



WOOTTON PARISH COUNCIL



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Minutes of the Roads & Pavements Safety Steering Group meeting held on Wednesday 18th September 2019 at 7pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title		Power
Open Forum	There was one member of the public present who wished to raise the issue regarding parking in Manor Road. Vehicles were parking on dropped kerbs and there were not enough parking spaces in the area. A request was made to add this issue to the Project Action Plan. 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), Clive Baker (CB), Gerald Bygraves (GB – parish councillor), Tony Ireland (TI), Hazel Martin (HM – parish councillor) and Stuart O’Dell (SO – parish councillor). Cllr John Wheeler was in attendance. Cllr Wheeler is also the Borough Councillor for Wootton.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RP19/021	Apologies for absence. Sue Playford (SP – Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	SP to keep on file.
RP19/022	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP19/023	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.	N/A.
RP19/024	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

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Chairman.....

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Date 20th November 2019

Signed at Full Council.....

	<i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i> 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 24th July 2019.	Proposed: SO. Seconded: HM. Resolved by all present.	
RP19/025	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP19/026	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 8.10pm.

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 although it's not yet clear how much of the hedgerow will be removed. <u>18th September 2019</u> Works are still expected as above, however no works have started yet. BBC are still expecting completion by the end of 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	GL/SO. BBC/Persimmon.

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				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. <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. <u>18th September 2019</u> JW confirmed there was an issue with the power source which is being investigated and some lights are still not illuminated. Roads and pavements are expected to be adopted by BBC by Spring 2020	
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.	BBC/Anglian Water.

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				<u>24th July 2019</u> BBC are still investigating which property(ies) have compromised the drainage system. <u>21st September 2019</u> Allan Burls (BBC) is now looking into this, as are Anglian Water.	
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. <u>18th September 2019</u> A burst pipe was recently flooding the same area – Anglian Water were due to fix this issue.	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 hedgerow (as provided by FA Bartlett Tree Experts).	BBC/Developer. GL.

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				<u>24th July 2019</u> JW has confirmed works have been approved and works should start imminently. <u>18th September 2019</u> JW was asked to chase on timescales as works have still not started. Dates are still not known.	
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. <u>18th September 2019</u> JW will use ward monies to finance HGV signage throughout the village. Any consultation will be minimal.	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	Goodmans/BBC. WPC/BBC/GL.

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				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. <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>26th July 2019</u> JW had an initial meeting with John McKinney who confirmed a PSPO would not work in Wootton as the	
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				police were over-stretched. <u>18th September 2019</u> British Gas have completed remedial works. JW and SP will meet with Melanie Macleod (BBC) in October to discuss road safety issues including parking on pavements. JW reported that the other ditch MAY be piped and in-filled. Cycle/pedestrian signs would be installed in the future. <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. <u>18th September 2019</u> It is hoped BBC will take this forward as one of their own projects.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Manor 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	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	SO.

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the village). (To include the newly-widened footpath along Fields Road North).				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. Andy Prigmore has confirmed he will forward a couple of alternative suggestions to WPC. A formal report has been delivered to BBC regarding advisory white lines, but no further response has been received. JW and So spoke to Andy Prigmore on 30th July 2019 and the report has been re-submitted. SP has sent the schedule of faded white lines to Iain Booth. <u>18th September 2019</u> Andy Prigmore has yet to send through his alternative proposal(s) with regard to the One Stop Shop. JW and SO agreed to email Andy again with the minutes of their meeting at which it was noted Andy had a solution. JW and SO will also raise the lack of response when next meeting with Jon Shortland to discuss s106 issues.	
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				It was noted Iain Booth had received the schedule of faded white lines and that some had been completed. SO agreed to establish what was still outstanding. Advisory white lines have been added at several sites within the village but as residents were not informed by BBC ahead of those works, there were gaps where cars were parked at the time works were carried out. This needed to be remedied before WPC paid BBC. Once white lining was completed, it remained to see how successful the trial was, before determining alternative measures. The question was raised on whether BBC or the police could take action against bad/dangerous parking and if yes, what that action could be. A request was made to include Manor Road in this section and it was noted enforcement officers (out of hours) could ticket poorly parked vehicles at several sites within the village (especially as issues in Manor Road tended to be worse in the evenings). These issues and the possibility of implementing a Community Protection Order would be discussed by both JW and SP when meeting with Melanie Macleod and JW and SO when meeting with Jon Shortland. It was noted Parliament's Transport Committee had called for legislation to introduce an outright ban on pavement parking in England: https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/news-parliament-2017/pavement-	
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				<u>parking-report-published-17-19/</u>	
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). <u>18th September 2019</u> WPC's Full Council had resolved on 11th September 2019 to pay a 50% contribution towards an island crossing on Bedford Road near Potters Cross and a zebra crossing on Bedford Road, near the lower school. A question was asked if the parking enforcement camera outside the lower school could be configured to capture vehicles that did not stop for	BBC/WPC.

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				pedestrians on the zebra crossing. JW agreed to investigate and report back. It was noted BBC continued to look for a crossing patrol person.	
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. 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. <u>26th July 2019</u> JW met with Andy Prigmore who stated this project was not within his remit. Chris Pettifer will now oversee this project and will arrange for Allan Burls to meet with Gareth to agree on the final locations. These cameras are always in stock so the project should move forward without issue.	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

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				<u>29th July 2019</u> Jon Shortland has confirmed the tender will be awarded on 21st October 2019 but works most likely won't start until early 2020. <u>18th September 2019</u> GB queried the possibility of introducing a village-wide 20MPH speed limit and if so, what the process would be. If possible – could this be introduced either before or during the installation of average speed cameras. JW agreed to investigate and report back.	
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>18th September 2019</u> JW has chased Andy Prigmore again, without success. However, this is now with Iain Booth and it is hoped the sign will be moved imminently.	BBC/Developer.

To be reviewed at each committee meeting.