



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Roads & Footpaths Safety Steering Group meeting held on Wednesday 15th November 2017 at 7.20pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (in the chair – GL – parish councillor), Clive Baker (CB) and Stuart O'Dell (SO – parish councillor). In attendance: Hazel Martin (HM – parish councillor) and Sue Playford (SP) as Clerk to the Council		
Absent (no apologies received)	Tony Ireland (TI).		
Agenda no	Agenda item title	Resolution	Action
RF17/19	Apologies for absence. John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.	Noted for the minutes.	SP to keep on file.
RF17/20	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
RF17/21	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.
RF17/22	To appoint Cllr Martin as a member of the Roads & Footpaths Safety Steering Group.	Resolved to appoint HM as a member of this steering group. Proposed: GL. Seconded: SO. Resolved by all present.	Standing Orders.
RF17/23	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i>	Resolved to receive and adopt. Proposed: SO. Seconded: CB.	SP to keep on file.

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 1

Date 17th January 2017

	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 19 th July 2017.	Resolved by all present.	
RF17/24	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RF17/25	To review, amend and approve the Project Action Plan and to take the same to Full Council for formal approval.	Please refer to Appendix 1.	SP to keep on file.

Meeting closed at 8.10pm.

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 2

Date 17th January 2017

ROADS AND FOOTPATHS SAFETY STEERING GROUP PROJECT ACTION PLAN (PAP) 2017-18

Wootton Parish Council (WPC) publishes a Strategic Action Plan annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year.

The Roads & Footpaths Safety Steering Group committee will produce its own project plan, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the Strategic Action Plan.

The Roads & Footpaths Safety Steering Group committee's projects for 2017-18 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields footpath via Potters Cross – lack of continuity between Potters Cross and Bedford Road	Committee discussion and TI	Mar 17	TBC	Pavement to be installed at the Berryfields entrance/exit in Potters Cross – as far as Bedford Road. Persimmon Homes will tarmac and add bollard(s) – unclear as yet whether they or Bedford Borough Council (BBC) will install lighting. Following a meeting with Andy Prigmore (AP - Service Manager, Highways, BBC) on 15th March 2017, it remained unclear whether the footpath would now extend as far as Bedford Road due to width restrictions and who would install lighting. JW reported it fell to Persimmon to deal with the footpath. He confirmed it should be tarmacked and include bollards to stop fast access into Potters Cross and have street lights. Potters Cross was too narrow for a footpath unless it were made single track with traffic passing points. It was understood a footpath was part of the original planning application for Berryfields and it	JW

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Date 17th January 2017

Appendix 1

				was possible Persimmon were in breach of planning conditions. Agreed SP would source the original planning application and conditions to see what was proposed. Any findings to be reported to Paul Rowland, Assistant Director, BBC Planning, for a planning enforcement officer to take forward (SP has been unable to locate anything which would help drive this forward). Further agreed JW would check the relevant s106 agreement and SP would see if other Bedford Borough Parishes had experienced similar issues with Persimmon. SP has asked other parishes in the Borough for their experiences and many have responded stating similar concerns over unfinished works. JW was unable to provide an update on the s106 agreement at this meeting (15th November 2017) due to illness. GL reported BBC had investigated a white line pedestrian strip along the relevant point in Potters Cross, however the road was too narrow. It was noted bpha (Bedfordshire Pilgrims Housing Association) owned the verge and garage area. JW had informed SP ahead of the meeting that Jon Shortland was Paul Rowland's replacement at BBC. After detailed discussion it was agreed SP would draft a letter to Mr Shortland – detailing this and other PAP points, and requesting action on how to bring them to a suitable conclusion. In this instance, Persimmon had created the gap in the hedgerow during the Berryfields	
--	--	--	--	---	--

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 4

Date 17th January 2017

Appendix 1

				development – and that, plus the lack of a safe footway in that area remained unaddressed	
Bus stops – upgrade to ensure stops are disable-user friendly	SO	TBC	TBC	WPC resolved 8 th March 2017 (FC17/77) to request s106 Developer Contributions be used at six bus stops for all necessary works (including tactile paving and raised kerbs). WPC also requested an additional bus stop near the proposed pedestrian crossing on Fields Road (medical centre side). BBC has confirmed s106 Developer Contributions cannot be used to upgrade bus stops as they form part of a specific transport contribution. Resolved at Full Council 10 th May 2017 (FC17/134) to use CIL ¹ monies to the same effect and BBC has agreed. SP has passed maps detailing all bus stops to JW/BBC – BBC wish to use their own contractors to undertake the works and a quotation is awaited. SP confirmed the quotation (£40,500) would be taken to Full Council in August. Agreed to leave Fields Road for the time being, given works were proposed along that road to widen the footpath, install a new crossing and resurface it. Costs are now likely to be less than £40,500 however confirmation is still awaited from BBC. A potential project to include Real-Time Information at stops is also currently being considered by WPC. SO confirmed works were being programmed by BBC for early December	SP/JW
Cranfield Road footpath –	Committee discussion	Mar 17	TBC	Pinch point is outside the old cottages just before	JW

¹ Community Infrastructure Levy
Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Appendix 1

too narrow to accommodate pedestrians exiting via Barnes Road	and GL			the new double mini-roundabout and the Fields Road South (FRS) development will see many pedestrians existing onto Cranfield Road via Barnes Road. AP confirmed the pinch point had been identified but works at present were simply to access the site. Trigger points and therefore timescales were not yet known. It is hoped JW will have further information regarding schedules and timings. It was unclear whether BBC Highways would be able to widen the area in question, given the lack of available land. It was also noted the entrances into the new development along Cranfield Road were too narrow for two cars – could cause back-up issues and accidents. Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward. If none could, then BBC needed to re-consider the current proposal to route pedestrians (including school children) through Barnes Road. Suggestion was made to create a footpath behind Russell Way as an alternative route. Following a meeting with Dave Bennett, it was hoped a solution could be found, although no progress had been made to date. A resident had contacted SP to establish whether there were plans for a footpath along Cranfield Road, as far as the Berry Wood car park. GL	
---	--------	--	--	--	--

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 6

Date 17th January 2017

Appendix 1

				agreed to examine the plans before that question was raised with Jon Shortland. A further request had also been received to establish when the 30MPH limit along Cranfield Road would be enforceable, given the current lack of repeater signs (it was thought the current 40MPH through Wootton Green should be lowered to 30MPH). Agreed to raise this also with Jon Shortland	
Church Road footpath – too narrow in parts	Committee discussion and CB	Mar 17	TBC	Andy Prigmore to be questioned at the committee meeting on 15th March 2017. AP confirmed the pinch point had been identified alongside the one above – the same information applied. He added land would be taken from highway NOT privately owned land. Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward. Following a meeting with Dave Bennett, it was hoped a solution could be found. Agreed to raise this also with Jon Shortland	SP
Fields Road footpath – concerns over shared access space between vehicles and pedestrians	Committee discussion and TI	Mar 17	TBC	GL detailed how the new development at Fields Road South (FRS) would see residents exiting the development via Summerfield Drive onto Fields Road, which they would have to cross to reach the only footpath. Was it possible to have a footpath on the south side of Fields Road, ideally from the Murco garage to the medical centre. AP explained Riparian Law did not cover ditches (it was disputed whether this was a ditch rather	To be appointed

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 7

Date 17th January 2017

Appendix 1

				than a watercourse), meaning BBC were only responsible for the land to the north edge of the ditch. That, and the risk of pedestrians falling into the ditch meant a footpath in that area was not an option as it wouldn't be wide enough either. GL added a request from WPC to pipe and infill the ditch had been rejected by BBC in the past. s106 Developer Contributions would be available for works to improve the existing footpath. Talks centred around the continued need for a footpath on both sides of the road, to take the pressure away from the Cranfield Road footpath also. It was thought plans to widen the existing footpath were not necessary – IF a footpath on the south side of the road was installed (as above). Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward. JW confirmed ahead of the meeting the footpath on the north side of the road would be upgraded to include a cycle way although it was unclear if/how it would continue past Monoux Road. A proposed crossing near the surgery was still planned. GL commented BBC owned the land on the south side of the road and detailed again his wish for the ditch to be piped and a footpath installed. Agreed to make this request again to Jon Shortland and establish timescales on works	
--	--	--	--	---	--

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 8

Date 17th January 2017

Appendix 1

				for the north side footpath	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	N/A	TI previously detailed his wish for a safe route between both sites via Monoux Road. It was previously noted Monoux Road residents were already concerned with littering and a good number had attended WPC meeting(s) to strongly object to any such proposal. TI had then stated the possibility of a gated area with a Public Space Protection Order. 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)	N/A
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school	Gerald Bygraves (non-committee member)	Mar 17	TBC	Request was made by residents from Hanover Court as they struggle to cross Bedford Road due to speeding traffic. AP confirmed BBC could survey the area and look at the potential for demand, and assess those likely to use one. It was noted in addition to residents at Hanover Court, a crossing would be used by children walking to Bizzy Bees and also Harris Way lower school (via Potters Cross). Costs would be in the region of £10k for an island, £40k for a zebra crossing and £85k for an electronic-style crossing. Resolved at Full Council 10 th May 2017 (FC17/132) to take the proposal forward, starting with Bedfordshire Police. JW detailed his aim to secure a new crossing outside the Lower School (Bedford Road). A traffic study had been completed – a	SP

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Page | 9

Date 17th January 2017

Appendix 1

				pedestrian movement study would take place in September. It was recognised the proposal for Hanover Court may not be taken forward if the Lower School proposal was. Agreed to push for the installation of an island crossing near Hanover Court, once the Lower School crossing was in place. It was noted BBClr Royden had previously informed JW BBC would investigate installing a camera outside the lower school on Bedford Road, to pick up cars who stopped on the zig-zag markings. A request for a pelican crossing in that area was due for BBC's consideration in January 2018 alongside other Borough-wide requests. Agreed to take that proposal back to Jon Shortland for an update, alongside the request for an island crossing by the Manor Road flats (as opposed to Hanover Court) – noting that BBC were currently making savings now that no school crossing patrol people were currently employed	
Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Mar 17	TBC	Previously resolved to action: • Sort survey page (GL); • Add information to WPC's Facebook page (SP); • Add information to WPC's website (SP); • Add information to "Stop Proposed Housing" and "Wootton Past & Present" Facebook pages (GL); • Add information to "Berryfields" Facebook page (TI). Further information on speed restrictions was	To be appointed

Appendix 1

				needed before actioning the above, after which discussions were needed regarding petitions/consultations ahead of completing this PAP	
Speed restrictions – identifying what would work best and in what areas	Committee discussion	Mar 17	TBC	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing information on surface treatments, kerb buildouts and ‘change in priority’ markers (like chicanes). The preferred speed restriction for Wootton was Average Speed Cameras (ASC’s). It was noted ASC’s had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. AP recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mephram Road and also Mephram Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of residents before proceeding further, and police support also. Speeding data recorded is	To be appointed

Appendix 1

				validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's (john.loughlin@bedfordshire.pnn.police.uk) Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment. SP received figures from John Loughlin which included data for Fields Road, Keeley Lane and Church Road. However, John had stated the police placed boxes in situ to cover speed complaints – it was for BBC to collect data for ASC projects. It was recognised Fields Road and Keeley Lane were speeding hotspots – agreed to ask Speed Watch to focus on both areas and leave the issue of ASC's on file for the present time.	
--	--	--	--	--	--

Roads & Footpaths Safety Steering Group minutes 15th November 2017

Chairman.....

Date 17th January 2017

Appendix 1

				Further agreed to include an article in the December Wootton Newsletter reinforcing the need to comply and stick to the speed limit – including the statistics provided by John Loughlin. Further agreed SP would obtain costings for Speed Indicator Devices (SID) – for all village entrance points. Average Speed Cameras could now still be an option following BBC's decision to grant permission for the Marston Vale Innovation Park. Costings for SID's are approximately £3k installed (per unit) or £4k installed (per unit) if on a principal road. GL detailed that some CIL monies were likely to be earmarked for safety issues in the village, including crossings, average speed cameras and real-time bus stop information (if not taken forward by BBC). However, total CIL monies were not known which made it difficult to budget for other projects (including findings from the Neighbourhood Plan Questionnaire)	
--	--	--	--	---	--

To be reviewed at each committee meeting.