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Minutes of the Roads & Footpaths Safety Steering Group meeting held on Wednesday 18th January 2017 at 7.05pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (in the chair - GL), Clive Baker (CB) and John Wheeler (JW). JW is also the Borough Councillor for Wootton. In attendance: Sue Playford (SP) - Clerk to the Council.		
Absent (no apologies received)	Louise Brazier (LB), Marie Dennis (MD), Naomi Groves (NG), Tony Ireland (TI) and Rebecca Mulvanerty (RM).		
Agenda no	Agenda item title	Resolution	Action
RF17/01	Apologies for absence. Stuart O'Dell (SO).	Resolved to accept.	SP to keep on file.
RF17/02	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
RF17/03	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.
RF17/04	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of the Roads & Footpaths Safety Steering group are asked to receive and adopt the minutes of the Roads & Footpaths Safety Steering group meeting held on 21 st September 2016.	Resolved to receive and adopt. Proposed: GL. Seconded: JW. Resolved by all present.	SP to keep on file.

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RF17/05	To review, amend and approve a draft Project Action Plan, detailing issues raised to date and to make recommendation to Full Council as necessary.	GL explained how the draft Project Action Plan (PAP) would enable better tracking of each issue and detailed each in turn: • Berryfields footpath via Potters Cross – blockage due to hedgerow/fencing – it was noted the footpath was now in place. Move to close. • Berryfields footpath via Potters Cross – lack of continuity between Potters Cross and Bedford Road – it was noted a pavement would be installed at the Berryfields entrance/exit in Potters Cross, as far as Bedford Road. Persimmon had confirmed they would be tarmacking the area and adding a bollard – it was unclear who would install lighting. Keep on file until complete. • Cranfield Road footpath – too narrow to accommodate pedestrians exiting via Barnes Road – GL detailed the pinch point existed outside the old cottages just before the new double mini-roundabout and Fields Road South (FRS) development plans would see pedestrians exiting the new estate/Summerfield Drive estate via that pinch point. JW stated he had examined the latest s106 agreement (Developer Contributions) but could see no mention of Highway works to widen the footpath. Works would be needed during the FRS build. CB queried whether the land needed would be taken from property frontage or the road – it was understood the road could accommodate the works needed. Agreed to ask Andy Prigmore (Service Manager, Bedford Borough Council, Highways) for further guidance on this matter during his attendance at the next meeting of this committee, alongside ongoing concerns with Church Road footpath also. GL agreed to provide photographs of the area in question.	SP up update PAP and keep on file. GL to provide photos of Cranfield Road.
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		• Fields Road footpath – concerns over shared access space between vehicles and pedestrians – it was agreed the best solution was to continue to push for a footpath on Fields Road (south-side) between the medical centre and Murco garage. To be raised with Andy Prigmore as above. • Lack of safe route to/from school – Harris Way/Bedford Road sites – now Potters Cross was open, agreed to leave this on file for 12 months. Any further spend should be put towards ongoing improvements to the Potters Cross route, rather than creating further one(s). • Pedestrian crossing on Bedford Road between Mephram Road and the Cause End Road mini-roundabout – Gerald Bygraves asked this be added to ongoing issues following concerns from Hanover Court residents they were struggling to cross Bedford Road due to speeding traffic. • Recruitment of volunteers to assist with gathering ideas, information and signatures – agreed this could only be taken forward after further information had been obtained from Andy Prigmore. • Speed restrictions – identifying what would work best and in what areas – Andy Prigmore would provide further information at the next committee meeting. • SP then detailed ongoing parking issues within Manor Road – recently raised with JW. GL had worked with Charles Royden in March 2015 to have no verge parking signs removed and trucking installed on verges, however congestion issues remained. An attempt to convert the grass area at the bottom of the road into a car park had not been successful – the area was owned by BPHA who	
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		stated (in 2015) their clients did not want the conversion to happen (this was at odds with GL's findings). CB asked what could happen were the land relinquished but BPHA had stated they were unwilling to take that course of action as it would set a precedence. It was felt the best course of action would be for residents in Manor Road to complete a new petition calling for the grass area to be converted into parking. One resident had been invited by JW to attend this committee meeting, but had not shown up. JW needed his attendance in order for him to take potential issues forward with BBC Highways. It was agreed all committee members were to prepare questions ahead of the next committee meeting, for Andy Prigmore.	
RF17/06	To receive a report from JW regarding the possibility that s106 (Developer Contributions) money from the Fields Road North development, be used on projects identified by this committee and to make recommendation to Full Council as necessary.	JW detailed the latest s106 document which included a sum of £560k - earmarked as follows: £420k for buses; £120k for footpath widening. GL noted the figures totalled £540k - £20k short on £560k- JW agreed to query this. A sum of £12k was also detailed – for Cranfield Road speed signs. JW added Wootton Parish Council (WPC) had requested unsuccessfully that BBC undertake works to bus stops within the village, to include tactile paving/raised kerbs, making them disable-friendly. JW agreed to establish whether any funds above could be used to upgrade bus stops, widen the Cranfield Road footpath and install a new footpath along Fields Road (as previously detailed in RF17/05).	JW to take forward.

Meeting closed at 7.50pm.

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