

STUTTON PARISH COUNCIL

ROAD SAFETY REVIEW

Terms of Reference for Phase One

Introduction and background

Issues concerning road safety have been regularly raised with the Parish Council and less formally discussed within the community. These concerns have been wide ranging and include suggestions that vehicles exceed the 30 mph speed limit through the village, narrow pavements in places, damaged and therefore inadequate railings near the school (now repaired), inconsiderate parking outside of the school causing a hazard and often attributed to people dropping off or collecting children, existing road markings at the school being faded, anecdotal reports from the school of “near misses” and insufficient road signs and warnings.

Official speed and volume surveys in the village were commissioned and funded by the Parish Council in June 2025 with mean (average) speeds at two locations and for both directions ranging from 26 to 27 mph leading to the conclusion that requests for further enforcement was not justified. Part of the village (close to the school) is already a School Safety Zone with an advisory 20 mph zone and associated signs. There has been a Community Speed Watch in existence for some years.

Suffolk County Council have published a new 20mph policy together with guidance notes for local communities. On 25th March 2025 the school (Ben Gough, Asset Education) wrote to County Councillor Harley raising issues of repairs to a safety barrier (now repaired), repainting warning lines and a request that Stutton changes from a limited school zone to a village-wide 20mph limit. This letter was passed to Stutton Parish Council who at their meeting in April 2026 agreed to prepare Terms of Reference for a review of Road Safety.

Proposal

To form a project team to fully investigate all road safety issues and unreasonable risks to our communities and gain a better understanding of the exact problems and identify whether measures not already taken would be likely to reduce these risks.

Project team made up of:

- Led by Stutton Parish Councillor
- A second Parish Councillor with knowledge and experience of recent speed enforcement, ANPR and Speed Watch activity
- Representative from Stutton Speed Watch
- Representative from the school

- Suffolk County Councillor (involvement would be required by policy if a 20mph speed limit were considered)
- Community Liaison Engineer, Suffolk County. (Also required by policy if a lower speed limit were considered but essential to interpreting data and advising across all matters such as traffic calming measures and creating a safe “area” around the school to encourage “active travel”.)
- The Project Team would be able to recruit other members or advisers as they required.

Terms of reference

Fully research and understand all available evidence and data relating to road safety but specifically including:

1. Understand and document existing signage and traffic calming measures in the village but with a focus on the area close to the school and identify any requiring replacement or refurbishment
2. Research and fully understand the new Suffolk County Policy on 20mph zones together with the accompanying guidance note for local communities. Understand the roles of the Parish Council, Suffolk County Councillor, Community Liaison Engineer and acceptable methods of consultation with parishioners (a requirement of introducing a 20mph zone.)
3. Obtain advice from the Suffolk Community Liaison Engineer concerning signage and traffic calming measures available both near the school and more generally
4. Identify places where existing pavements are not fit for purpose (note: Community Actions 10 and 11 of Stutton Neighbourhood Plan)
5. Fully understand the data and results of our speed/ volume surveys completed in June 2025 and the conclusions of both Suffolk Highways and the Parish Council from the surveys. Question whether these surveys would need to be repeated
6. Obtain data on collisions recorded in the village in the last five years and whether causes were established
7. Investigate anecdotal reports from the school concerning “near misses” including times of day, nature of incident, any risk to children and any causes identified
8. Review the results of speed enforcement activity in the village in the last five years at various locations in the village. Identify trends over time
9. Analysis of Speed Watch activity in the last five years at the various locations and establish whether trends can be established or could be established in the future
10. Carry out observations outside the school at drop off and collection times to establish the nature of any road safety risks and the causes of those risks
11. Submit a report to Stutton Parish Council with the results of their analysis and recommendations for future phases of the project

Finance

There are no funds committed to this project at this time. During this first phase the project team should not be constrained in their investigations by costs but where costs are identified and estimates are available they should be noted and included in the final report for this phase. Once options for the future have been identified, in future phases of this project, any costs will be estimated and assessed against the benefits gained from each option, focusing on improving safety and mitigating risk. At this point sources of funding will be identified from Parish, District and County Councils, the School itself, grants or fund raising.

Reporting and timescales

These terms of reference are expected to be agreed by the Parish Council at their meeting of 11th May 2026. Thereafter short verbal updates will be given monthly to the Parish Council and it is aimed that a full written report will be completed and considered at the Parish Council meeting of 14th September 2026 when recommendations will be made by the Project Team concerning future phases of this project.