



Bury St Edmunds Town Council
Town Council Offices, 79 Whiting Street, Bury St Edmunds, IP33 1NX
☎ 01284 725111 ✉ townmail@burystedmunds-tc.gov.uk
🌐 www.burystedmunds-tc.gov.uk

PAVEMENTS AND PUBLIC SPACES

TERMS OF REFERENCE

Bury St Edmunds Town Council (BTC) are delivering Pavements and Public Spaces (PPS) work to be undertaken on their behalf by Suffolk County Council (SCC). The work will be sub-contracted by SCC using approved contractors. They will report to SCC.

When members are made aware of a pavement issue, they should investigate. In the first instance any issue should be reported on SCC highways reporting tool. (It is worth noting the criteria for intervention by highways – e.g., a pavement protruding 20mm or more would qualify for a repair, below that it wouldn't). Therefore, the PPS scheme would generally cover the ones that don't fit the criteria. If an issue has been reported to SCC, it is important that the reference number or email is passed onto officers at BTC. This will enable us to monitor the progress.

To add an issue onto the PPS list, members should obtain a form from the office, either in person or requesting via email. Once completed, return it to the office where the problem will be added onto the spreadsheet.

Once a month the spreadsheet will be passed onto Richard Mortlock (a retired civil engineer) who will carry out a voluntary assessment of the requests received. He will categorise the repairs so that each month PPS will attend to those most urgent, but which do not meet the highway intervention criteria. If Richard identifies any that should be highways responsibilities, officers will enter onto the reporting tool.

The completed reports, with Richard's professional comments, are then provided to SCC, currently Charlie Mitzen. The process will then be:

- SCC will review the template and cost the work, in conjunction with their chosen contractors.
- SCC will inform BTC who will agree the work and confirm it is within budget.
- Once approval is given by BTC, SCC will plan a programme of work.
- Contractors are to give SCC and BTC photographs of the work before and once the work is complete to confirm location and detailing.
- On Completion, SCC should invoice BTC,

It is expected that any proposal is completed within a 4-6 month time frame.

We would aim not to produce more than 10 reports in total, across 16 councillors in any one month.