



WOOTTON PARISH COUNCIL



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Minutes of the Roads & Pavements Safety Steering Group meeting held on Wednesday 18th July 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: Sue Playford (SP) as Clerk to the Council. There were several members of the public or press present who wished to raise new Roads & Pavements concerns for consideration and observe proceedings. Those concerns are noted within the Project Action Plan attached.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RF18/021	Apologies for absence. None.	N/A.	N/A.
RF18/022	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
RF18/023	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.
RF18/024	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 16 th May 2018.	Resolved to receive and adopt. Proposed: SO. Seconded: HM. Resolved by all present.	SP to keep on file.

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RF18/025	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RF18/026	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 8.55pm.

RP18/026**ROADS AND PAVEMENTS 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. (To include lack of a safe route to/from school – (Harris Way/Bedford Road sites)).	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.	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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				The resident present raised concerns that Potters Cross road was not wide enough to take an official 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. The possibility of a safe route to school via Grovebury Court was thought to be more central and overall 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	
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				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 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. <u>18th July 2018</u> It was noted Persimmon had drafted plans for the Berryfields/Potters Cross exit/entrance which detailed a two metre wide access point for emergency vehicles only, removing the hedgerow in part to accommodate this. The plans also detailed how the route would enter and cross Manor Road but there was still no footpath linking the two areas, so therefore still no safe route. BBC/Persimmon HAD to find a solution and BBC HAD to enforce all planning breaches at the	
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				earliest opportunity – a safe route and emergency access was a planning requirement, and this should have been resolved BEFORE development commenced. JW agreed to establish whether there would be a BBC consultation on the Potters Cross plans – it was hoped measures would be added to prevent pedestrians exiting Berryfields into Potters Cross at speed. Several near-misses with vehicles had already occurred. GL then explained to one resident concerned about plans to put a footpath from Berryfields via Grovebury Court how BBC were looking at its feasibility, especially in light of issues surrounding Potters Cross. JW was pushing BBC to find a solution for Potters Cross given it was the original safe route proposal, however the narrow road could not support a pavement. A safe route was necessary, and BBC needed to resolve this issue as soon as possible. Monoux Road could be another possibility – once pavement and pedestrian works in Fields Road had been completed.	
Berryfields Estate.	GL.	May 18.	Persimmon to finance.	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. <u>18th July 2018</u> No further response had been received from BBC.	GL/SO. SP to take to Full Council. BBC/Persimmon.

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				Given there were residents living within Berryfields who were pushchair or wheelchair users, it was agreed to complete the report and send it to BBC as soon as possible as remedial works were necessary now. SO confirmed he had already raised issues with BBC and their planning enforcement officers needed to act quickly. Resolved to take this forward to Full Council for formal approval. Proposed: SO. Seconded: GL. Resolved by all present.	
Cranfield Road – 30MPH.	Resident.	Jan 18.	BBC.	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 (12th 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. Jon Shortland has agreed to install repeater signs. <u>18th July 2018</u> It was noted temporary repeater signs and street lights had been installed – the lights were not yet energised.	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	BBC/Developer.

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				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. Works are ongoing. 18th July 2018 Works were not yet complete, and Cranfield Road would still need to close to complete them.	
Church Road footpath – too narrow in parts.	Committee discussion and CB.	Ongoing.	FRS ⁶ to finance.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12th 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.	BBC/Developer. GL.

⁶ Fields Road South
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				GL detailed two proposals for the area – squaring of the junction to slow traffic and the reduction in height or 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 Shortland on 29th May 2018. Jon agreed to take the proposals forward. BBC have confirmed the hedgerow’s height can be reduced and SP is awaiting confirmation from St. Mary’s churchwardens they are happy also with the proposal. 18th July 2018 SP still awaiting confirmation from St. Mary’s churchwardens.	
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 12th 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	Goodmans/BBC. WPC/BBC/GL.

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				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 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. JW had received confirmation from BBC they will either fence or infill the ditch near Monoux Road. <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	
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				could not be identified within BBC, then WPC could consider this as one of its CIL⁷ 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 study to drive this forward. GL, JW and SP are meeting again with Jon Shortland 29th May 2018. Jon agreed to take forward the feasibility study. <u>18th July 2018</u> Noted no further progress had been made/comments from BBC received. One resident present raised concerns over HGV traffic on Fields Road and in particular, a large crane which had been parked on the pavement one morning, blocking driveways. JW explained the long term plans for Fields Road (including the information above) – stressing it was the footpath being widened, not the road. A pedestrian crossing would be installed near the Wootton Vale Healthy Living Centre and once all works were done the entire road would be resurfaced. It was noted gas works had now finished in that area. It was queried why BBC had not undertaken any public consultation (other than a newspaper public notice) regarding the footpath widening scheme. It was noted JW and WPC had complained on several	
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⁷ Community Infrastructure Levy
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				occasions about HGV traffic – especially now signage had been removed. JW detailed how those signs had always been in the wrong locations but that BBC had delayed their replacements as heavy traffic would be unable to access the bpha (extra-care facility) development. JW had raised traffic issues, site access and parking with the site manager repeatedly – without success. It was understood HGV drivers should radio ahead for site access – this clearly was not happening. The situation had been exacerbated due the removal of vehicle access to the site via the adjacent housing development area. SO added BBC and developers should issue a master plan and keep WPC and residents informed. Were that information available, WPC would be able to include the same in its quarterly newsletter, website and Facebook page. All issues of pavement parking had to be reported before BBC's Parking Enforcement department would act – everyone present was urged to take photos and report it. Recommendation was made to install no parking on verges/footpath signs, however it was noted central government were considering a UK-wide ban on pavement parking, which would remove that need.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mephram Road, Neale Way and Sherwood Close.	Residents.	Ongoing.	Not yet identified.	WPC had in the past issued advisory tickets to cars parked on the pavement, but the issue continued in several areas. Parking restrictions required a Traffic Regulation Order to implement and BBC to enforce. Suggestion was made to trial single white (advisory) lines as seen along Ridge Road, to see if that had a positive impact. SP had been informed of issues in	SP to write to Tesco. Not yet appointed.

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				Sherwood Close – resolved to take this to Full Council for inclusion as a project and suggest that area initially. If successful, other areas could follow. It was understood BBC would not consult on this project if approved by Full Council as the lines were advisory only. SP had also been informed of pavement parking issues outside the One Stop shop (Cause End Road) – mostly delivery lorries. The fact this was the village’s only shop at present was recognised as a factor, plus the fact no parking bays were marked outside the shop meaning drivers parked inconsiderately taking up too much space. JW confirmed he had asked BBC for suggestions to alleviate the situation. After discussion it was resolved SP write to Tesco to request they mark out parking bays along the shop’s frontage. It was noted the issue centred more around delivery times than parking. TI detailed any interested parties or residents could request a review of the shop’s licence and request conditions to determine delivery times (Licensing Act 2003). Further resolved the letter detail this committee was minded to request a review of their licence and ask Tesco for their suggestions and proposals regarding delivery times. Proposed: SO. Seconded: HM. Resolved by all present.	
Pedestrian crossings on Bedford Road between Mephram 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 12th January 2018. He confirmed the following: A proposal for a pelican crossing outside the lower school on Bedford Road was currently being assessed	BBC/WPC.

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				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. <u>18th July 2018</u> SP raised concerns that Jon Shortland had responded to her email stating BBC's transport department could not recall BBC agreeing to part-fund either crossing. JW detailed an email received from Andy Prigmore which confirmed his previous conversation on this issue and agreed to forward the same to Jon.	
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	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	Not yet appointed.

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				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. 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	
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				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 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 (17th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known. <u>18th July 2018</u> No further updates available.	
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Studley Road footpath	Residents	Ongoing.	BBC/Bovis to finance.	A resident concerned about recent works to stop up the footpath leading from Studley Road to “Little Wootton” passed around plans he had taken from BBC’s website. Bovis had added parking spaces which didn’t follow those plans and the recent addition of barbed wire meant the two areas were now isolated and children could no longer walk to/from the upper school. Another resident had spoken to site workers ahead of the meeting and had been informed the intention was to remove the tree and join the two footpaths diagonally from the old to the new. The new footpath would be fenced off from the adjacent parking space and a kissing gate would provide footpath access. An adjacent electricity pole needed to be moved also as cable stays were dangerous if left as they were – that would determine timescales. JW agreed to take this forward with BBC as this was a clear change from the proposed plans. It was noted planning approval would be needed and so BBC would undertake a public consultation. All present were encouraged to comment and pass on observations.	BBC/Developer.
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. JS confirmed the sign would be moved to a safer position. <u>18th July 2018</u>	BBC/Developer.

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				SP confirmed the sign had not yet been moved.	
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It was noted all present had the right to speak at BBC's Full Council meetings to raise concerns – individuals were allowed two questions and it was recommended they be directed to Cllr Charles Royden, BBC Highways Portfolio holder.

To be reviewed at each committee meeting.