

Minutes of the **ROAD SAFETY COMMITTEE** meeting held on Monday 4<sup>th</sup> June 2018 at 10.00 am in The Old Station, Groombridge

**PRESENT:** Duncan Sanders (DS) (Chairman), Barry Agutter (Vice Chairman), Cllr Diana Kelly, Cllr Jane Clare, Michael Clare

**In Attendance:** Natalie Brett - Assistant Parish Clerk, (Minutes)  
Two Members of the Public. (LS) (RH)

Members of the public are encouraged to come to the meetings and there is a 10 minute opportunity at the start of the meeting for them to address the Road Safety Committee. There were two member of the public present.

The first member of the public LS was in attendance for item 5. St Michael's School submitted an application to the Road Safety Committee (RSC), LS introduce herself as the Chair of the Governors at St Michaels School, a parent of a child who attends the school as well as resident of Withyham. The School and parents have a concern regarding the safety of children outside the school at drop off and pick up times. The road is a very narrow and used by residents, school traffic and farm traffic. There are no pavements after the Balls Green area and no demarcation of where the area to walk and the side of the road is. Cars have a tendency to park as close to the verge as possible to avoid sitting out in the road. Unfortunately this means there is nowhere for the children and parents to walk other than in the road and in and out from behind parked vehicles. This is an obvious safety concern. The verges are also being churned up by vehicles and are now only usable by 4x4's which adds to the parking issues. Cars also often park on the blind bend which has led to a number of near collisions.

The school and parents would like to see the following safety improvements to the road:

- Yellow lines added to the areas where it is dangerous to park such as the blind bend.
- Road lining to show the walking area/pavement at the side of the road so cars do not park across this leading to children walking in the road.
- Crass crete (or similar product) at one end of the parking area to avoid the verge being churned up and make this usable by all, all year round.
- A20 mile an hour speed limit outside the school.

It was further commented that this road is used as a rat run, especially if there is an accident or traffic lights in the area. Drivers often do not drive appropriately considering the location of the school.

It was noted that a crossing location with a crossing patrol was considered but the idea abandoned after advice from Highways that this would be too dangerous.

Members of the RSC asked what measures the school were taking to fund raise for the improvements and were advised that this had not been taken forward yet.

The direction of the traffic was noted as being equal from both directions. Previous attempts to alleviate the problems were also mentioned however these did not come to fruition due to neighbours objecting and funding issues.

It was commented that Withyham Parish Council (WPC) would be delighted to support the school in making a safer environment for the children, however it was noted that the improvements requested all come under the remit of East Sussex County Council Highways. Although WPC has a road safety budget this must be used across the parish and should not take the place of the highways authority. The RSC would be willing to look at alternatives to assist the school and these would be discussed at the agenda item. The Chair thanked the LS for attending.

**LS left the meeting.**

A second member of the public RH was in attendance to update the committee on his work with St Thomas school in traffic calming and advise other areas of road safety that he intends to work towards. A previous meeting had been held on behalf of the RSC with RH, the Chair of the RSC and the Chair of the Council, notes from this meeting had been circulated to the RSC in advance of the meeting. A metal 10mph sign has been installed at St Thomas School. This alongside talks to the school/governors/parents and children made RH was hopeful that the traffic speed will reduce to 10mph. The sign has been designed with a message that can be read if you get closer and is made of metal with a reflective surface so the reader can see themselves when reading the words. RH explained that at 10mph a driver's reaction and stopping times are greatly reduced and 20mph or 30mph are not suitable for outside a school as they are too dangerous. An additional 3 other road safety projects that RH was intending to pursue were mentioned.

1. The crossing area to the doctor's surgery in Groombridge. A new area of pavement to assist with the crossing location. It was advised that the doctor's surgery would be applying to the NHS for funding for this and the surgery partner was working with RH to make it happen. The RSC advised that highways would need to give permission and additional signage may be required and line of site of oncoming vehicles may be an issue.
2. Providing a crossing location from Newton Willows to Gromenfield as RH felt that the crossing by the bridge was too dangerous.
3. Improve the safety of the crossing by the bridge on station road as previous mentioned. The RSC advised that additional signage had recently been sited at this location by WPC.

RH advised that he had met with Ian Johnson from East Sussex Highways who has not objected to RH's plans although the 10mph sign had not been raised at this meeting. Notes from the meeting were provided to the RSC. It was requested that RH keep the RSC advised of any meetings or actions taken as WPC works very closely with Highways. It was also noted that any budget the RSC had must be used with the whole parish in mind.

The RSC thanked RH for attending and advised that it would need to review the notes before a response could be provided.

***RH left the meeting.***

1. **ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING - No**
2. **APOLOGIES -**, Cllr Gwen Butcher, Cllr Anne Jenkins, Jan Batchelor, Linda Weekes

### 3 **DECLARATIONS OF INTEREST**

DS declared an interest as the Bookings Secretary for Groombridge Village Hall in connection to the cycle races that are to be discussed under Ward reports.

### 4 **MINUTES FROM MEETING OF 5<sup>th</sup> MARCH 2018 AND MATTERS ARISING**

- 4.1 The Minutes of the meeting of 5<sup>th</sup> March 2018 were agreed.

**001440 RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> March 2018 be taken as read and signed by the Chairman.

4.2 Matters Arising

Who	What	Update	Completed
RSC	RSC to continue to report obstructed, dirty or damaged signs/road markings directly to Highways.	Ongoing	Ongoing
Clerks	Forest Way – Raised at SLR and highways confirmed that all the road signage was in place and there was nothing further to be added.	Latest update: Slow mark on road at the bottom of Cherry Gardens Hill to be reinstated.	
Clerks	Website to be updated with how to report a Highways Issue	Still outstanding	
Assistant Clerk & BA	Conduct a Parish Highways Survey	Date still to be agreed	
Assistant Clerk & BA	Sign for steps by Parish Office .Order signs from RSC budget and advise Rights of Way committee of the signage. Assistant Clerk and Vice Chair of RSC to site signs and obtain any required permissions		Completed
Assistant Clerk	Arrange a meeting with residents regarding the consultation for the A264 when the dates have been published	Public meeting held on 28 <sup>th</sup> April. Public Consultation closes on 11 <sup>th</sup> June 2018	Completed
Assistant Clerk	Produce a Job Description for agreement by RSC and onwards review by Council		Completed

## 5 ROAD SAFETY PROPOSALS RECEIVED FROM THE PARISH.

Application from St Michael's School was discussed. It was noted that WPC is not the Highways Authority and must act cautiously as it is not within its remit to provide highway services as this would in effect be double taxation of the public. It was recommended that these request be submitted by the school, if they haven't already done so, to East Sussex Highways Road Safety team and a meeting requested.

The RSC agreed that it would like to support the school where possible but this would need to be done with budget in mind. It was also noted that any works must be done legally and within the bound of Highways permission. One area that the RSC could consider is the lines demarking the pavement. ***Assistant Clerk to contact highways for information on lining for the pavement area to prevent cars parking so far over. To ascertain if this is something the Parish Council can facilitate.***

A second area from the application, that may in the future be something, the RSC can assist with is Speed Indicator Devices (SID's). A SID is currently in the process of being requested through Highways for already identified areas of the Parish. Subject to the school location meeting the Highways criteria this may be a site suitable for consideration if further SID's were applied for by the Parish Council.

***The Assistant Clerk was asked to note this as a possible location for a future SID.***

The RSC discussed the option of supporting the school through the Community Warden attending at morning drop off. Although it was noted this would be subject to his rota and availability. ***The Assistant Clerk was asked to investigate his attendance at drop off. The Community Warden to monitor the situation and provide a report with any recommendations to RSC.***

The Assistant Clerk provided information on a number of banners and signs that would incur a relatively low cost but could be provided to all of the school in the Parish. Examples are in the appendix below and would be suitable for use on private property owned by the school or where permission from neighbouring properties was received. It was noted that if the RSC provided these to local schools it would be the schools responsibility to ensure they were sited legally.

***Feedback from St Michaels School on these banners and signs would be requested by the Assistant Clerk.***

The RSC confirm that whilst they are unable to support the majority of the application due to the costs involved and the responsibility siting with East Sussex Highways, they are willing, within the remit of a Paris Council and with budget consideration in mind, to make a positive difference to the safety outside school.

Discussions on RH's presentation was deferred to the next meeting. This would enable the RSC time to read the notes of the meeting with the member of the public and Highways provided by RH.

***The Assistant Clerk was asked to contact Ian Johnson from East Sussex Highways to advise we have been briefed by RH and add to the SLR agenda.***

## 6 REVIEW OF PRIORITY OF PROPOSALS AND ALLOCATION OF EARMARKED RESERVES

These were confirmed as per the details below:

### Projects for the Road Safety Committee

Road Safety Committee Priority order	Name	Project Details	Initial Cost	Estimated Project Cost	Information on costings	Date first submitted to committee	Additional Notes/Actions	Earmarked Reserves
1	Cherry Gardens Hill	Installation of White Gates to assist with speed reductions	TBC	Varies depending on size and number of bays. Approx. min £500 each	Costings available from Highways once specific sites requested.	12/05/2016	Waiting for the approved signage to be installed by highways in this location before white gates applied for.	£ 3,000.00
1	Road Safety Campaign	To annually run a campaign to raise awareness of road safety in conjunction with other parishes, culminating in Road Safety week in November	N/A	£100	Budget of £500 allocated with preference to use grant money where available	03/06/2017	Assistant Clerk to coordinate with other parishes	£ 500.00
1	Parish Mini SIDS	Installation of three locations with a movable Speed Indicator Device (SID) to be used in areas of the Parish with a speed limit of 30/40 MPH		£6,000 for 1 SID	Costings still to be confirmed	05/06/2017	Additional SID's to be high on the priority list once these have been installed. A264 being a further location should the safety measures be implemented.	£ 12,000.00
1	Speed Watch	Purchase a speedwatch device	Initial equipment on free 6 month loan	£800	To be purchased at end of loan period		Agreed at Council subject to Speedwatch group being active	£ 800.00
TBC	St Michaels School	Application received 25.5.18		TBC			Linking to demark pavement for walking on	
TBC	St Michaels School & other Schools in the Parish	Application received 25.5.18		Approx. £1,000			Possible safety banners for use by schools in the Parish	
TBC	St Michaels School	Application received 25.5.18		TBC			Possible SID subject to meeting ESCC Criteria	
3	A264 Blackham	Speed reduction to 40mph from Ashurst to beyond the Iron Church Lane turning		Funded by ESCC and Highways	Cost would include a road traffic order, new signage and any engineering works required.	12/05/2016	Proposal is currently at public consultation stage (ends 11 June)	
4	St Michaels School	Safer pedestrian facilities and improved parking based on Minutes for ESCC Transport Committee 16th December 2013	£700 Feasibility study	£28,000	£28,000 minimum (price quoted in 2014, this will have raised significantly since then)	03/01/2017	WPV investigated this but no firm plan to date	
0	The Ridge	Parking at the Ridge, installation of grass cretling for parking.	£700 Feasibility study	£30,000	£30,000 (costs dated Oct 2016)	03/01/2017	No further information has come forward on this item in the last 18 months. Bring back to RSC should further contact be made.	
0	Withyham Rd/Station Rd	Addition of yellow lines				03/06/2017	Request made to Highways, advised that this is not a priority and would only move parking issues to another area. Community Warden is including this in his areas to monitor and reporting issues to Operation Crackdown when needed.	
0	Dropped Curb Groombridge Shops	Dropped curb allowing disabled access to the shops in Groombridge	£700 Feasibility study	£1,500	A pair of dropped curbs are in the region of £1,500 and this amount would not reduce by much for a single dropped curb	03/01/2017	Due to the costings and siting issues it was agreed by the committee that this would not be something the Parish Council could take forward.	

**7 TO NOTE THE UPDATE ON A264**

It was confirmed that a meeting took place on the 28<sup>th</sup> April for members of the public to advise them of the upcoming public consultation for the A264. The meeting was well attended by member of the public, members of the RSC and East Sussex County Council Highways. Notes from this meeting are available on the WPC website. The public Consultation is now open and closes on the 11<sup>th</sup> June 2018.

**8 TO NOTE THE UPDATE ON CHERRY GARDENS HILL**

The RSC noted that two signs have now been sited on this stretch of road. The rest of the signage is expected shortly.

**9 SPEED WATCH**

It was noted that speed watch has seen some impressive results, with a significant number of letters being sent to speeding drivers by the police as a result of the sessions. However there are currently a low number of members. It was agreed this is a vital part of making our roads in the parish safer and the current members were thanked for their contributions. It was agreed that a campaign to raise awareness and attract volunteers be run. Members of the SRC were also asked to promote speed watch where possible.

***It was requested that the Assistant Clerk run a marketing campaign to try and increase the number of members. SRC members to also raise awareness.***

**10 HIGHWAYS COORDINATOR**

The proposed job description had been circulated prior to the meeting. An addition of maintain confidentiality was asked to be added, it was then agreed that this should be placed in the standard job description format and submitted to Council for approval.

***The Assistant Clerk to amend and submit to Council as recommended by RSC***

**11 HIGHWAY COORDINATORS REPORT TO INCLUDE WARD REPORTS**

DS left the meeting whilst the Groombridge Cycle Race was discussed under ward reports. It was noted that two cycle races have happened in Groombridge in recent times. The Assistant Clerk advised that she had confirmed all relevant permissions were in place from the Race Governing Body and the Police. The Village Hall is used as the Head Quarters for these races. In both cases it was felt that the village was overwhelmed by cars, bikes and people causing a chaotic effect for residents. It was noted that there had been some other issues associated with the event but that these would not be taken into account in this discussion as they were hearsay. It was questioned if the Village Hall should taking bookings that have such a significant and overpowering effect on the village. It was commented that Sunday would be a better day to hold these events as there would be less local traffic using the roads and the shops by the village hall. It was also discussed if an increase in marshalling around the village hall would assist with better road safety, curb illegal parking and enable residents to still access their village.

It was also noted that there was a catering van selling beverages in the WDC car park at the event and it was questioned if they had permission to do this, it was also noted that the community café was running on the same day and the catering van was a direct conflict with this charitable endeavour, it was questioned if the village hall was aware of this.

***The Assistant Clerk was asked to draft three letters for agreement by email (Excluding DS): the Village Hall, the Race Organisers and the Police to outline the concerns above.***

Ward reports in the format of the Highway Coordinators report were circulated. All outstanding highways issues have been reported. It was noted that the Highways Steward had recently been in Groombridge doing his yearly review of the area.

It was confirmed that any vegetation obstructing visibility on the highway should be reported directly to East Sussex Highways for action.

**12 MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA - None**

**13 DATE OF MEETING - to note that the date of the next meeting is on Monday 3<sup>rd</sup> September 2018 at 10am in the Parish Office, The Old Station, Groombridge. – Noted**

The meeting closed at 12.01pm

**Appendix:**

Examples of School safety Banners

Sandwich board



Sign to be mounted on a wall or post on private land. Various sizes available



Vinyl Banner to be placed on private land. Various designs available.

