



WOOTTON PARISH COUNCIL



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Minutes of the Roads & Pavements Safety Steering Group meeting held on Wednesday 4th March 2020 at 7pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title		Power
Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.		Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Gareth Lloyd (GL – parish councillor – in the chair), Clive Baker (CB), Hazel Martin (HM – parish councillor) and Stuart O'Dell (SO – parish councillor). In attendance – Keith Randell (KR – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton). Also 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
RP20/007	Apologies for absence. Gerald Bygraves (GB – parish councillor) and Tony Ireland (TI).	Noted for the minutes.	SP to keep on file.
RP20/008	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP20/009	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.

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Date 20th May 2020

Signed at Full Council.....

RP20/010	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> 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 15 th January 2020.	Resolved to receive and adopt. Proposed: SO. Seconded: CB. Resolved by all present.	SP to keep on file.
RP20/011	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP20/012	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 8.14pm.

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Signed at Full Council.....

RP20/012**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 2019 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>15th January 2020</u> Query was been raised over saplings planted in the area which would require ongoing maintenance. BBC were aware and were considering an additional bollard. A complaint was also raised over the “quiet lane” signage (noisy pedestrians – however the signage applied to vehicles only). <u>4th March 2020</u> JW confirmed two new bollards had been installed and that the new crossing for Harris Way was due for installation Q2 2020. JW also confirmed shrubs in the area would be cleared in the coming weeks and the verges would be made good.	BBC/Persimmon.
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>15th January 2020</u> WPC had requested it be involved in the	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

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				inspection/snagging issues ahead of BBC adopting the area. BBC⁵'s response stated they did not normally involve third parties in the inspection process as the adoption agreement was between the Highway Authority and developer. <u>4th March 2020</u> Request was made for BBC to inform WPC when all issues have been remedied by Persimmon to enable GL and SO to check and report back within a two week window. SP/JW agreed to chase for a further update.	
Bus routes/stops.	Various.	Ongoing.	BBC.	<u>15th January 2020</u> SP had previously confirmed Chris Pettifer, Chief Officer for Transport, BBC, was reviewing all school bus stops in terms of location/safety. JW had requested Burgoyne Avenue be opened at the earliest opportunity to allow buses through the Fields Road South development and via Cranfield Road. JW confirmed two bus stops were in situ within Fields Road South and two further bus stops were proposed for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change. It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and	BBC.

⁵ Bedford Borough Council.

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				tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above. <u>4th March 2020</u> Bus stops had been installed on Cranfield Road. JW confirmed it was not possible to install stops (even as a temporary measure) on Fields Road. Timescales for Burgoyne Avenue were not yet known. JW also confirmed a RTP1 unit would be installed at the bus loop on Harris Way and KR (in attendance) agreed to speak to the doctor's surgery to see if bus times could be displayed on their information screen. <u>15th January 2020</u> HM had previously reported the yellow bus stop markings outside the Manor Road bus stop were not bright enough, and white lining was missing near the Memorial Hall on Bedford Road. JW has established bus stop markings were never in situ and are not a requirement. Missing white lining is ongoing with BBC. TI detailed parked vehicles were encroaching the Bedford Road bus stop adjacent to the Manor Road flats, preventing buses from pulling up alongside the raised kerbing and preventing disabled access. SP agreed to revisit SO's report ahead of a request to BBC to add boxed markings to all stops in Wootton without them. It was hoped Bedford Road at least would be at BBC's expense, given the road had	
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				recently been resurfaced. TI agreed to provide photographic evidence of the issue. Proposed: HM. Seconded: GB. Resolved by all present. <u>4th March 2020</u> A request for bus cages at several stops within the village was made to BBC. Jon Pauling (BBC) had undertaken site visits and determined requirements at the following sites only: • Bedford Road (Potters Cross area – both sides); • Cause End Road (St. Mary's Road area – both sides). Developer contributions had been identified by Chris Pettifer (BBC) to install the cages and JW had authorised all works.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>15th January 2020</u> BBC were programming works to replace the entire length of draining pipework. <u>4th March 2020</u> Test work was complete and works were programmed to take place between 26th March – 7th May 2020. This involved replacing sections of pipe and the installation of new gullies and drains. Once the leaks have been resolved the road would be resurfaced (likely to be summer 2020).	BBC/Anglian Water.
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known.	BBC/Developer. GL.

⁶ Fields Road South

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Cranfield Road flooding.	Various.	2020.	BBC/Anglian Water.	<u>15th January 2020</u> It was noted significant flooding had returned to a different area along Cranfield Road. JW (in his absence) was asked to take this forward with BBC. <u>4th March 2020</u> SP reported additional flooding and JW confirmed BBC were looking to dredge the ditch (fields side).	BBC/Anglian Water.
Fields Road flooding.	N/A.	N/A.	N/A.	<u>15th January 2020</u> BBC were programming the installation of two culverts to alleviate flooding outside the care home/doctor's surgery. <u>4th March 2020</u> Culvert works have been completed. Move to close.	BBC.
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>15th January 2020</u> JW has confirmed installation of signage will be completed by the end of Q1 2020.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>4th March 2020</u> BBC had emailed JW stating there were no plans to white line the centre of Fields Road. Concerns were raised as this was a bus route and could cause issues for night driving. White lining inferred a busy road and encouraged vehicles to slow down. The logic in white lining a small section of the road was also queried. After discussion it was proposed to request BBC white line the entire length of Fields Road – centrally and both sides of the road and to make the same recommendation to Full Council. Proposed: SO. Seconded: HM.	BBC.

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				Resolved by all present.	
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>15th January 2020</u> All works have been completed, save for the signage which will indicate the pavement is a shared access space for vehicles and pedestrians. <u>4th March 2020.</u> JW confirmed signage would be installed when Fields Road was resurfaced. A fresh concern was raised over the remaining pinch point, varying widths along the length of the pavement and how shared access would work in practice with pedestrians and adult cyclists. SO stated BBC's priority was the road width and that they were governed in part by other landowners. Government guidance (recommending a 3m uniform width) was ambiguous and not all local authorities agreed with a segregating line. It was possible to make a Freedom of Information Request to BBC to establish how they arrived at their decision to model the pavement in this manner, however SO was confident BBC engineers had followed government guidance. The design was out of WPC's remit and were an accident to occur, it would be for BBC to defend their decision. JW confirmed BBC had taken the decision to fence off the remaining pinch point to prevent cyclists falling into the ditch and that this decision was balanced against the wider environmental benefits of keeping an established water course in place. It was unsure what impact the new cycle path from Burgoyne Avenue would have. After further discussion it was agreed to await the	Goodmans/BBC. WPC/BBC/GL.

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				installation of pavement signage and the new pedestrian crossing/cycle path and to keep this item open for further review. <u>FIELDS ROAD SOUTH (ADDITIONAL NEW PAVEMENT)</u> <u>15th January 2020</u> It is hoped BBC will take this forward as one of their own projects.	
Pavement/all parking issues – 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 the village). (To include the newly-widened footpath along Fields Road North). (To include outside 19a Bedford Road). (To include parking restrictions including yellow	Residents.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Andy Prigmore has yet to submit his alternative suggestions for parking restrictions outside the One Stop Shop on Cause End Road. JW (in his absence) was asked to follow this up with Andy Prigmore. <u>4th March 2020</u> Jon Pauling had undertaken a site visit at One Stop Shop (now Tesco Express). The following was suggested: <i>“With regards to the parking situation outside the Tesco Express in Cause End Rd, the most obvious restriction to my mind would be to install an approx 45 mtr length of single yellow line with 7AM to 7PM restrictions in the carriageway outside the front of the shop. This would still enable the delivery vehicles to utilize the forecourt to load/unload whilst maintaining traffic flow on Cause End Rd”.</i> It was noted this proposal was not workable as the forecourt was used by customers. BBC’s decision to approve an additional eight dwellings at 41-43 Cause End Road would further exacerbate congestion in the area. A yellow line on the other side of the road would be a better approach and would encourage	SO.

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lining).				vehicles to park further away, freeing the area for delivery and passing vehicles. It was agreed to seek clarification from Jon Pauling and JW agreed to request a sample week of HGV movement from Tesco (including timings if possible). <u>15th January 2020</u> Concerns were raised over vehicles parking along Bedford Road, close to the entrance to Potters Cross and a request was made for double yellow lining to be installed along one side as far as Manor Road and the other side as far as 1 Potters Cross (from Bedford Road). SP was asked to take this to Full Council before a request was made to BBC as it was expected WPC would meet costings. Proposed: SO. Seconded: TI. Resolved by all present. <u>4th March 2020</u> A request for parking restrictions/yellow lining (to include Elmsdale Road/Bedford Road, Potters Cross/Bedford Road and Hall End) had been made to BBC – no further update received. <u>15th January 2020</u> The in-fill of gaps to some advisory white lining is still outstanding at several sites (again this is with Andy Prigmore). SP had sent confirmation to Andy Prigmore on 10th December that WPC would assist with resident notification. JW (in his absence) was asked to follow this up with Andy Prigmore. <u>4th March 2020</u>	
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				No further update received. <u>15th January 2020</u> JW and SP met with Melanie MacLeod BBC on 13th November 2019. Melanie agreed to seek a solution for parking issues outside Wootton Upper School (SP suggested a camera similar to that sited adjacent to Wootton Lower School) and to add an advisory H-bar outside 19a Bedford Road. It was likely many PSPO's would be withdrawn in the coming months/years and that was therefore not the favoured approach to prevent parking on footpaths. It was suggested identifying areas within the village for "no verge or footway parking" enforcement would be a better approach. SP suggested the newly-widened Fields Road footpath and Keeley Lane near the Legstraps PH and the following areas were also identified at this safety steering group's meeting on 20th November 2019: • Bedford Road - £15,000 • Fields Road - £5,000 • Keeley Lane (in the vicinity of the Legstraps PH - £2,000. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod. <u>4th March 2020</u> SP had received costings (detailed in red above). Resolved to trial Fields Road only (using the same signage as used at the Memorial Hall) due to	
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				costings and to make the same recommendation to Full Council. Proposed: GL. Seconded: HM. Resolved by all present.	
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Works to install the cameras were anticipated to take place in early 2020. Final locations would be determined by the contractor with input from the police and would cover all main routes in and around the village. A request to introduce a village-wide 20MPH speed limit was dismissed by Andy Prigmore who stated: <i>“In order for a 20mph limit to be installed in Wootton then the majority of traffic must be travelling 24mph or less. If the speed of traffic is greater than 24mph, traffic calming features must be introduced to lower speeds.</i> <i>It is unlikely that traffic is travelling at this speed throughout the village and therefore it will not be possible to lower the speed limits village wide.</i> <i>In addition it should be noted that at present average speed cameras can only enforce on 30mph limits. If the speed limit is reduced, then we will not be able to use average speed cameras to enforce”.</i> GL stated it was not an opinion WPC had requested, but information on how to take the request forward. GL had contacted Living Streets, who had contradicted most of the response above. JW (in his absence) was asked to forward Living Streets	GL.

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				response to Andy Prigmore). TI added RoSPA were in favour of 20mph limits which were effective at preventing injuries and hoped to see more areas and local authorities introducing the same – if not village-wide, then in designated locations. It was also hoped a reduction in speed would reduce carbon emissions. JW (in his absence) was asked to forward this also to Andy Prigmore). <u>4th March 2020</u> JW had requested a meeting with BBC representatives to move this forward. GL noted areas in Bedford where a 20MPH limit had been successfully implemented without the need for other calming measures. He added he was currently liaising with the police to establish why they had objected to cameras (as detailed by BBC).	
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>15th January 2020</u> The signage is still in the wrong location, obscuring vehicles leaving Wootton towards Cranfield, for vehicles leaving the Berry Wood Car Park. JW (in his absence) was asked to follow this up with Andy Prigmore). <u>4th March 2020</u> No further update received.	BBC/Developer.

To be reviewed at each committee meeting.