

Parking Review Sub Group

Notes of Meeting re Southwold Signage – Wed 6th July at 3.15pm

Present: SCC Mark Kerridge and Denise Mortimer.
Cllrs Tucker and Doy and the Town Clerk.

Apologies: Apologies were received from Cllrs Betts, Bradbury, Jeans and Palmer.

Agenda items for discussion – a copy of the parking report had been provided to the County Council prior to the meeting. General overview was provided by Cllr Tucker.

Mark Kerridge advised that the SCC Transport Plan was available on the SCC website and that this would be a useful background document. Mark Kerridge explained the extent of the resources at SCC and the budgets that had been set. In view of the budgets no significant capital expenditure could be approved and the Town Council would need to seek other funders

- *Necessity of individual signs* – Cllr Palmer had provided an audit of signs and a copy of this was provided for SCC. Mark Kerridge thanked the Town Council for carrying out this work and asked whether this could be extended to include every sign and waiting restriction within Southwold. The Working Group agreed to carry out this work. Once the audit was complete, Mark advised that the County would review all the signs within the report and make recommendations as to which were a necessity, those not required, and those that could be removed if the Town Council so requested. MK would then assess the audit and prepare costs and timescales.
- *Visibility of signs* – Mark Kerridge confirmed that the majority of traffic signs are for SCC to maintain but that they do not themselves review the visibility of signs and that any issues should be reported to customer services at SCC – details on the website. MK advised that the highways maintenance operational plan is going to cabinet on 12th July and will then be available on the website.
- *Maintenance of signs* – MK advised that maintenance is a low priority and that response times are reactionary and depend on other works. MK advised that this comes within his revenue budget as does lining works.
- *Potential New signs as per parking consultant report* – MK advised the Town Council to review the SCC rules on brown signs which are available on the website. MK suggested that parking signs should be on a separate sign to other items being suggested for the brown signs, as parking was not a tourist attraction. With regards to the other information on the brown signs suggested in the consultant's report,

MK asked that careful consideration be given to the size of sign required as this would limit options. MK reiterated that parking should be a directional sign and not an information sign. MK suggested that the parking signs should indicate whether the parking is long stay or short stay and how many spaces there are in the car park. MK suggested that the Town Council look into this further. MK advised that this is a capital investment and is not within his budget. SCC Cllr Ladd budget for highways is only £6,600 for the year and would therefore not cover the costs of such signs. MK advised that once the audit of existing signs had been completed and the number of new signs required was known, he may be able to access other funding from SCC but this is not guaranteed. Timescales would be as follows – (a) audit to SCC within 6 weeks, (b) SCC to review the audit and to determine costs within 6 months. Funding to be sought during this period, (c) legal orders to be drawn up for any new signage and for the signs to be made and installed – 4-5 months. MK confirmed that it would probably take in total a year for any new sign required. An example of costs is that one new post costs £250 and one new sign (1 metre sq) £250. Brown signs such as those in the consultant's report would be approximately £2,000 each.

- *Information contained on each individual sign* – see above. MK advised that careful consideration would need to be given as to the amount of information on a sign.
- *Named contact at SCC who is responsible for signage* – MK confirmed that himself and Denise Mortimer looked after all highways issues for Waveney.
- *Costs of signage and responsibility to purchase* – see indication of costs above. See indication of budgets above. MK advised that the Town Council would need to consider investing in new signs itself should SCC not have the available budget.
- *Brown signs – cost and responsibility to purchase* – see details above.
- *Traffic route management signs – who authorises and who pays* – MK advised that these are not the responsibility of SCC. These signs can be hired from private suppliers. SCC would have to approve location.

It was felt that any consolidation of signage within the town should be joined up with the provision of pedestrian fingerpost signs throughout the town that the Leisure & Environment WG are already considering. Highways & Footpaths Working Group to consider the fingerposts when they next meet and to liaise with L&E.

Conclusion

MK advised that the Town Council would need to consider the designation of short stay and long stay parking before the design of any new signage was finalised. Would also need to consider the availability of public transport and whether there was any probability of park and ride. MK will provide details of the contact at SCC who is involved in park and rides in the county. MK concluded by advising that any audit work that the Town Council could undertake in respect of signage would be vital in view of the lack of resources at SCC.

Actions to undertake:

SCC Transport Plan	Print off SCC website	LJB
Complete audit of signs	Photograph every sign	All
SCC Highways maintenance operational plan	Print off SCC website	LJB
Maintenance of signs	Report issues to MK	LJB
Visibility of signs	Report issues to SCC customer services	LJB
SCC Rules on tourist information signs	Print of SCC website	LJB
Consider parking signs required	Next meeting	All
Consider tourist brown signs required	Next meeting	All
Consider cost of traffic route management signs	Next meeting	All
Consider short stay and long stay parking areas	Next meeting	All
Park & Ride	MK to provide SCC contact details to LJB	MK