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Minutes of the Virtual Meeting of the Roads & Pavements Safety Steering Group held via Zoom on Wednesday 17th March 2021 at 7pm.

Agenda no	Agenda item title		Power
Open Forum	There were no members of the press or public 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 – joined at 7.15pm), Tony Ireland, (TI), Hazel Martin (HM – parish councillor) and Stuart O'Dell (SO – parish councillor). 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
RP21/007	Apologies for absence. Gerald Bygraves (GB – parish councillor).	Noted for the minutes.	SP to keep on file.
RP21/008	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP21/009	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.
RP21/010	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

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Date 19th May 2021

Signed at Full Council.....

	<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 20th January 2021.	Proposed: SO. Seconded: HM. Resolved by all present. (To be signed in person by the Chairman after this meeting).	
RP21/011	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP21/012	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 7.37pm.

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Signed at Full Council.....

RP21/012**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21**

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 2020 and/or earlier. These are available to view either via the Clerk to the Council or at: <https://wootton-pc.gov.uk/parish-council/committees/roads-pavements/>

The Roads & Pavements Safety Steering Group committee's projects for 2020-21 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>20th January 2021</u> GL reported the following issues at a recent meeting of Full Council: • Poor street lighting at the pedestrian crossing on Harris Way (school side); • Street lighting within that estate is not LED only – despite the Mayor referencing the BBC's policy of using only LED lighting. JW had reported the same to BBC and it was noted the handover had been delayed due to ongoing Covid-19 restrictions. <u>17th March 2021</u> It was noted JW was chasing for an update on the issues raised above, along with a site visit which GL and SO would attend. It was understood 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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				handover would likely now not take place until Q3/Q4 2021.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>20th January 2021</u> JW confirmed Concept were investigating the lack of bus stops along Burgoyne Avenue. It was thought the bus stops on Cranfield Road would be considered sufficient to cover that end of Burgoyne Avenue, so the focus would be on the middle and Fields Road (Bedford Commercial Park) end of Burgoyne Avenue. It was confirmed there was no bus stop on Burgoyne Avenue (near Bedford Commercial Park), as first thought. <u>17th March 2021</u> Two bus stops were scheduled for Burgoyne Avenue (both with shelters and RTPI) – one near Buckworth Drive and the other near the Amazon roundabout. Full Council was investigating whether s106 funding could be used to site Real Time Bus Passenger Information units elsewhere in the village, although it was understood the final decision rested with the developers. The s106 funding issue would be raised at the proposed site visit (week commencing 22nd March 2021) and written confirmation of any decision would be requested from the developers. <u>BUS CAGES</u> <u>20th January 2021</u> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting.	BBC.
Cause End Road leak.	Various.	Ongoing – carried	BBC/Anglian Water.	<u>20th January 2021</u> JW confirmed all resurfacing works were ongoing –	BBC/Anglian Water.

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		forward from 2018-19.		works were expected to be completed by the end of this month. <u>17th March 2021</u> It was noted JW had confirmed stage one works (resurfacing from Church Road to Tithe Barn Road) had been completed. Stage two works (Tithe Barn Road to Bedford Road) remained outstanding.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁵ to finance.	<u>20th January 2021</u> JW confirmed signage for Cause End Road was still outstanding, but signage on Church Road was in place. Works to further reduce the churchyard extension hedgerow was ongoing. <u>17th March 2021</u> It was noted JW had confirmed the works had been signed off, with no plans for any further works. It had been hoped further works would be undertaken by BBC to reduce the height of the churchyard hedgerow. It was therefore resolved to make a recommendation to Full Council that the parish council undertake those works to further reduce the height. Proposed: HM. Seconded: SO. Resolved by all present.	BBC/Developer. GL.
Cranfield Road flooding.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> This issue was thought to be resolved but flooding is again an problem in the area. It was noted JW was arranging a site visit for the week commencing 22 nd March 2021 to seek a resolution on remedying the	BBC.

⁵ Fields Road South
RP20/012 Project Action Plan

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				situation.	
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> JW confirmed ahead of the meeting the footpath leading from Burgoyne Avenue to Fields Road was almost complete and it was hoped works to install the pedestrian crossing would follow.	BBC.
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>20th January 2021</u> Temporary signage was in place on the Branston Way roundabout (near Lidl) and also the A421 exit near Marston Moreteyne, but BBC had yet to receive permanent signage. <u>17th March 2021</u> GL confirmed there was now 7.5T signage in place on the Branston Way roundabout (near Lidl) and Fields Road. It was unclear whether Cranfield Road had been included. HM agreed to check and report back to this safety steering group. It was agreed to leave the issue of temporary/permanent signage in relation to Amazon vehicles open for the time being.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>20th January 2021</u> A report from BBC's Team Leader for Development Infrastructure was circulated ahead of this meeting. In essence, it confirmed the lack of a carriageway centre line in Fields Road was intentional. It was noted the lack of a carriageway centre line encouraged vehicles to drift on what was neither a straight, or rural road. In addition, the lack of centre line only created the illusion of a narrow road on rural roads with hedgerows – not busy central roads with a shared access pavement and significant housing. Furthermore, it was understood white lining signified a busy/potentially dangerous road. In	BBC.

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				light of the above it was agreed to feed that information back to BBC. On the issue of the shared access pavement, CB again raised concerns that the pinch point remained a safety issue. After discussion and in light of BBC's written confirmation it was satisfied all health and safety concerns had been addressed, it was agreed to minute herein all comments for the public record and to demonstrate WPC fervently disagreed with BBC's findings. <u>17th March 2021</u> BBC confirmed it would now undertake a Road Safety Audit of Fields Road – which would be combined with the proposed pedestrian crossing project. This would determine whether the area needed to be white lined as WPC had requested. Timescales were not known.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>20th January 2021</u> BBC stated it had no budget to cover yellow lining works, totalling £3k. WPC was asked to consider funding the same. After discussion it was resolved to take this request to Full Council for determination. Proposed: SO. Seconded: TI. <u>17th March 2021</u> BBC had now been asked to take forward yellow lining works at the Elmsdale Road/Bedford Road junction and Potters Cross/Bedford Road junction and complete yellow lining works at Hall End	SO.

				(junction with Hilly Lane). BBC confirmed the two Bedford Road junctions would be added to its programme of works and the relevant consultations will be carried out in Summer 2021 (costs up to £3.5k to be borne by WPC). BBC also confirmed it would complete works at Hall End at its own cost. <u>WHITE LINING</u> <u>20th January 2021</u> BBC confirmed it had attended on several occasions to try and complete advisory white lining and would attend again in early January 2021. Letters would be placed on any vehicles parked in those locations. It was noted again that members of this safety steering group would help with letters and that BBC should provide advance warning before attending. A request was made for BBC to include outstanding and new areas of white lining (as detailed elsewhere in these minutes) when completing the bus cages, as it would save on costings. <u>17th March 2021</u> It was previously suggested BBC carry out the white lining works at the same time as bus cage works. BBC confirmed works would not be carried out until the financial year 2021/22 due to budget constraints. A further list of areas requiring re-painting (as provided by CB) had been forwarded to BBC also. <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update has been received in relation to central government's consultation on pavement	
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				parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation has now closed and central government is analysing feedback.	
Pavements (resurfacing) and roads (resurfacing) – various.	CB.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>ROADS</u> <u>17th March 2021</u> The following <u>road</u> areas had been prioritised by Bedford Borough Council: • Church Road (from War Memorial to Cause End Road junction); • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority).	BBC.
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. Data received from the Fields Road average speed cameras produced the following figures: • December 2020: 121 speeding tickets issued;	GL.

				• January 2021: 14 speeding tickets issued; • February 2021: 61 speeding tickets issued. GL confirmed Cranfield Road was the next proposal for average speed cameras. It was questioned whether repeater signs may be needed at the entrance to Wootton as the first lamp post was some distance from the entrance sign. It was agreed to add potential repeater signs to WPC's PAP as a BBC project to complete before the installation of these average speed cameras. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th March 2021</u> JW stated ahead of this meeting these works would be carried out when that stretch of Cranfield Road was resurfaced. <u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u>	
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				A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed limit review. The request will be revisited when a budget is available.	
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To be reviewed at each safety steering group meeting.