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Minutes of the **Roads & Pavements Safety Steering Group** meeting held on Wednesday 17th November 2021 at 7.03pm at Wootton Community Centre, Harris Way, Wootton.

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), Gerald Bygraves (GB – parish councillor), Hazel Martin (HM – parish councillor), Denton Mapesa (DM – parish councillor), Stuart O’Dell (SO – parish councillor) and Keith Randell (KR – parish councillor). In attendance – Sue Edgar Playford (SP – Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)	Claire Watson (CW – parish councillor).		
Agenda no	Agenda item title	Resolution	Action
RP21/034	Apologies for absence. Tony Ireland (TI) and John Wheeler (JW – parish councillor). John Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	SP to keep on file.
RP21/035	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP21/036	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.
RP21/037	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

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Date 19th January 2022

Signed at Full Council.....

	Minutes are published on the Wootton Parish Council website: 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 21 st July 2021.	Proposed: GB. Seconded: KR. Resolved by all present.	
RP21/038	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP21/039	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 7.45pm.

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Date 19th January 2022

Signed at Full Council.....

RP21/039**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 BBC⁵ 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	GL/SO. 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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				and SO would attend. It was understood the 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. <u>15th September 2021</u> Resolved at last Full Council (8th September 2021 – FC21/216) SP write to the directors of Persimmon Homes to raise concerns remedial infrastructure works had stopped. Since that meeting SP had learnt works were proposed for October half term week and was awaiting updated guidance from the parish council on how best to proceed. JW had also	
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				requested an update from BBC. <u>17th November 2021</u> It was noted only some of the proposed infrastructure works was undertaken during October half term week. Resurfacing of roads (including yellow lining and no waiting signs) would not take place until December 2021. Members expressed their disappointment at the lack of response received from BBC in relation to the infrastructure report produced by WPC. Harris Way resurfacing was now programmed for February 2022. No response had been received from the directors of Persimmon Homes in that respect, and it was still not known when the handover from Persimmon Homes to Bedford Borough Council would take place. JW had requested an update.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>15th September 2021</u> JW provided the following to Full Council (8th September 2021) by way of an update regarding changes to school bus routes/stops: • <i>'A few of you are aware there have been issues regarding School Transport from Wootton to Hollywell the start of this term, hopefully I have dealt with most of the issues and new bus passes have been issued. This was mainly down to the lady who normal deals with this have been off on long term sick leave and other officers not familiar with Wootton dealing with this, also a big increase in Wootton children going to Hollywell. The other problem which I have asked to be</i>	BBC.

				<i>looked into is all children are allocated a bus pass but not all children use them (parents drive them to school) and Borough are not told of this so they have to assume certain routes are full when they are not. As this is not a parish issue I would recommend any parents should pass on their concerns directly to School Transport. School.transport@bedford.gov.uk'.</i> At a recent meeting of Full Council a resident agreed to furnish the clerk with a summary of issues raised during Open Forum – ahead of an email to BBC noting dismay over the situation and concerns over the safety of children using the amended bus service locations. <u>17th November 2021</u> SP emailed Paul Watkins and Saragh Fleckney (Bedford Borough Council) on 14th October 2021 but had received no response. <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. <u>15th September 2021</u>	
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				The bus cage on Bedford Road (adjacent to the Manor Road flats) had now been completed, however it was noted there was a lack of 'no waiting restrictions' (as can be evidenced at the bus stop further along Bedford Road opposite the Fox and Duck PH). JW agreed to take this forward with BBC during an upcoming village-wide site visit. <u>17th November 2021</u> JW had confirmed the bus cage 'no waiting restrictions' were with BBC to implement.	
Bus Shelter – Folkes Road.	Committee discussion.	Ongoing.	BBC/ Persimmon.	<u>July 2021</u> Request made. <u>17th November 2021</u> SP had sought confirmation from BBC on who would be responsible for the bus shelter once Berryfields had been officially adopted by BBC, as all other bus shelters in Wootton were maintained by WPC. No response had been received despite the request being made in July 2021. Members determined WPC would not take on responsibility for this bus shelter and would inform BBC of the same.	BBC/Persimmon.
Bus Stop relocation – Cause End Road.	Resident request.	Ongoing.	BBC/ Bus Companies.	<u>17th November 2021</u> A resident had requested consideration be given to re-siting a bus stop (and supporting bench and litter bin) outside their property on Cause End Road. Members determined there was no justification to move the bus stop and it was noted the bench and litter bin should also remain. The resident would be informed WPC could not lend its support to their request.	BBC/Bus Companies.

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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. <u>17th November 2021</u> SP had given an order for the hedgerow works to FA Bartlett Tree Experts.	BBC/Developer. GL.
Dog mess/litter bins.	Committee discussion.	Ongoing.	WPC.	<u>July 2021</u> Request made. <u>17th November 2021</u>	WPC.

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				SP had requested guidance from BBC on whether damaged dog mess bins could be replaced with dual-purpose bins. If not, BBC was asked to confirm it accepted WPC's suggested metal replacements. No response had been received despite the request being made in July 2021.	
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 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. <u>15th September 2021</u> JW confirmed the connecting pavement from Fields Road to Burgoyne Avenue was complete and an update on pedestrian crossing works had been sought from BBC.	BBC.

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				<u>17th November 2021</u> JW confirmed equipment for the pedestrian crossing was on order but not yet received.	
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 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.	BBC.

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				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. <u>15th September 2021</u> No further update received. <u>17th November 2021</u> JW understood the white lining would not be undertaken by BBC, however members requested again that BBC fulfil the request, on health and safety grounds.	
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	SO.

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				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 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.	
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				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>15th September 2021</u> SP continued to chase for an update on the completion of works at Hall End (junction with Hilly Lane). BBC was currently consulting on the proposal for additional parking restrictions on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats. CB provided a written update to SP ahead of this meeting which confirmed incidents of cars parking too close to the junction of Fields Road/Monoux Road were much reduced and not enough photographic evidence had been obtained at this stage, to warrant a resident petition. <u>17th November 2021</u> SP was in dialogue with BBC who were still	
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				attempting to complete works at Hall End. A Traffic Regulation Order was now in place on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats and yellow lining should be completed by the end of December 2021. <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>21st July 2021</u> JW had chased BBC for a further update. It was noted all officers were currently on annual leave.	
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				<u>15th September 2021</u> JW confirmed a village-wide site visit was due to take place next week with BBC to discuss this in greater detail as many locations had not been taken forward. <u>17th November 2021</u> JW had chased BBC for a further update. SP was asked to add the double mini-roundabouts to the list of areas with faded white lining (it was noted HGVs were exacerbating the diminishing white lining when turning in the area *). <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.	
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				<u>15th September 2021</u> TI noted the provisions of the Traffic Management Act were being amended in December 2021, however it was not known at this stage whether pavement parking would be included. If it were, BBC would need to lodge an interest on locations for enforcement, after which central government would advise on necessary requirements (including signage and lining). It was noted a recent dog show at The Cock Inn PH had resulted in inconsiderate pavement parking in the area. GB agreed to request that attendees to future events use the recreation ground car park. <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. <u>15th September 2021</u> BBC had responded acknowledging JW should have been informed the camera was to be relocated. Other responses were also queried and JW agreed to raise these at an upcoming village-wide site visit with BBC which would also be looking at this issue in greater detail. JW was also asked to investigate the feasibility of purchasing additional cameras using ward funding (with the proviso income generated could be used	
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				to off-set the purchase, installation and maintenance costs). <u>17th November 2021</u> JW met with BBC who confirmed it was no longer possible to have its camera in situ on Bedford Road adjacent to the lower school, due to the installation of the pedestrian crossing. That installation had resulted in the removal of yellow zig zag lining (enforceable by BBC) and the addition of white zig zag lining (enforceable by Bedfordshire Police). JW had previously confirmed a camera would be sited at the Harris Way lower school site, however GL raised concerns BBC's proposal for two parking bays in the area would reduce the length of the zig zag lining.	
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>15th September 2021</u> JW had made an urgent request for Payne Road to be given priority, using BBC's risk assessment/scoring system. Monoux Road and Payne Road had confirmed orders for temporary fixes (Payne Road works have been completed) and Monoux Road would also be resurfaced in its entirety. Payne Road would be	BBC.

				resurfaced on the left-hand side only (as you enter from Monoux Road). <u>17th November 2021</u> JW confirmed Monoux Road and Payne Road remained on BBC's list of outstanding works. SP received confirmation from Kempston Rural Parish Council it supported the Kempston Rural/Wootton footpath being added to BBC's schedule of works. Its ward councillor had been informed. JW understood other pavements were likely to take priority when costings/risk assessments were undertaken. <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>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.	
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				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). <u>15th September 2021</u> Resurfacing works for Church Road (Cranfield Road to Hall End Road) had been completed.	
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 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.	GL.

				<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>15th September 2021</u> JW had received confirmation again that costings for a set of cameras were £80k including ongoing maintenance and was due to meet imminently with Bedfordshire Police regarding support for the Cranfield Road scheme. JW was asked to establish the likely costs for an individual to monitor the cameras and again agreed to raise the issue of police support for the scheme. SP was asked to establish what other parishes within the borough had paid for their cameras. <u>17th November 2021</u> SP was informed BBC had charged other parishes £80k to supply, install and maintain a pair of cameras. SP was asked to submit a formal request to the Police and Crime Commissioner for assistance in securing police support for the Cranfield Road scheme. Members were in agreement with this approach.	
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				<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>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>15th September 2021</u> JW will follow up on this again – and it was again noted the signage was needed at all road points. <u>17th November 2021</u> JW confirmed the works were programmed for this financial year (it was noted this could also be linked to the white lining issue noted previously *). <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.	
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				<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>15th September 2021</u> Timescales were still not known. <u>17th November 2021</u> Timescales were still not known. <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	
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				Wootton Green. <u>21st July 2021</u> No further update received. <u>15th September 2021</u> SP had been informed this is still pending, given the ongoing request for average speed cameras along Cranfield Road.	
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To be reviewed at each safety steering group meeting.