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Minutes of the **Roads & Pavements Safety Steering Group** meeting held on Wednesday 21st July 2021 at 7.07pm 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 discuss the state of the pavement leading from Wootton to Kempston Rural. It was uneven and cracked, and previous repair works had been made using a variety of mis-matched materials – adding to its unevenness. The pavement also sloped at a different angle from the adjoining grass verge, meaning rain water pooled on the pavement – forcing pedestrians to walk along its edge, close to passing vehicles. The hazard was further exacerbated in cold weather when the pooled water froze. The resident had previously spoken to the ward councillor for Kempston Rural and the Mayor without success and (whilst acknowledging the majority of the footpath was situated within the parish of Kempston Rural) was requesting Wootton Parish Council put pressure on Bedford Borough Council to take remedial action. The resident then left the meeting. There were no other 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), Gerald Bygraves (GB – parish councillor), Tony Ireland, (TI), Denton Mapesa (DM – parish councillor), Hazel Martin (HM – parish councillor), Stuart O'Dell (SO – parish councillor), Keith Randell (KR – parish councillor) and Claire Watson (CW – 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).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
RP21/021	Apologies for absence. None.	N/A.	N/A.

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Signed at Full Council.....

RP21/022	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP21/023	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.
RP21/024	To appoint Cllrs Randell and Watson as members of the Roads & Pavements Safety Steering Group.	Resolved to appoint Cllrs Keith Randell and Claire Watson as members of the Roads & Pavements Safety Steering Group. Proposed: SO. Seconded: DM. Resolved by all present.	SP to take forward.
RP21/025	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 19 th May 2021.	Resolved to receive and adopt. Proposed: HM. Seconded: SO. Resolved by all present.	SP to keep on file.
RP21/026	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP21/027	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 8.24pm.

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Signed at Full Council.....

RP21/027**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22**

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.

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				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. <u>21st July 2021</u> JW confirmed an infrastructure audit report produced by a working group from this steering group had been received and noted by BBC's Highways Department.	
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	BBC.

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				thought. <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>21st July 2021</u> Move to close. <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	
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⁵ Real Time Passenger Information.
RP21/027 Project Action Plan

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				the weather was better and TI reiterated these works had been earmarked for completion alongside white lining. <u>21st July 2021</u> JW continued to chase for an update.	
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. <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.	BBC/Developer. GL.
Cranfield Road flooding.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> This issue was thought to be resolved but flooding is	BBC.

⁶ Fields Road South
RP21/027 Project Action Plan

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				again a 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. <u>21st July 2021</u> JW had been notified that Concept were moving off-site imminently, without any further response from BBC. It was noted BBC would be responsible for making good any repairs caused by future flooding. Move to close.	
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	BBC.

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				Roundabout side of the Health Centre. Visitors to the Health Centre would be able to use the new bus stop located on Burgoyne Avenue. <u>21st July 2021</u> BBC's Engineering Services had been commissioned to undertake the project and JW was chasing for timescales. JW agreed to locate a copy of the s106 agreement in which the funding for this project was referenced.	
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	BBC.

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				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. <u>21st July 2021</u> SP received updates from both Cranfield and Marston Moreteyne Parish Councils – neither had received any complaints regarding HGV vehicles travelling through their parishes. Marston Moreteyne Parish Council added there were plans in place to make Beancroft Road a 40MPH limit area, but there had been implementation delays with Central Bedfordshire Council. GL confirmed all signage was now in place. Move to close.	
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, nor 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	BBC.

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				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. <u>21st July 2021</u> JW had chased BBC for a further update and copy of the survey.	
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>	SO.

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				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 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>21st July 2021</u> SP had chased BBC for an update regarding the	
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				completion of works at Hall End (junction with Hilly Lane) and a new request for parking restrictions on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats. A Traffic Regulatory Order (TRO – no waiting at any times – double yellow lines) was now in place for Bedford Road/Elmsdale Road and Bedford Road/Potters Cross. A request was received by JW for additional yellow lining outside Wootton Upper School. It was noted existing yellow lining had recently been re-painted and it was not practical to add further lining. SP had received a request for yellow lining at the junction of Fields Road/Monoux Road. Proof that inconsiderate/illegal parking was a regular issue (and warranted yellow lining) was needed as intermittent/infrequent occurrences would not be considered by BBC. CB agreed to submit a Monoux Road resident petition requesting yellow lining to BBC and JW agreed to investigate the possible inclusion of this area on BBC's schedule for 2022. <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	
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				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>21st July 2021</u> JW had chased BBC for a further update. It was noted all officers were currently on annual leave. <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	
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				London) to Local Highways Authorities in England in Autumn 2021. <u>PARKING CAMERA</u> <u>21st July 2021</u> JW reported the parking enforcement camera adjacent to the lower school on Bedford Road had been removed without notification or explanation from BBC. Given the camera was there to monitor the crossing and ensure the safety of pedestrians, JW agreed to query its removal at the next Full Council meeting of BBC.	
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. <u>21st July 2021</u> Move to close.	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: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>ROADS</u>	BBC.

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				<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>21st July 2021</u> Works to resurface Church Road from Cranfield Road to Hall End Road were programmed between 9th and 24th August 2021 (changed from 2nd and 13th August 2021). GL reminded JW of BBCs plans to resurface the area of Cranfield Road leading from the double mini-roundabouts to the walk through to Barnes Road. JW did not yet have a programme for that area. Members also discussed the pavement issue raised under Open Forum. It was agreed SP would speak with the Clerk to Kempston Rural Parish Council to make them aware of these concerns. JW agreed to do the same with the ward councillor for Kempston Rural. WPC would consider nominating this area for remedial works by BBC when next approached by BBC (likely 2022).	
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	GL.

				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 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>21st July 2021</u> JW was still chasing BBC for costings. JW and GL had met with the Police and Crime Commissioner (Festus Akinbusoye) who would raise the lack of police support for cameras with the Chief Constable at a meeting scheduled before the end of July 2021. <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	
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				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>21st July 2021</u> As timescales were not known in relation to Cranfield Road, it was hoped these works could be carried out when Church 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>19th May 2021</u> JW had confirmed this was on BBC's schedule of works. <u>21st July 2021</u> No further update received. <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	
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				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. <u>21st July 2021</u> No further update received. <u>FOLKES ROAD SPEED LIMIT (NEAR LOWER SCHOOL)</u> JW had received a query in relation to the speed limit in this area, given there were no speed signs in situ near the lower school and road markings had faded. Although JW had passed this to BBC with a request the faded 20MPH signs be re-painted, it was noted the roads had not yet been adopted by BBC. Move to close.	
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To be reviewed at each safety steering group meeting.