



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk



[www.facebook.com/](https://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

Minutes of the **Roads & Pavements Safety Steering Group** meeting held on Wednesday 19th May 2021 at 7pm at Wootton Community Centre, Harris Way, Wootton .

Agenda no	Agenda item title		Power
RP21/013	To elect a Chairman of the Roads & Pavements Safety Steering Group. A nomination was received on the evening in favour of GL. Resolved that GL be appointed Chairman for the ensuing municipal year. Proposed: SO. Seconded: DM. Resolve by all present.		Standing Orders.
RP21/014	To elect a Vice-Chairman of the Roads & Pavements Safety Steering Group. Not applicable.		Standing Orders.
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), Tony Ireland, (TI), Denton Mapesa (DM – parish councillor), Hazel Martin (HM – parish councillor) and Stuart O'Dell (SO – parish councillor). In attendance – John Wheeler (JW – parish councillor). John Wheeler is also the Borough Councillor for Wootton. Also in attendance – Sue Edgar Playford (SP – Clerk to the Council and Responsible Financial Officer). Claire Watson (CW – parish councillor) was in attendance to observe the meeting.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RP21/015	Apologies for absence. Gerald Bygraves (GB, parish councillor).	Noted for the minutes.	SP to keep on file.

Roads & Pavements Safety Steering Group Minutes 19th May 2021

Chairman.....

Page | 1

Date 21st July 2021

Signed at Full Council.....

RP21/016	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP21/017	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.
RP21/018	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>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 17 th March 2021.	Resolved to receive and adopt. Proposed: SO. Seconded: HM. Resolved by all present.	SP to keep on file.
RP21/019	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP21/020	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 7.51pm.

Roads & Pavements Safety Steering Group Minutes 19th May 2021

Chairman.....

Page | 2

Date 21st July 2021

Signed at Full Council.....

RP21/020**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 2021-22 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.

Appendix 1

				handover would likely now not take place until Q3/Q4 2021. <u>19th May 2021</u> Persimmon were financing BBC's replacement of non-LED lighting within the estate. Wider lighting columns were proposed to remedy the issue at the pedestrian crossing (Harris Way, school side) and the handover was expected by the end of summer 2021. JW was asked to request sight of BBC's infrastructure report by the end of May 2021, to enable CB, GL and SO to reference it when undertaking a site infrastructure assessment. If no report was forthcoming, the trio would produce their own as it was imperative all issues were recorded before the handover, to allow time for remedial works.	
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.	BBC.

Appendix 1

				<u>17th March 2021</u> Two bus stops were scheduled for Burgoyne Avenue (both with shelters and RTPI⁵ units) – 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>19th May 2021</u> Given two bus stops were proposed for Burgoyne Avenue with RTPI, it was noted there would be no s106 funding for use elsewhere. <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. <u>19th May 2021</u> JW confirmed the works would be completed when the weather was better and TI reiterated these works had been earmarked for completion alongside white lining.	
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.

⁵ Real Time Passenger Information.
RP20/020 Project Action Plan

Appendix 1

		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. <u>19th May 2021</u> JW confirmed the leak had been resolved. Move to close.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁶ 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.

⁶ Fields Road South
RP20/020 Project Action Plan

Appendix 1

				<u>19th May 2021</u> The recommendation above was approved by Full Council on 5th May 2021 (FC21/108) with a caveat that works be delayed until October 2021.	
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 22nd March 2021 to seek a resolution on remedying the situation. <u>19th May 2021</u> Surface water was coming from woodland and a further ditch was necessary on Bedford Borough Council's land. This would provide drainage into an existing pipe under Cranfield Road which would in turn, feed into Elstow Brook. JW stated BBC were drafting a report detailing proposed works to be undertaken by BBC and developers, however this had yet to be completed and it was understood developers would be off-site by the end of May 2021.	BBC.
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. <u>19th May 2021</u> JW had received confirmation that all connecting pavements were complete, as were relevant surveys. Works were proposed for summer 2021 and the location was noted as the Berryfields Roundabout side of the Health Centre. Visitors to	BBC.

Appendix 1

				the Health Centre would be able to use the new bus stop located on Burgoyne Avenue.	
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. <u>19th May 2021</u> JW confirmed incidences of vehicles continuing to travel past the Amazon junction in Burgoyne Avenue (towards Buckworth Drive from Cranfield Road) had increased in recent weeks and Amazon had installed trackers on the roadside to alert drivers. It was clear that additional signage was needed on Beancroft Road, to prevent vehicles from accessing the village that way. However, this was within the remit of Central Bedfordshire Council. JW agreed to speak to BBC again to take this forward and SP agreed to contact Cranfield and Marston Moreteyne Parish Councils to see if their parishes were also affected in the same way.	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	BBC.

				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 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. <u>19th May 2021</u> JW confirmed the survey had been completed but not yet circulated.	
--	--	--	--	---	--

Appendix 1

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 (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>19th May 2021</u> BBC confirmed steps were being considered to remove vehicles obstructing the completion of works at Hall End (junction with Hilly Lane). BBC's consultation for the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions was circulated ahead of this meeting. No amendments were made, however following further discussions regarding additional parking concerns in the Potters Cross area it was resolved to request a further extension to the proposals – from the Cause End	SO.
--	-------------------	-----------------	----------------------------	--	------------

				Road roundabout as far as the bus cage on Bedford Road, adjacent to the Manor Road flats. This would be treated as a new request, in order not to delay the previous proposals and would require ratification by Full Council on 9th June 2021. Proposed: SO. Seconded: GL. Resolved by all present. <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>19th May 2021</u> No further update received.	
--	--	--	--	--	--

Appendix 1

				<u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update had been received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th May 2021</u> SO confirmed he had written to the Rt. Hon. Nadine Dorries in a personal capacity and had been informed consultation responses had not yet been published. TI added it was his understanding Central Government intended to delegate the powers (preventing pavement parking and currently live in London) to Local Highways Authorities in England in Autumn 2021.	
Pavement extension.	Resident.	Ongoing.	BBC.	<u>19th May 2021</u> A request had been received from a resident with a proposal for a new pavement section (Tinkers Corner towards The Chequers PH). It was understood a previous request to BBC for a new pavement in that area had been rejected due to costings, however the draft Neighbourhood Plan would seek to deliver a pavement as part of infrastructure improvements.	BBC.
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:	BBC.

Appendix 1

				• 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). <u>19th May 2021</u> No further update received.	
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; • 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	GL.

				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>19th May 2021</u> Repeater signs were not needed. JW had requested costings for Cranfield Road as it was understood there had been a price drop and was asked to scrutinise all paperwork when received. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT 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>19th May 2021</u> No further update received. <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.	
--	--	--	--	---	--

Appendix 1

				<u>19th May 2021</u> JW had confirmed this was on BBC's schedule of works. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> 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. <u>19th May 2021</u> SP had received a response from BBC which confirmed there was no budget for changes to speed limits this financial year. However, given WPC was seeking to install average speed cameras along Cranfield Road, BBC may be able to include the speed limit reduction request as part of that work – extending the site of the average speed cameras to encompass a revised speed limit at Wootton Green.	
--	--	--	--	--	--

To be reviewed at each safety steering group meeting.