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Minutes of the Roads & Pavements Safety Steering Group meeting held on Wednesday 24th July 2019 at 7.05pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title		Power
Open Forum	There was one member of the public present (who arrived at 7.15pm) and who wished to observe the meeting. There were no other members of the public or press present and so the meeting continued without further adjournment.		Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Gareth Lloyd (GL – parish councillor – in the chair), Hazel Martin (HM – parish councillor) and Stuart O'Dell (SO – parish councillor). BBCllr/Cllr John Wheeler was in attendance. In attendance: Sue Playford (SP – Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RP19/015	Apologies for absence. Clive Baker (CB), Gerald Bygraves (GB – parish councillor) and Tony Ireland.	Noted for the minutes.	SP to keep on file.
RP19/016	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP19/017	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.	N/A.
RP19/018	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: SO.	SP to keep on file.

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Chairman.....

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Date 18th September 2019

Signed at Full Council.....

	http://woottonpc.bedsparishes.gov.uk . Members of the Roads & Pavements Safety Steering group are asked to receive and adopt the minutes of the Roads & Pavements Safety Steering group meeting held on 22 nd May 2019.	Seconded: HM. Resolved by all present.	
RP19/019	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP19/020	To review, amend and approve the Project Action Plan and to take the same to Full Council for formal approval. Appendix 1.	Please refer to Appendix 1.	SP to keep on file.

Meeting closed at 7.50pm.

RP19/020**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20**

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&PSSG⁴ 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.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2018 and/or earlier. These are available to view either via the Clerk to the Council or at: https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=3322934

The Roads & Pavements Safety Steering Group committee's projects for 2019-20 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields pavement via Potters Cross – lack of continuity between Potters Cross and Bedford Road. (Now including pedestrian crossings in Harris Way and lack of lighting in the same area).	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Persimmon to finance.	<u>16th January 2019</u> Thomas Emmett (Team Leader Development Infrastructure, Engineering Services, BBC ⁵) confirmed Potters Cross works would be programmed in the next two months, via email. JW to circulate the plans to all once received. Thomas Emmett (again via email) also confirmed he had requested Persimmon Homes relocate the Harris Way pedestrian crossing nearer to the school frontage and away from the bus loop roundabout/island. This must be subject to the installation of dropped kerbs (if needed). JW added a further crossing would be added near the shops. JW to circulate those plans also when received (including exact location). It was noted a number of streetlights around the	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

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				Folkes Road/Harris Way junction were out, and along Harris Way (towards the community centre and newly opened playground) – a health and safety issue especially given more people would be using that play facility. JW to establish whether street lighting in that area has been completed. <u>22nd May 2019</u> JW confirmed (via Thomas Emmett) that the s278 agreement was in place for the Potters Cross scheme and that Persimmon would be chased for timescales. JW was meeting with Thomas on 31st May 2019 at which time it was hoped Persimmon would have provided a programme of works. <u>24th July 2019</u> Persimmon have confirmed work will be completed in September 2019.	
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>16th January 2019</u> Request made that WPC be notified when Persimmon have completed all infrastructure works so they can be checked before BBC agree to adopt the area. JW to oversee. <u>22nd May 2019</u> JW confirmed this would be discussed during an upcoming meeting between Thomas Emmett and Persimmon. It was noted the streetlights along Harris Way would be repaired by the end of May 2019. Further noted the crossing for Harris Way (near the lower school) would be discussed by Thomas during his meeting with Persimmon.	GL/SO. BBC/Persimmon.

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				<u>24th July 2019</u> All streetlights are in fact still not illuminated (two close to the Harris Way roundabout are still out), and the crossing should be installed by September 2019.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>16th January 2019</u> Initial works did not locate the cause of the leak and are continuing. Resurfacing will be undertaken from the Church End of Cause End Road to opposite 22 Cause End Road. <u>22nd May 2019</u> BBC have established (via CCTV cameras) that the drainage system in the road has been compromised in two areas with other pipes – one of which goes straight through. Steps are being taken to identify which dwellings are responsible so further action can be taken. JW and SP have met with a BBC Highways Engineer on several occasions and they are aware of the road's continuing decline. Plans for the road to be resurfaced have been placed on hold pending these ongoing investigatory/remedial works. <u>24th July 2019</u> BBC are still investigating which property(ies) have compromised the drainage system.	BBC/Anglian Water.
Church Road Bus Stop.	Resident.	Ongoing.	BBC/Bus Companies.	<u>22nd May 2019</u> SP was contacted by a resident concerned about the bad positioning of the bus stop on Church Road, (junction of Church Road/Squires Road adjacent to the village hall). They had requested the bus stop be moved so buses were not stopping opposite the T-junction. SP agreed to take the residents concerns to this meeting, however JW had already confirmed the stop nor route could not be moved/alterd. In any	BBC/Bus Companies.

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				event it was one school bus, per day, in the morning. Move to close. (JW noted separately the new bus route through the Fields Road South development would be routed down Fields Road, to the Berryfields terminus, then through the new development to Cranfield Road. BBC had plans were in place to add two additional bus stops along Cranfield Road, to accommodate the C1 buses). <u>24th July 2019</u> JW has been informed it is not feasible to move the bus stop. Move to close.	
Cranfield Road – flooding.	GL.	Ongoing – carried forward from 2017-18.	Not yet identified.	<u>16th January 2019</u> No further update available – JW and SP continue to chase. <u>22nd May 2019</u> BBC had stated all works were complete. Review winter 2019/20.	BBC/Developer.
Church Road pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>16th January 2019</u> No further update available – JW and SP continue to chase. <u>22nd May 2019</u> It was noted the kerb line could not be altered however the pavement could be widened slightly to provide a flush crossing point (with tactile paving) for pedestrians. Further ideas would be considered during JW's upcoming meeting with Thomas Emmett and JW confirmed he had reminded Thomas about the quotation passed to BBC by WPC for works to reduce the height of the cemetery extension	BBC/Developer. GL.

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				hedgerow (as provided by FA Bartlett Tree Experts). <u>24th July 2019</u> JW has confirmed works have been approved and works should start imminently.	
Fields Road HGV signage	N/A	N/A	N/A	<u>22nd May 2019</u> JW confirmed BBC were looking to reinstate the weight restriction (end of July 2019 after consultation). <u>24th July 2019</u> JW confirmed BBC have not yet started the consultation.	BBC.
Fields Road pavement – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> <u>16th January 2019</u> Thomas Emmett confirmed via email he was awaiting programme dates from the developer. The proposed crossing by Wootton Vale Healthy Living Centre would follow once Fields Road was resurfaced – anticipated 2020. Concerns were still raised over pavement parking – *SP confirmed she and JW were hoping to meet with John McKinney (Community Safety & Resilience Service Manager, BBC) to discuss introducing a Public Space Protection Order similar to Luton Borough Council's, which targeted several areas of concern including pavement/inconsiderate parking issues. Civil Enforcement Officers at Luton Borough Council can ticket where necessary and the wish is to lobby BBC to implement the same. TI to provide the recommendation report used at Luton Borough Council. JW to establish if this issue can be raised via BBC's Overview & Scrutiny Committees.	Goodmans/BBC. WPC/BBC/GL.

				<u>22nd May 2019</u> It was noted works to widen the footpath were ongoing, but the ditch was not been piped and infilled (permanent fencing had been erected in places). JW was asked to establish why this was the case, when costs were being met by developers not BBC. BBC had confirmed the fencing was a standard highway fencing. Confusion remained whether BBC ran the same scheme as Luton Borough Council. After discussion TI agreed to approach BBC to arrange a meeting between their representative and members of this steering group, to discuss options including those raised above *. <u>24th July 2019</u> The ditches in question are now being piped and infilled and TI continues to request a meeting with John McKinney. JW confirmed the area recently dug up by British Gas will need to be remedied by them. GL noted works near the Cock Inn PH may have affected the drains. JW and SO agreed to speak to John McKinney to facilitate the meeting mentioned above. <u>FIELDS ROAD SOUTH</u> <u>16th January 2019</u> Allan Burls to deliver his feasibility study report, end of January 2019. <u>22nd May 2019</u> No further progress has been made, nor feasibility report received.	
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				<u>24th July 2019</u> JW and SO to speak to Allan Burls.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mepham Road, Neale Way and Sherwood Close. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”. (To include fading white lining at several sites within the village). (To include the newly-widened footpath along Fields Road North).	Residents.	Ongoing.	Not yet identified.	<u>16th January 2019</u> SP, JW and SO continue to chase BBC for an update on the advisory white lines trial (and also outstanding yellow lining requests). <u>22nd May 2019</u> JW and SP had chased BBC on several occasions, but no progress had been made. It was noted this item could be discussed when a meeting was arranged by TI (see above). * SO was concerned over the lack of progress on white lining in particular, given resident’s concerns over parking near the Legstraps PH, adding he was now aware of other areas where existing white lining was fading. It was noted WPC had previously agreed to contribute up to £595 in this respect. GL agreed to provide a formal document to take to BBC and SO agreed to provide locations where lining was fading. It was noted BBC were considering parking restrictions along Cause End Road opposite the One Stop Shop and Lorraine Road junction. SP confirmed the proposal would be taken to the Planning & Environment Committee for discussion. <u>24th July 2019</u> The Planning & Environment Committee determined the proposal being made would not solve the issues at the One Stop Shop and an alternative proposal was given to BBC. No response has been received to date. SO confirmed he would speak to Andy Prigmore. A formal report has been delivered to BBC regarding	SO.

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				advisory white lines, but no further response has been received. SO confirmed he would speak to Andy Prigmore and JW agreed to speak to Iain Booth regarding the existing (faded) white lines.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school.	GB.	Ongoing.	£60k and £10-£12k.	<u>16th January 2019</u> No further update available. <u>22nd May 2019</u> JW confirmed BBC were taking both crossings requests forward and specifications were expected in early June 2019. <u>24th July 2019</u> Resolved at Full Council (FC19/167 10th July 2019) that: • WPC remained willing to work alongside BBC to deliver both crossings; • JW continue to liaise between both councils. It was noted again at this meeting WPC had resolved to contribute £17.5k towards both crossings in June 2018 (and informed BBC of the same). JW will provide a further report after BBC's Full Council meeting on 17th July 2019. JW confirmed BBC's Full Council agreed to work with WPC and may make a financial contribution. JW will be meeting with BBCllr Royden (week commencing 27th August 2019) to take the proposals forward (feasibility studies have been completed).	BBC/WPC.
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>16th January 2019</u> Resolved at Full Council 12th December 2018 (FC18/325) that an ASC⁷ project be taken forward using CIL⁸ monies.	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

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				JW to investigate whether BBC funding may be available. <u>22nd May 2019</u> GL confirmed a detailed document requesting Average Speed Cameras at several locations within the village had been passed to BBC. Specifications and costings were awaited (£80k contribution from Goodmans had already been made to BBC). <u>24th July 2019</u> SO confirmed he would speak to Andy Prigmore to confirm the current status of this project, costings and final locations.	
Village-wide review of the safety of all roads and pavements.	Residents.	Ongoing.	Not yet identified.	<u>24th July 2019</u> In light of recent events, this safety steering group is asked to consider now best to liaise with BBC to achieve this aim. It was agreed by all present to note this but not to leave this on the agenda as all issues were reviewed at each meeting of this safety steering group.	TBC.
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>16th January 2019</u> No further update available. <u>22nd May 2019</u> JW and SP have chased BBC on several occasions. No further progress has been made. <u>24th July 2019</u> JW asked to chase Jon Shortland again.	BBC/Developer.

To be reviewed at each committee meeting.