**MINUTES OF THE TRAFFIC & PARKING WORKING GROUP MEETING HELD IN THE RESOURCE CENTRE ATRIUM ON**

 **Wednesday 11 March 2020 AT 7:00PM**

**Present:**

Dick Jenkinson (Chairman)

Colin Owens

John Horsnell (Minute taker)

Peter Tinsley

Shane Field

Geoff Cosby

**Item 1. Opening Remarks by the Chairman and Apologies for Absence**

**Apologies for absent had been received from David Chenery.**

Lisa Saunders, and Philip Tallent was not Present

**Item 2. To Approve the draft minutes of the meeting held on 28th January 2020**

The minutes were accepted as a true record.

**Item 3. Matters Arising**

1. **Civil Parking Enforcement (CPE)**

**Chairman** stated local authorities could gather data from the Ring-go App by collecting vehicle registration numbers and checking if vehicles were taxed

**Colin Owens** stated DVLA will provide information on Car number plates to local authorities

**Chairman** reported that an information fact sheet had been written informing residents of the new proposed Car Parking changes & fees, and further advised the fact sheet would be published on WM WEB site but detail was not accurate and required some amendments prior to publication D.J. advised he will ensure correct details are published on WM WEB Site

**Chairman** explained that the draft CPE information fact sheet advised how to access the WEB site

**Colin Owens** stated method of publication should be changed & revised and sent out via Wickham News by (Amy)

**Colin Owens** suggested we should create a fact sheet banner with a bold heading statement some suggestions

**Don’t Miss Your Opportunity, Have You Had Your Say** in filling in on line survey

**Geoff Cosby** advised he had issued fact sheet to local business

Chairman stated he would contact Julian to explain CPE fact sheet and arrange to be upload on Face Book (Action by Chairman)

**Shane Field** advised meeting he would create and design a CPE fact sheet banner for issue to (Amy) in the next couple of days, his offer was gratefully accepted

**Chairman** reported that the existing pay & display meters were NOT changing and people can still pay at pay machine

1. **Chairman** advised meeting he had written to Lewis Boudville regarding car parking Traffic regulation orders with NO response to date

**c) Letter from Christina Campbell Re Crown Lane**

Chairman advised meeting that SCC Highways drawings do NOT show any yellow lines in Crown Lane

**Item 4. Village Hall Car Park**

Chairman advised meeting that a car park survey was carried out on 3rd and 5Th March 2020 to establish why vehicles were parked in Village Hall car park there were 6 parking warning notices issued for vehicles unauthorised parking and noted all vehicles were moved the follow day

The survey had an extremely GOOD response from residents with some negative and un-pleasant comments from some drivers

The survey figures established that the Vets practice was extremely busy on both days with vehicles having to park in VH spaces **Vets practice MAY require an additional Car Park space**

**Geoff Cosby** informed meeting that one car driver who parked vehicle in VH car park was told by the Coop manager that workers were OK to park there

**Peter Tinsley** also informed meeting that during survey drivers stated people working at Medical Centre and Dental practice were unable to park in Long Stay as there were NO spaces available

**Item 5. Traffic & Parking WG Report**

**Colin Owen** gave an overview of Traffic & Parking Report there were minor changes to be made SCC Mr Steve Merry gave his endorsement in adding his name to the report who is providing professional assisting with technical aspects of this report

Traffic & Parking report is waiting critical review by WG and should be ready for issue in TWO WEEKS

**Colin Owens** Stated WG would only provide the Public Consultation with the Traffic & Parking report Data and let the Public decide on which options they choose

Traffic & Parking WG requested that the Full T & P Group approve Report this was **Unanimously Agreed**

**Chairman** enquired when Traffic & Parking report would be ready for Public Consultation WG advised 3 months after agreement by the PC date should be around September 2020

**Item 6 Car Park Review**

**Colin Owens** advised meeting that Suffolk Library Staff and Volunteers can claim for car parking fees when attending libraries C O will provide email to Chairman confirming Suffolk Library policy agreement with staff

**Colin Owens** advised meeting that the Resource Centre car park space was NO longer required

**Chairman** has requested not only to cover the latest Deed of Conveyance relating to the Chapel Lane Car Park. The latest Deed of Conveyance had been supplied, but previous deeds were still outstanding NO feedback to report (**Action by Chairman)**

**Item 7 SWC Mtg – 9 MAR 20**

Colin Owens informed meeting no specific actions were agreed at this meeting there were some discussion of formation of a T & P/EDF/SWC integrated working group

**Colin Owens** Tabled Aims of Integrated Working Group

1 To identify the impact on Traffic & Parking on Wickham Market Parish as a result of the SPR

2 To agree mitigation actions and identify if which can be supported by provision of funding

**Colin Owen** requested a letter written by PC to EDF management to arrange meeting to achieve the deadlines and requested contact details of EDF WG representative

**Chairman** Stated that WM had an extremely proactive approach to all matters relating to EDF communications

**WG** advised that the surrounding Parishes should be represented by 1 person at any future WG meeting and should be coordinated by Mr Steven Leach

**WG** advised that during Post meeting with Mr Steve Merry at the Resource Centre with regard to the Traffic & Parking Report S.M. requested that the Boundary of working group be extended to the SPR Roads ONLY (ie the B1078)

**Colin Owens** suggested that EDF would only provide funding on a Parish by Parish basis

**Colin Owens** Stated that EDF asked when Traffic & Parking Report will be issued the **WG** advised report will only be issued after approval by the PC and the T&P WG

 **John Horsnell** enquired how the T&P WG feed-back information to the SWC WG

**Shane Field** Noted EDF were positive in the meeting with WM working groups and were keen to go forward and work with WM PC/T& P WG and SWC WG in the future

**WG** advisedthat SCC Steve Merry to continue to Chair meetings with WM working groups T&P WG will take the lead with working with EDF on behalf on the PC

**Item 8. Any other business**

**None**

**Item 9. Date of next meeting**

The next meeting of the Traffic & Parking Working Group will be held on Monday 04th May 2020 at 7:00pm in Wickham Market Resource Centre, Meeting Room

The meeting closed at 8.50 pm

**Approved**………………………………………. **Dated** ………………………………..