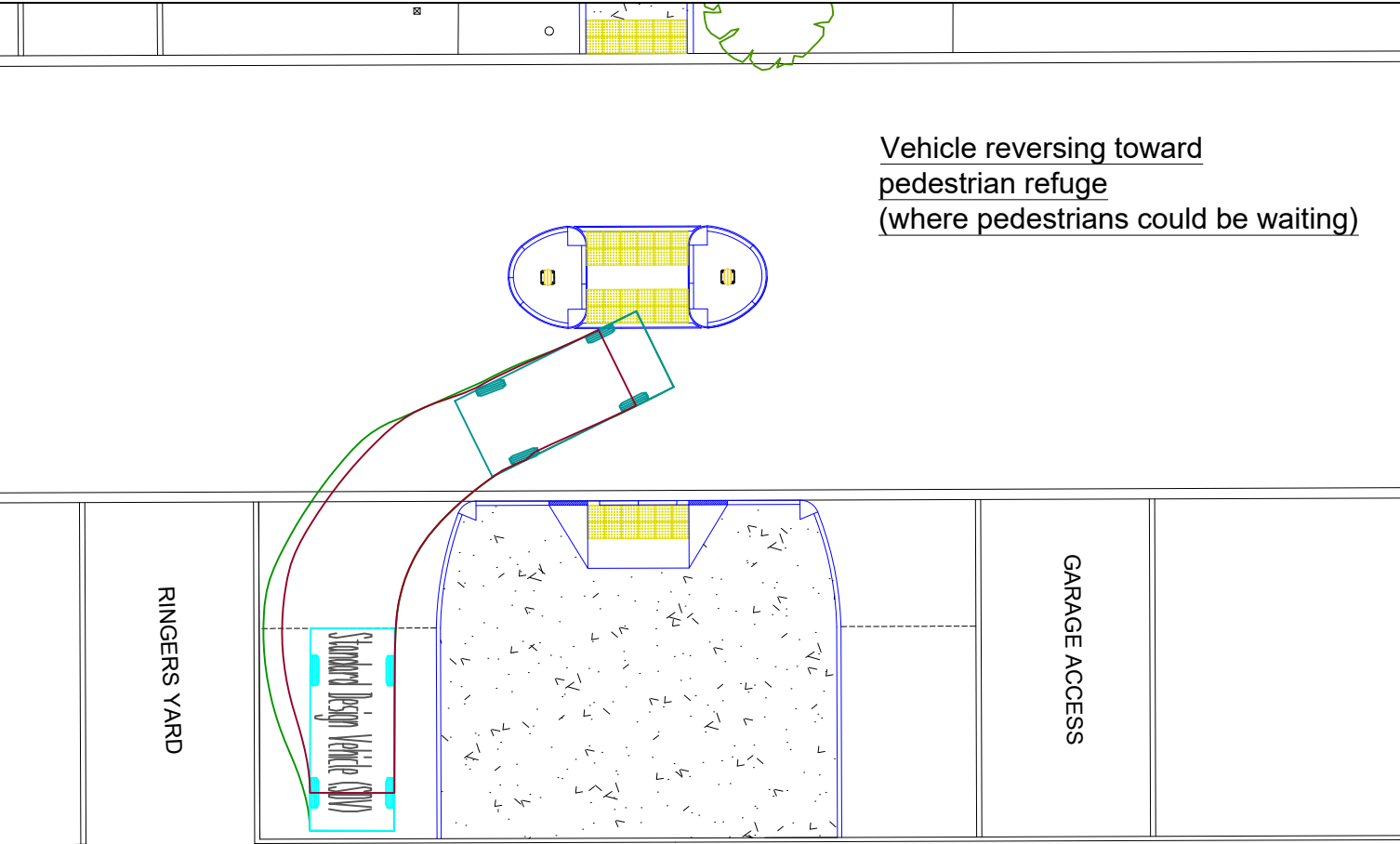
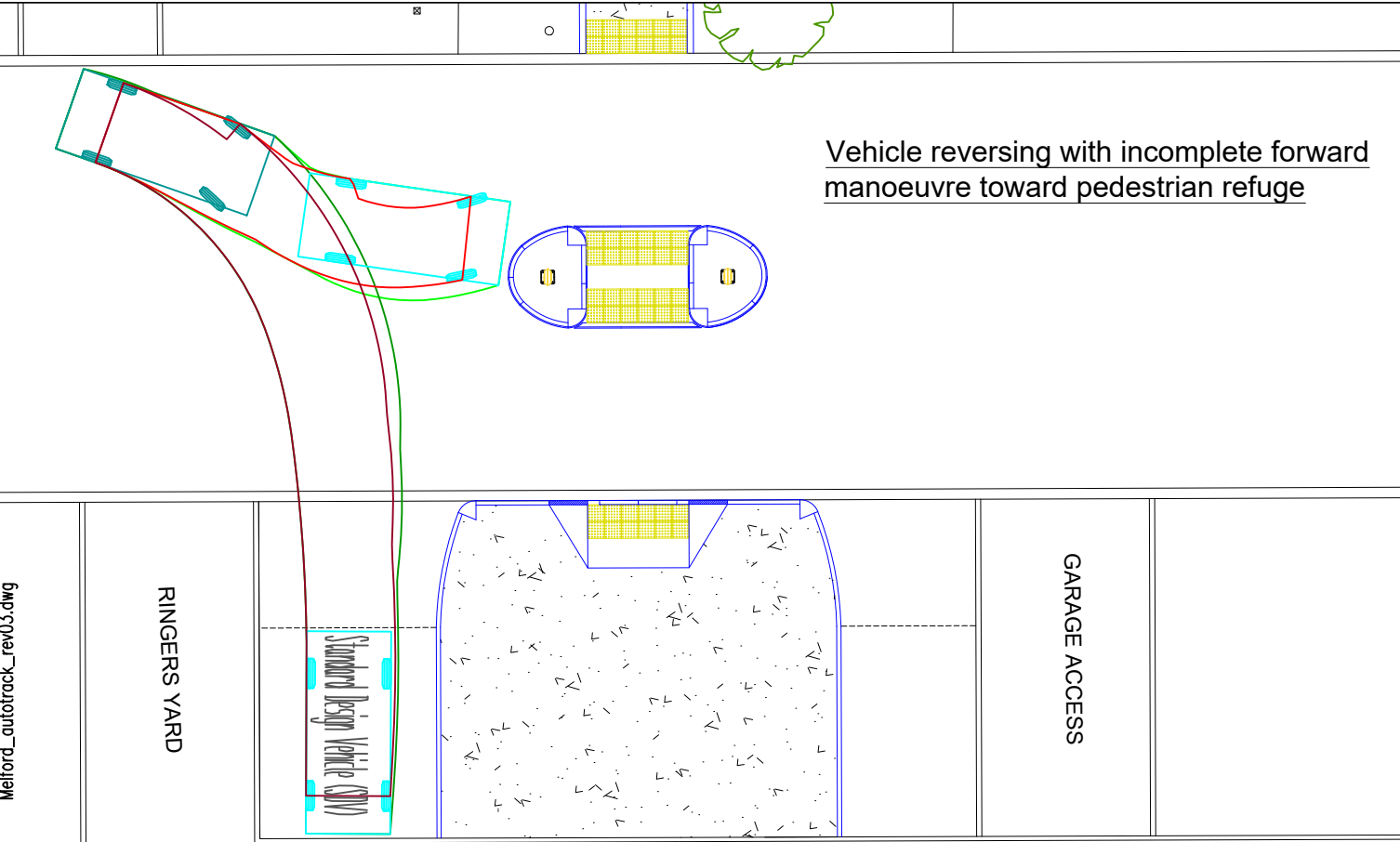
File Path R:\ESE FilePlan\Transport & Infrastructure\Traffic Mgmt\ - COUNTYWIDE\LHB\Long Melford\Hall Street\Pedestrian Refuge\Design\Pedestrian Refuge_Long Melford_autotrack_rev03.dwg
Plot date 02/12/2020



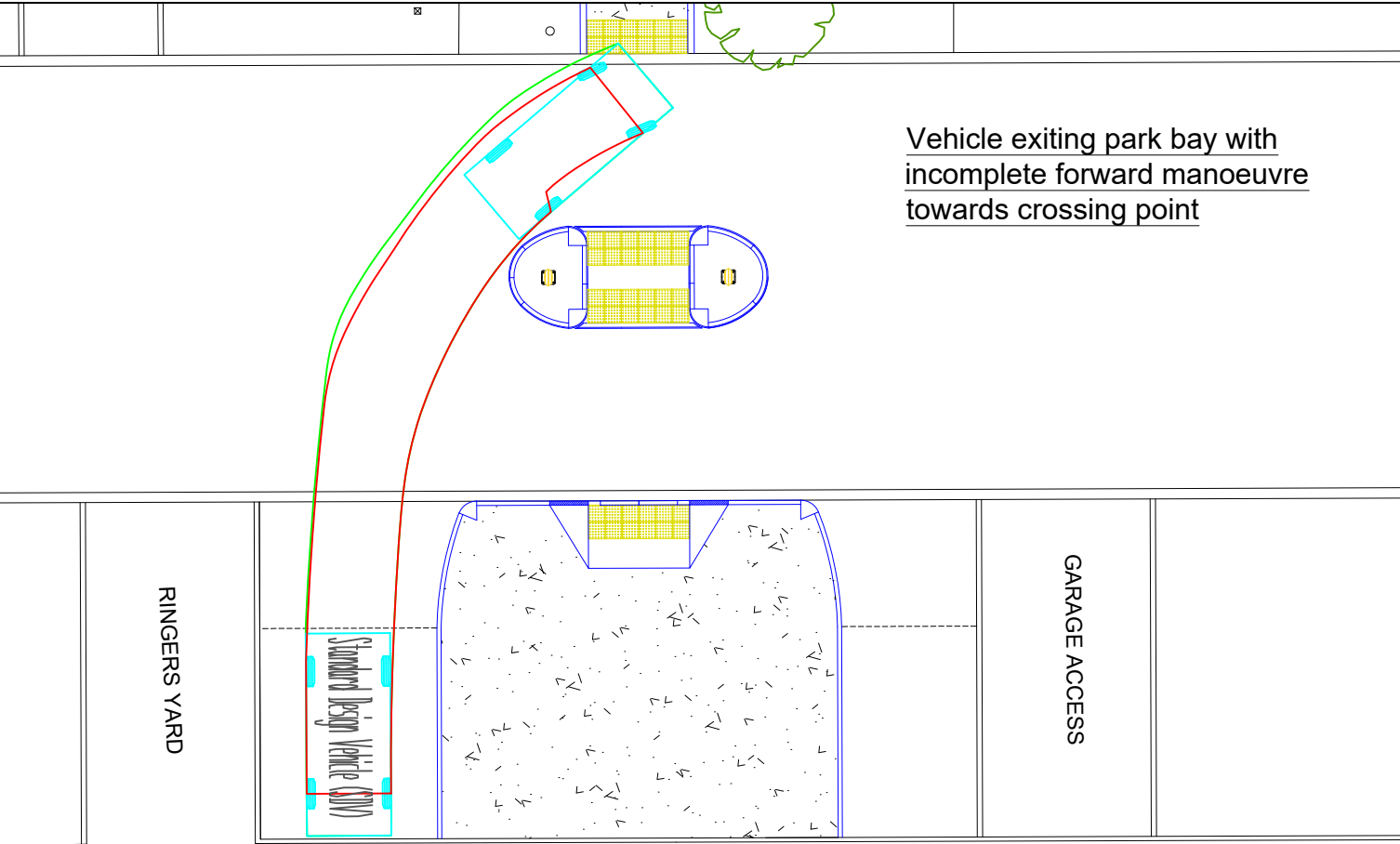
Suffolk Highways
your roads, our business

Mike Thompson & Mark Stevens
Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
Highways enquires: 0345 606 6171 www.suffolk.gov.uk/highways

CLIENT		REVISION(S)			PROJECT TITLE Pedestrian Refuge Island Hall Street Long Melford		ORIGINATOR	CHECKER	DESIGNER	REVIEWER
							DS		DS	JS
DESCRIPTION		REV.			DRAWING TITLE Tracking - Dangerous Vehicles Manoeuvres		SCALE(S) ORIGINAL SIZE A3 NTS		DATE Dec 2020	
							DRAWING NUMBER LA213184/300/03		REVISION -	



- There are numerous parking manoeuvres (forward & reversing) associated with access and egress into the parking spaces.
- All the parking manoeuvres have been tracked as possible, but only at low speeds with a standard design vehicle (4.8m x 2m).
- Possible dangerous manoeuvres are illustrated in dwgs LA213184/300/03 & /04.
- The potential for a dangerous manoeuvre increases with Traffic speed, Traffic volume, Vehicle size, Poor decision making, Variable pedestrian footfall and when vehicles are reversing.
- The vehicle tracking for a large delivery van (7.35m x 2m) is illustrated in dwg LA213184/300/05.
- A large delivery van will not be able to safely manoeuvres out of one parking bay adjacent to the pedestrian refuge.



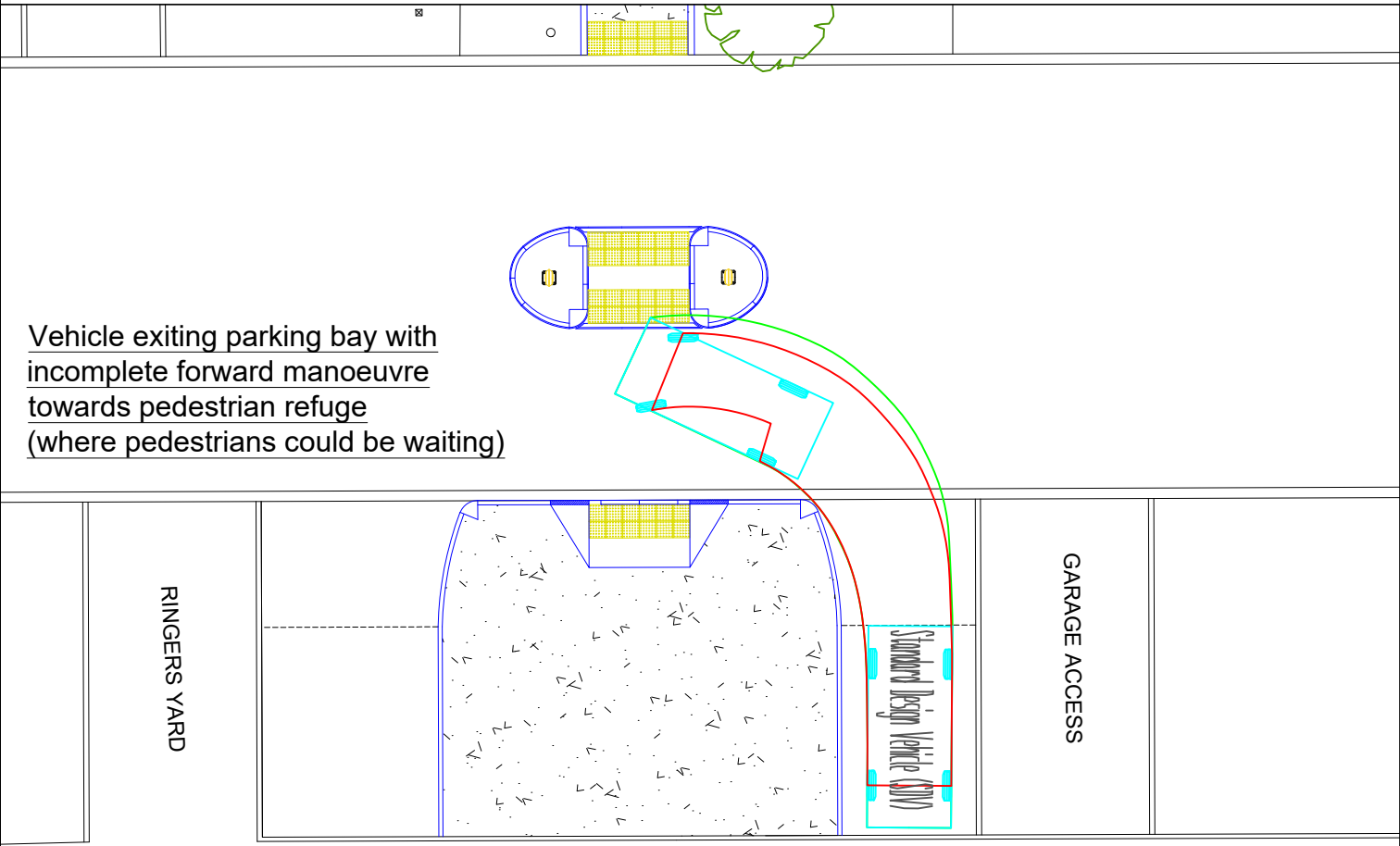
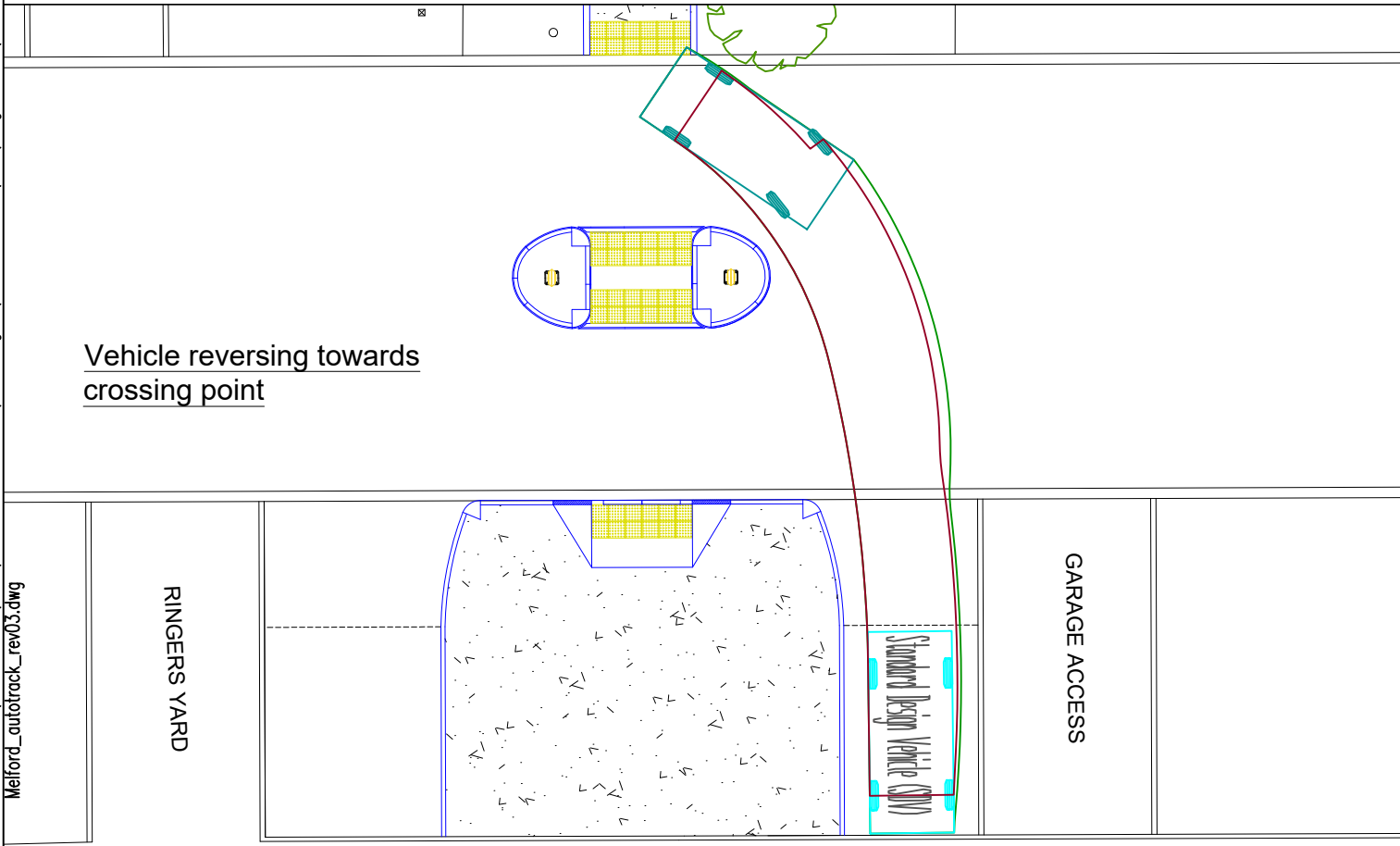
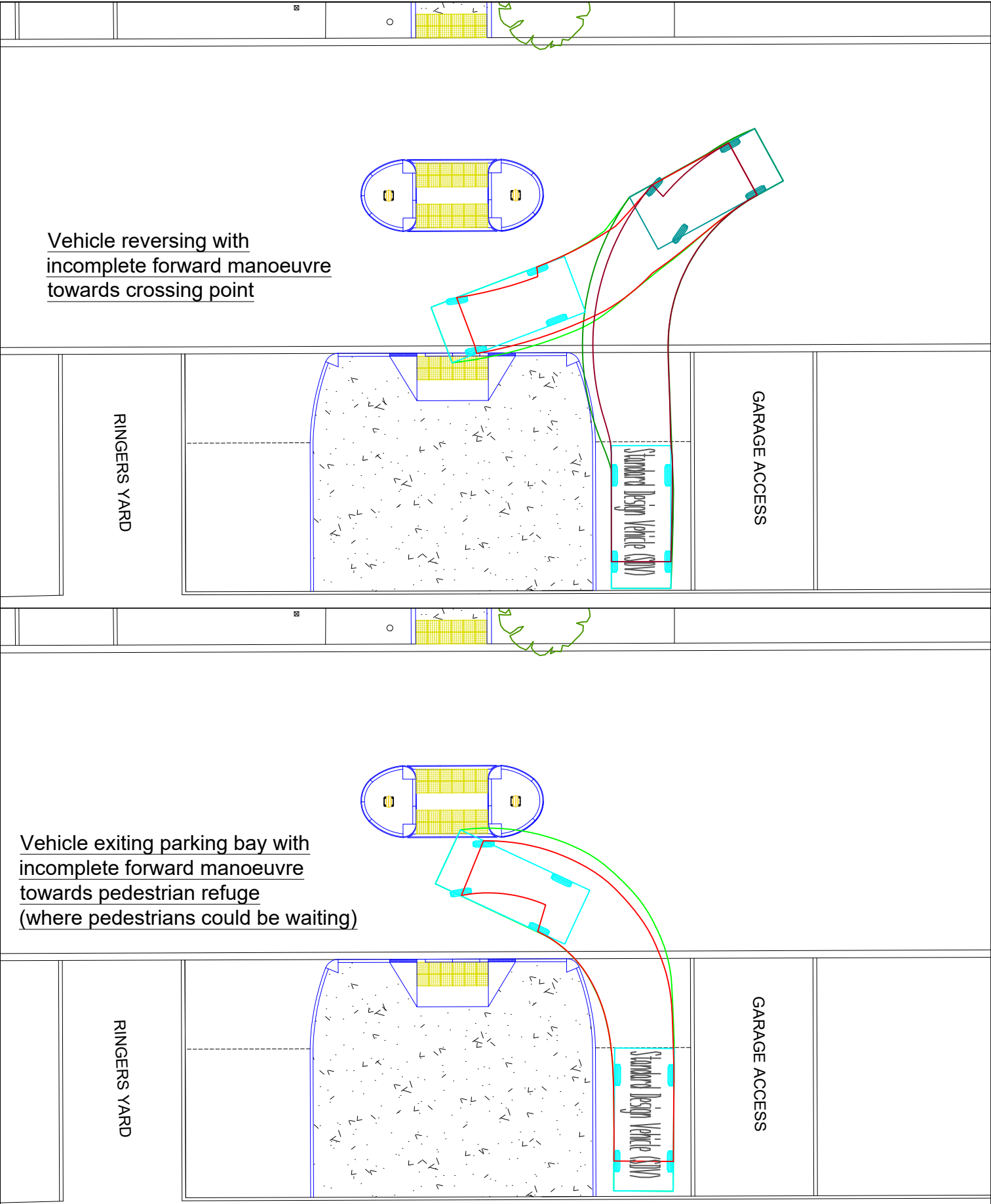
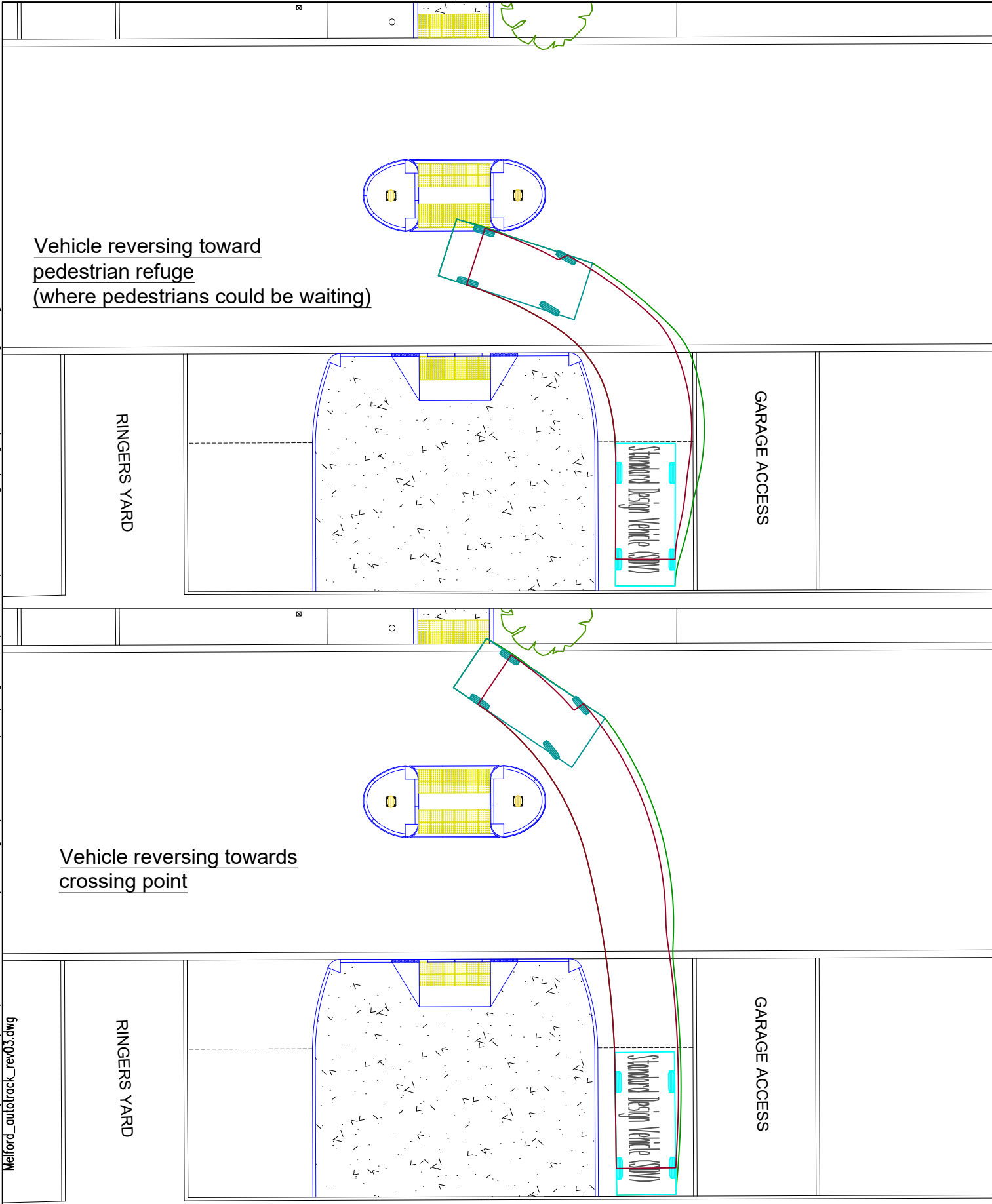
File Path R:\ESE FilePlan\Transport & Infrastructure\Traffic Mgmt\ - COUNTYWIDE\LHB\Long Melford\Hall Street\Pedestrian Refuge\Design\Pedestrian Refuge_Long Melford_autotrack_rev03.dwg
Plot date 02/12/2020




Suffolk Highways

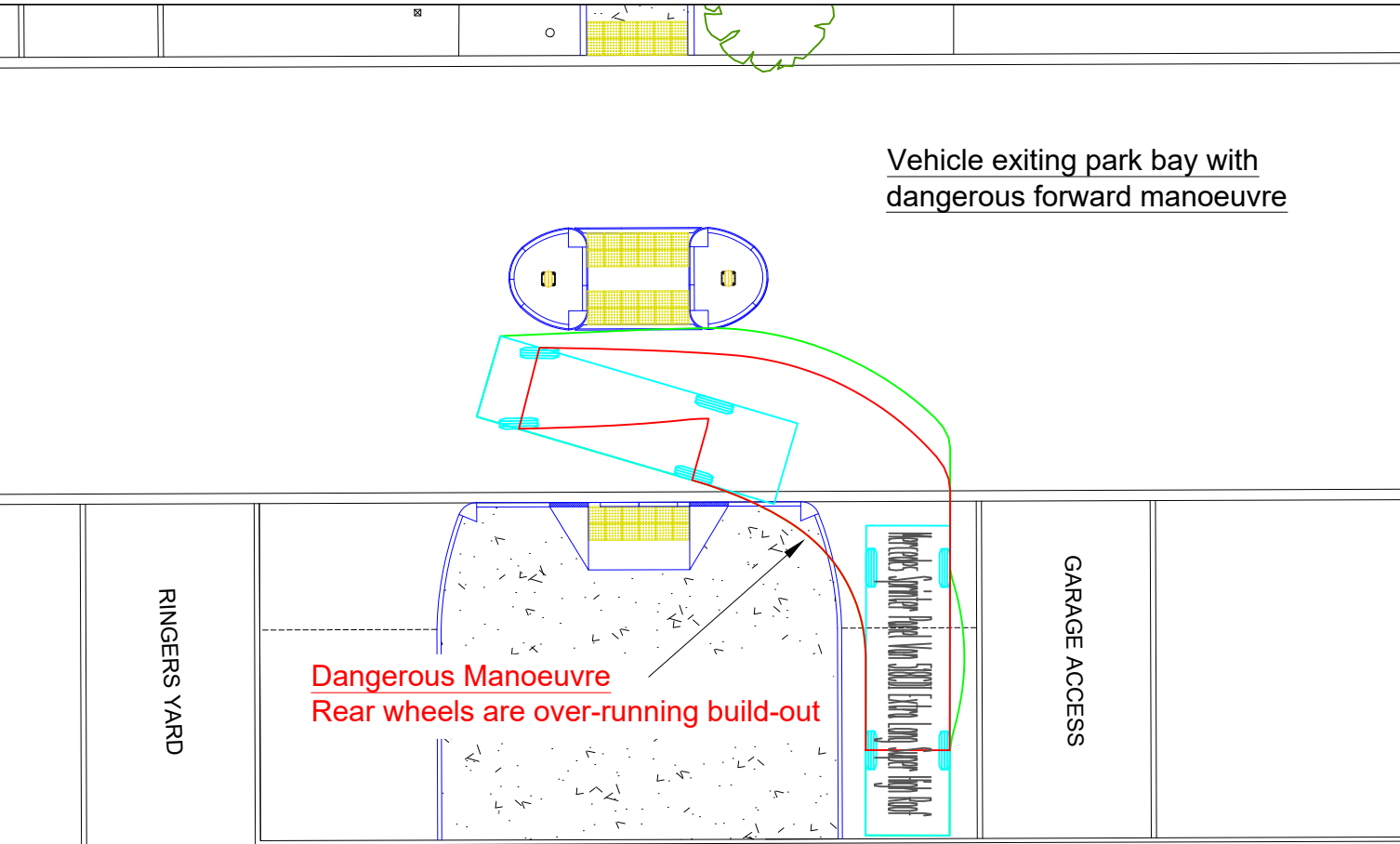
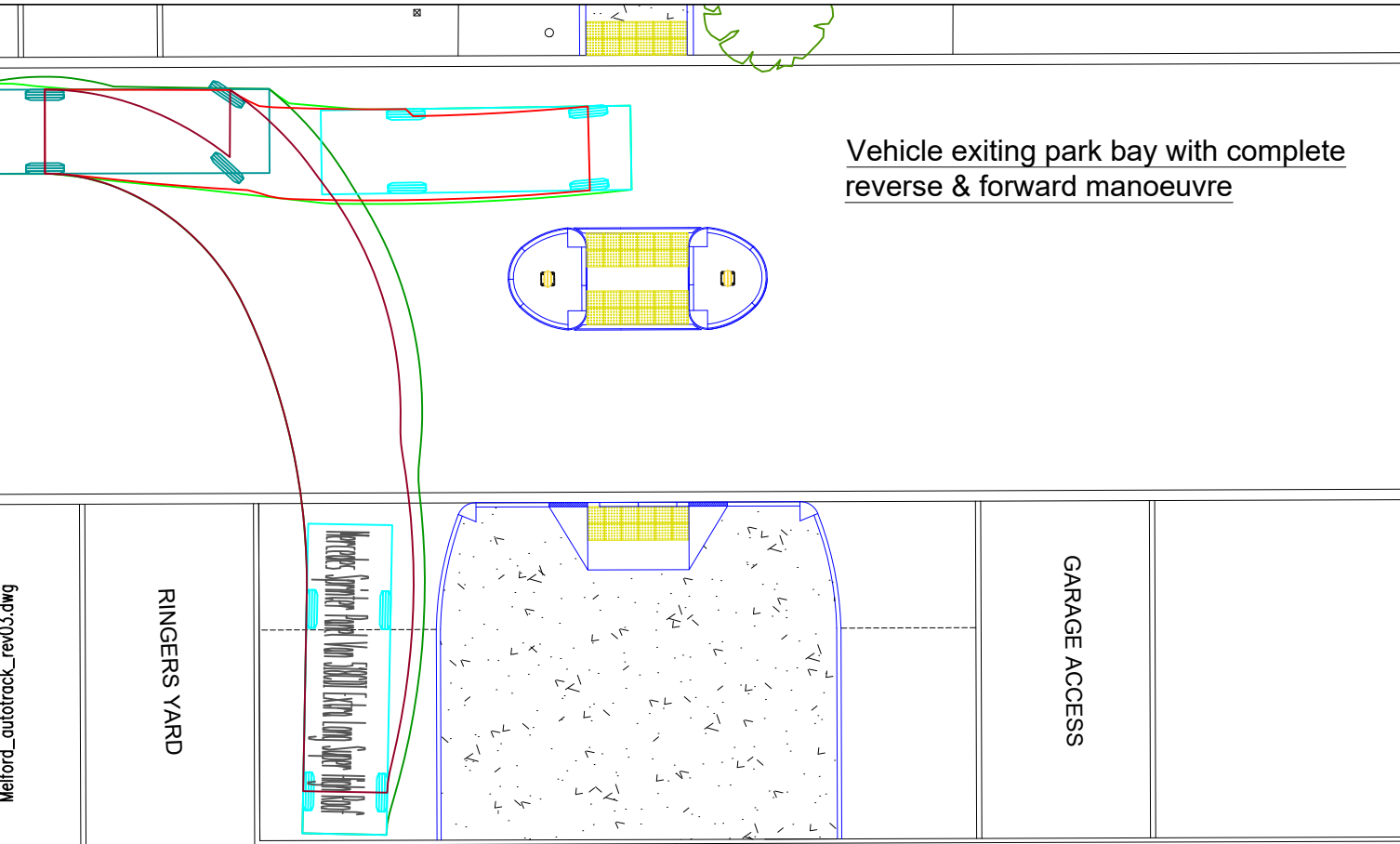
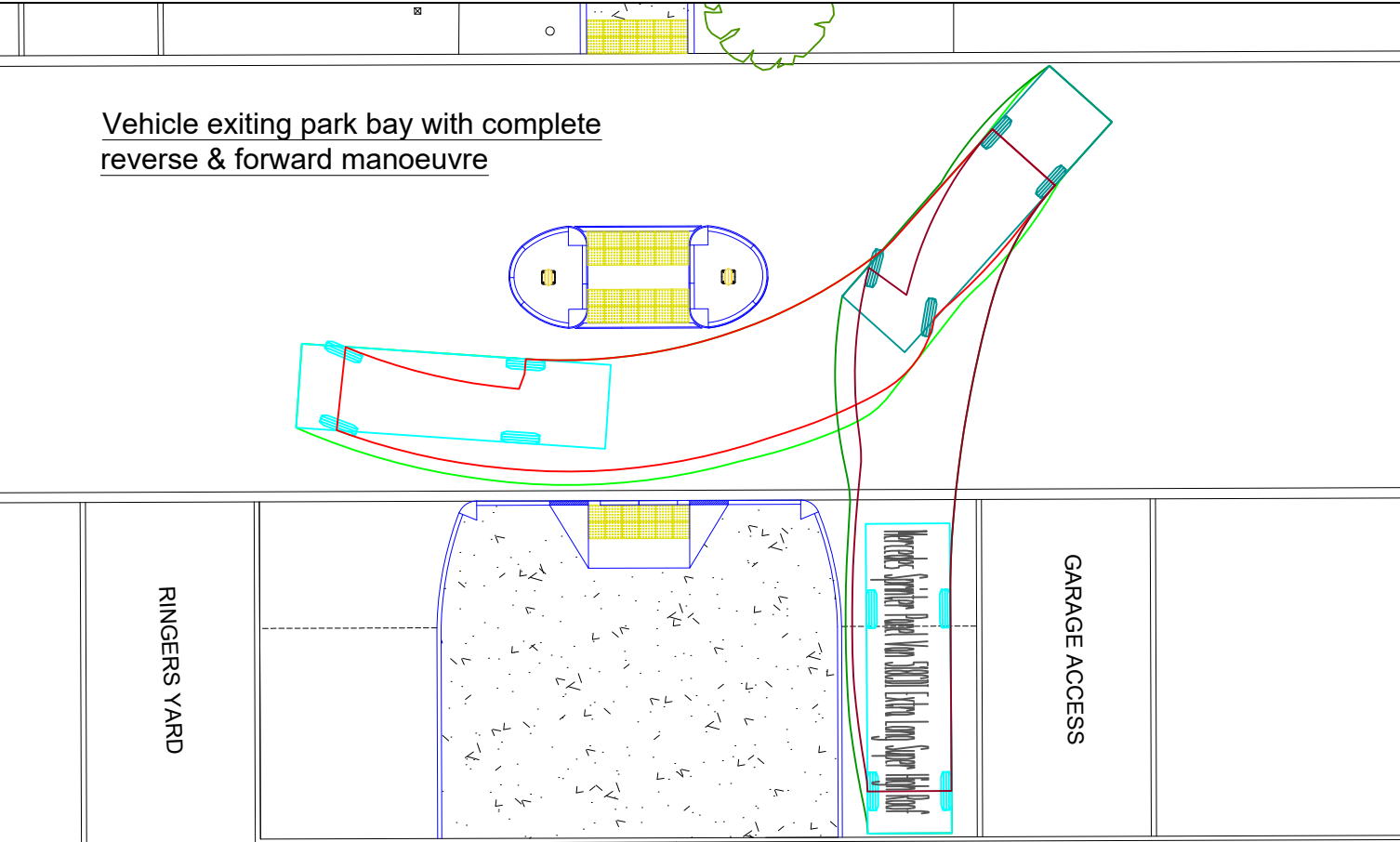
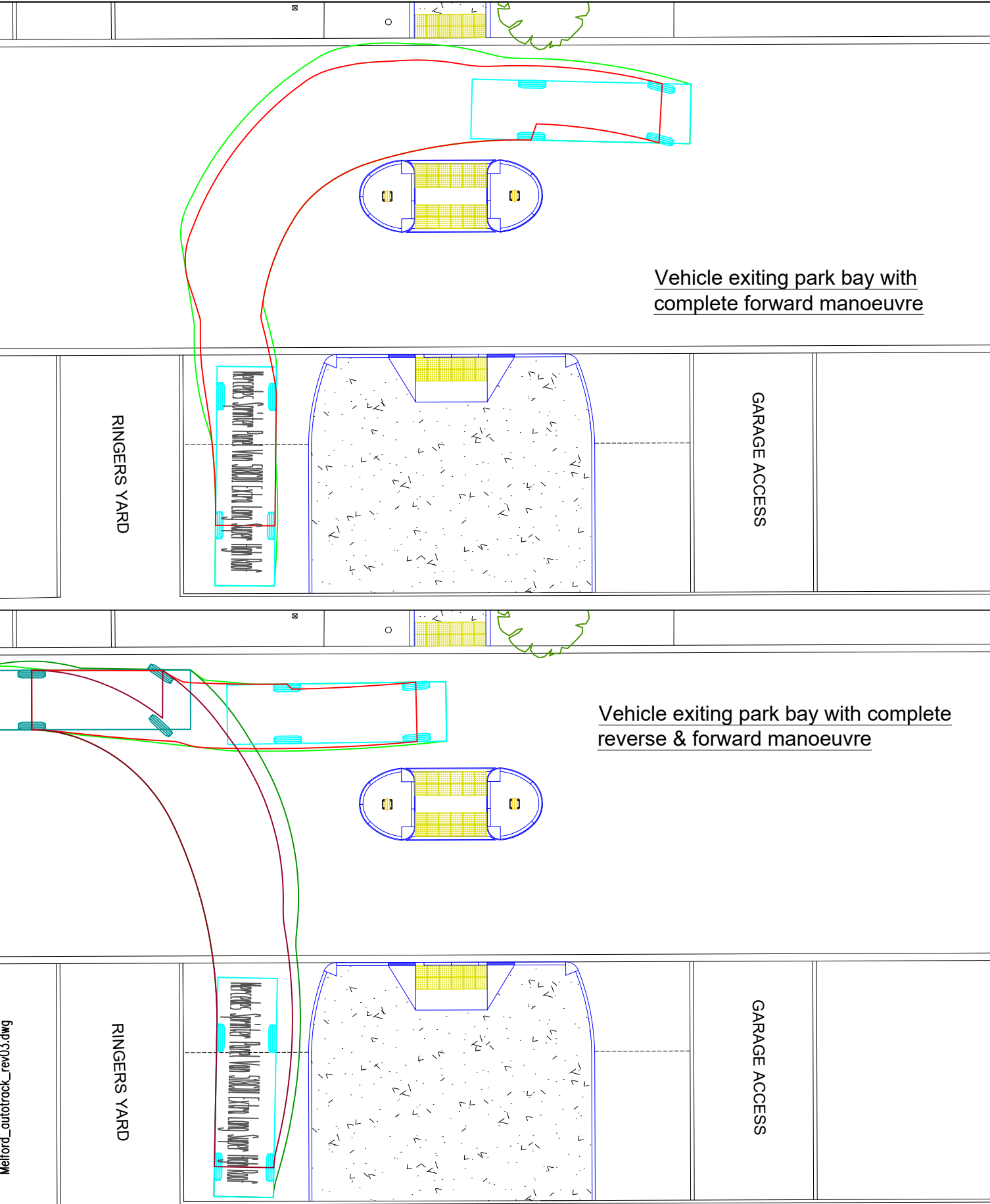
your roads, our business

Mike Thompson & Mark Stevens
Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
Highways enquires: 0345 606 6171 www.suffolk.gov.uk/highways



 <p>Mike Thompson & Mark Stevens Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP. Highways enquires: 0345 606 6171 www.suffolk.gov.uk/highways</p>	<p>CLIENT</p> <p>Assessments undertaken with Standard Design Vehicle at low speeds. The potential for a dangerous manoeuvre increases significantly with: Traffic speed, Traffic volume, Vehicle size, Poor decision making, Variable pedestrian footfall and when vehicles are reversing.</p>	REVISION(S)				PROJECT TITLE				ORIGINATOR	CHECKER	DESIGNER	REVIEWER	
						Pedestrian Refuge Island Hall Street Long Melford				DS		DS	JS	
		DESCRIPTION				REV.	DATE	INTL.	DRAWING TITLE				DRAWING NUMBER	
							Tracking - Dangerous Vehicle Manoeuvres				LA213184/300/04		-	
											SCALE(S) ORIGINAL SIZE A3 NTS		DATE Dec 2020	

File Path R:\ESE FilePlan\Transport & Infrastructure\Traffic Mgmt\ - COUNTYWIDE\LHB\Long Melford\Hall Street\Pedestrian Refuge_Long Melford_autotrack_rev03.dwg
Plot date 02/12/2020





Suffolk Highways
your roads, our business

Mike Thompson & Mark Stevens
Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
Highways enquires: 0345 606 6171 www.suffolk.gov.uk/highways

CLIENT

Assessments undertaken with large delivery van (7.35m x 2m) at low speeds. The potential for a dangerous manoeuvre increases significantly with: Traffic speed, Traffic volume, Vehicle size, Poor decision making, Variable pedestrian footfall and when vehicles are reversing.

REVISION(S)	REV.	DATE	INTL.
DESCRIPTION			

PROJECT TITLE

Pedestrian Refuge Island
Hall Street
Long Melford

DRAWING TITLE

Tracking - Delivery Vehicle Manoeuvres

ORIGINATOR	CHECKER	DESIGNER	REVIEWER
DS		DS	JS
SCALE(S)	ORIGINAL SIZE A3	DATE	
NTS		Dec 2020	
DRAWING NUMBER	LA213184/300/05		REVISION
			-