



WOOTTON PARISH COUNCIL



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Minutes of the Roads & Pavements Safety Steering Group meeting held on Wednesday 16th May 2018 at 7pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL – parish councillor – in the chair), Clive Baker (CB), Tony Ireland (TI), Hazel Martin (HM – parish councillor), Stuart O'Dell (SO – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: One member of the public who wished to observe proceedings (with a focus on Potters Cross) and Sue Playford (SP) as Clerk to the Council.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RF18/013	Apologies for absence. None.	N/A.	N/A.
RF18/014	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
RF18/015	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.
RF18/016	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 March 2018.	Resolved to receive and adopt. Proposed: SO. Seconded: HM. Resolved by all present.	SP to keep on file.
RF18/017	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.

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RF18/018	To receive a report from BBCllr/Cllr Wheeler and the Clerk regarding a proposed pelican crossing on Bedford Road outside the lower school and to make recommendation to Full Council as necessary.	JW detailed – were Wootton Parish Council (WPC) willing to contribute £15k towards the pelican crossing (understood to cost c.£65k), it was believed Bedford Borough Council (BBC) would contribute the balance (c.£50k). This would increase the chances of the crossing being approved, as BBC were already releasing funds for other projects. If successful, the school crossing officer could be relocated to Cause End Road – improving safety in both areas. Discussions centred on whether Full Council would agree to use CIL monies without the need for scoring, given the need for a swift decision, or whether funding could be taken from other proposed projects. After further discussions it was resolved to inform Jon Shortland (Chief Officer, Planning & Highways, BBC) on 29 th May 2018 this group intended to recommend to Full Council that £15k be contributed towards the proposal, in the hope action could be taken at the earliest opportunity. Proposed: HM. Seconded: SO. Resolved by all present.	SP to take forward.
RF18/019	To receive a report from BBCllr/Cllr Wheeler and the Clerk regarding a proposed island crossing on Bedford Road near Manor Rad flats and to make recommendation to Full Council as necessary.	Resolved to inform Jon Shortland this group intended to make the same recommendation as agenda item RF18/018, with the proviso the contribution figure would be determined at the meeting on 29 th May 2018. Proposed: HM. Seconded: SO. Resolved by all present.	SP to take forward.
RF18/020	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 8.15pm.

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ROADS AND FOOTPATHS SAFETY STEERING GROUP PAP¹ 2018-19

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&FSSG⁴ committee will produce its own PAP, 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 SAP.

The Roads & Footpaths Safety Steering Group committee's projects for 2018-19 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.	Ongoing – carried forward from 2017-18.	Persimmon to finance.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC ⁵) on 12 th January 2018. He was informed the route was already being used as a safe route to school and that children were exiting into Potters Cross at speed. He confirmed Persimmon were still working on a final design as part of ongoing s278 works and he would continue to chase. It was noted the area had to be wide enough to accommodate emergency vehicles and so a barrier system to slow pedestrians was not feasible. SP to ask BBC for a copy of the final design when available to allow this committee to have input. Thomas Emmett (Senior Highway Agreements Engineer, BBC) is chasing for a copy of the final design plan. A request has been made for a temporary bollard to stop pedestrians running out into Potters Cross. The resident present raised concerns that Potters Cross road was not wide enough to take an official	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Footpaths Safety Steering Group.

⁵ Bedford Borough Council.

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				footpath unless the grass verge (north side) was utilised. He added visitor parking spaces and a footpath had been planned when the new bungalows were built (on the site of the Black Horse PH) – it was thought that was not take forward because of Persimmon Homes’ intention to install a footpath on the south side of Potters Cross (from the Berryfields state to Bedford Road). JW had requested revised plans from BBC for the area, given it was unlikely a footpath could be installed and there was an urgent need to see what the alternatives were – including robust traffic calming measures. An entrance/exit point to/from the Berryfields estate was still required – this had to be wide enough to take emergency services vehicles in the event the primary route via Fields Road could not be accessed. Any revised plans had to include measures to stop pedestrians exiting Berryfields into Potters Cross at speed – which they continued to do. A safe route to school via Grovebury Court was more central and a shorter distance between schools than Potter Cross. GL passed around design proposals for the area (a report will be passed to Jon Shortland). It was noted photographs within the report dismissed previous concerns over the creation of a “blind alley”. In addition, earlier fears that the footpath would be used to gain access to shops on Bedford/Cause End Road could be dismissed as retail units would soon come forward within Berryfields. JW confirmed both the Head of Wootton Lower School and BBC’s Director	
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				of Education were in favour of the Grovebury Court proposal. He added parents with children attending both sites were struggling to meet drop-off and pick-up times if walking. JW confirmed plans were moving forward for a footpath along Fields Road South, although it was noted he had not yet received the latest drawings. Resolved this group support the proposal for a safe route to school via Grovebury Court and advise Full Council and Jon Shortland of the same. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018. Proposed: SO. Seconded: HM. Resolved by all present.	
Berryfields Estate.	GL.	May 18.	N/A.	GL had identified several roads within the estate which only had tactile paving on one footpath. The other footpath either had high kerbing or tarmac. A report was being drafted for Jon Shortland in the hope its findings would be considered by BBC before it adopted any roads within the estate.	BBC/Persimmon.
Berry Wood Car Park – flooding.	GL.	Jan 18 – carried forward from 2017-18.	N/A.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC⁶) on 12th January 2018. Jon confirmed Berry Wood came under BBC's Property Services Department (Margaret Birtles, Estates Manager) and agreed to pass this concern on. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018.	BBC.

⁶ Bedford Borough Council.

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Cranfield Road – 30MPH.	Resident.	Jan 18.	N/A.	BBC had previously informed WPC that the extended 30MPH speed limit along Cranfield Road towards Wootton Green was enforceable, however WPC and a resident had disputed that fact. Jon Shortland confirmed (12 th January 2018) that the limit was not yet enforceable, and that BBC would add repeater signs to remedy that. Jon also confirmed the police would not support a reduction in speed limit in Wootton Green from 40MPH to 30MPH. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018.	BBC.
Cranfield Road – flooding.	GL.	Jan 18.	Not yet identified.	It was noted building works in the area had caused an area of Cranfield Road to flood, even without significant rainfall. BBC believe the issue was caused by the developer and have informed them if not rectified, they will do the works and charge accordingly. It is now a developer issue with two parts to resolve. JW confirmed works had started to remedy flooding. BBC were piping the top pond down to the bottom pond and under Cranfield Road as developers had removed/stopped up the original pipe. Water would then flow across the development site to Fields Road and then to Elstow brook (as previously). JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018.	BBC/Developer.
Cranfield Road footpath – too narrow to accommodate pedestrians exiting via Barnes Road.	Committee discussion and GL.	Jan 18.	N/A.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He was informed the footpath was a notorious pinch point and the additional footfall from the new development would not help the situation. It was confirmed at this meeting there was no land available	GL.

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				to remodel the pinch point and therefore no solution was available. CB wished to raise this issue again due to the severe dangers facing pedestrians in the area. Agreed GL would cone the area and take pictures to highlight concerns and offer a remodelling solution which would increase the width of the pinch point. It was noted a grass verge thought suitable for remodelling had already been removed – no other ground was available as a result. This issue would be raised again with John Shortland on 29th May 2018.	
Church Road footpath – too narrow in parts.	Committee discussion and CB.	Ongoing.	FRS ⁷ to finance.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the works would come forward as part of ongoing s278 works for the FRS development and that a final design was still being considered. SP to ask BBC for a copy of the final design when available to allow this committee to have input. SP passed on a residents' concerns about school children crossing without paying attention – BBC are still debating how best to remodel the area. JW agreed to ask the upper school to make students aware of the dangers in not paying attention. GL detailed two proposals for the area – squaring of the junction to slow traffic and the removal of the hedgerow alongside St. Mary's cemetery extension (to be replaced with metal railings) which would increase pedestrian visibility from the entrance along Cause End Road. If feasible, it was hoped s106 developer contributions could be used to finance either proposal. Both proposals would be raised with Jon	GL.

⁷ Fields Road South
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				Shortland on 29th May 2018.	
Cycle Route 51.	Committee discussion.	Ongoing.	Various.	Bob Wallace (non-committee member) attended to give an update on route 51, as a member of the Local Access Forum. He detailed how the route would be funded through the Bell Farm development (points A-C) – that area would be 3m wide with grass and tarmac for horses/cyclists. Points C-E would not be as wide and would not be tarmacked (likely to be crushed hardcore). Points E-H would be funded by Persimmon. Points G-L (yellow) were unfunded at present, however it was hoped funding would become available and the scheme completed within 2-3 years. It was noted works had commenced.	Various.
Fields Road footpath – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: The footpath north of Fields Road would be widened to 3m from the Cock Inn PH to the Fields Road roundabout (and would be funded as part of the Marston Vale Innovation Park proposal). The works (which would include a cycle path) would be delivered within Phase 1, however it was noted the s106 agreement was still in draft form. JW confirmed the works had been approved and that utility works would take place during summer 2018. JW agreed to report back on the exact route of those utility works. JW and SP detailed a conversation they had recently had with a resident who had recommended to BBC the installation of a hard-standing area by the bus stop on Fields Road, to accommodate waiting school children and free-up the pavement for other	Goodmans/BBC WPC/BBC/GL.

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				pedestrians. The resident had been informed that was not being taken forward, however JW had seen plans which confirmed the widening of the footpath would include this area. A small ditch near Monoux Road remained a concern – JW would speak to BBC to see if it could be railed off or piped/infilled. It was hoped up-to-date plans would be available at the meeting on 29th May 2018. SO stated there should be a raised white line to differentiate between cycling/pedestrian areas, perhaps with different coloured surfaces. <u>FIELDS ROAD SOUTH</u> Jon Shortland was asked to consider the addition of a footpath on the south side of Fields Road, from the Murco garage to the Marston Vale Healthy Living Centre. He confirmed there were no planning agreements in place to fund this, however BBC could undertake a buildability exercise (at cost to WPC if no funding could be identified within BBC) which would indicate whether it was feasible and identify any underground services in the area. BBC could also quote to design and build the footpath. If funding could not be identified within BBC, then WPC could consider this as one of its CIL⁸ projects. It was noted were that the case, BBC would adopt the footpath once completed. GL confirmed he would prepare costings based on BBC's estimate it would cost £100 per sqm. SO recommended it be at least 1.5 metres wide. No additional lighting would be required. JW agreed to establish the cost of an initial feasibility	
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⁸ Community Infrastructure Levy
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				study to drive this forward. GL, JW and SP are meeting again with Jon Shortland 29th May 2018. Footpath from roundabout to surgery. CIL monies maybe for the rest. Crossing is going near the bungalow – pelican. Last bungalow on south – near there. Ask for new drawings on 29th May.	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	Not yet identified	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). It was noted (17th January 2018) that potential changes to a two-tier educational system would mean greater student footfall within the village. This item to remain on file. GL noted there was now waste grassland within Berryfields which could provide a footpath access via Grovebury Court. Although there was a short length within Grovebury Court which had no footpath, it was recognised few cars would pass that area – especially considering the lack of footpath in part along Potters Cross and traffic volumes along Bedford Road/Fields Road. BBC had previously ruled out a footpath in the	Not yet appointed

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				area but JW agreed to take a new investigation forward. See under * above.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school	Gerald Bygraves (non-committee member)	Jan 18	£60k and £10-£12k	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: A proposal for a pelican crossing outside the lower school on Bedford Road was currently being assessed by BBC. If not taken forward by BBC, WPC could consider this as one of its CIL projects – costings were estimated at £60k. A proposal for a crossing island outside Manor Road flats on Bedford Road was also currently being assessed by BBC. If not taken forward by BBC it too could be considered by WPC as a CIL project – costings were estimated at £10-£12k. See under agenda items RF18/018 and RF18/019 above.	BBC/WPC
Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Ongoing	Not yet identified	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 needed before actioning the above, after which discussions were needed regarding petitions/consultations ahead of completing this PAP	Not yet appointed
Speed restrictions – identifying what would work	Committee discussion	Ongoing	Not yet identified	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing	Not yet appointed

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best and in what areas				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 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 validated at police HQ and is labour-intensive as it must 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.	
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				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. 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	
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				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). It was noted (17 th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known. No further comments received	
Wootton Village Entrance Sign	Jeff Noakes (non-committee member)	Jan 18	Not yet identified	JN previously advised WPC the entrance sign had been installed without any consultation and obscured the view when leaving Berry Wood car park. Photos have been given to Jon Shortland who is investigating – it appears BBC were not consulted either. JW agreed to chase this issue again. GL, JW and SP are meeting again with Jon Shortland 29 th May 2018.	BBC/Developer

To be reviewed at each committee meeting.