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Minutes of the **Roads & Pavements Safety Steering Group** meeting held on Wednesday 18th May 2022 at 7pm 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), Gerald Bygraves (GB, parish councillor), Tony Ireland (TI), Denton Mapesa (DM – parish councillor) and Stuart O’Dell, (SO – parish councillor). In attendance – John Wheeler (JW – parish councillor). JW 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)	Clive Baker (CB), Claire Watson (CW – parish councillor).		
Agenda no	Agenda item title	Resolution	Action
RP22/013	Apologies for absence. Keith Randell (KR – parish councillor).	Noted for the minutes.	SP to keep on file.
RP22/014	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.
RP22/015	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.
RP22/016	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk .	Resolved to receive and adopt. Proposed: SO. Seconded: GL.	SP to keep on file.

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Date 20th July 2022

Signed at Full Council.....

	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 16 th March 2022.	Resolved by all present.	
RP22/017	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.
RP22/018	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 7.30pm.

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Signed at Full Council.....

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 2021 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 November 2021</u> It was noted only some of the proposed infrastructure works was undertaken during	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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				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. <u>19th January 2022</u> Some resurfacing of roads (including yellow lining and no waiting signs) was due to take place in December 2021 but remained outstanding. Harris Way resurfacing was now programmed for February 2022. JW would chase BBC again in relation to an update on WPC's infrastructure report as it was still unclear which recommendations would be taken forward by BBC. It was understood the handover would take place one year post-works completion. <u>16th March 2022</u> The majority of smaller roads had now been resurfaced, including Harris Way (yellow lining and 'no waiting' signage will follow). Resurfacing works for Folkes Road have been delayed until Easter 2022 and JW had requested the drains by the shops/pedestrian crossing be lowered to enable	
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				better surface water drainage. JW also raised an issue with an incorrectly positioned drain (Goff Place) with BBC. GL had asked whether there should be a dropped kerb added at the end of Harris Way (emergency services route into the play area). GL also provided a report which detailed inconsistent street signage (not all signs displayed BBC's logo and some signs did not display a dead end symbol when it was appropriate to do so). This had been passed to BBC and JW was awaiting a response. It was noted there was only one dropped kerb on the Folkes Road bus loop roundabout and whilst this was not recognised by engineers as a school route, it was accepted many would use it – if a second dropped kerb were added to provide better access. In his absence, JW was asked to take this forward and establish the reasons this was not thought a necessary requirement. <u>18th May 2022</u> JW had been asked for an update on the following and unless noted as complete, was awaiting a response from BBC: • Folkes Road resurfacing (now complete save for white lining); • Drains – Folkes Road (now complete) and Goff Place; • Harris Way dropped kerb near the play area; • Report re inconsistent street signage. SP also raised a resident issue regarding disabled access to the bus loop roundabout – namely that there were no connecting paths/dropped kerbs and	
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				therefore no means of disabled access. GL walked the area ahead of this meeting and provided SP with photos detailing dropped kerbs either side of the road adjacent to the bus shelter. It was noted dropped kerbs could not be added to the pavements leading to parking bays as it was illegal to park in front of them. The resident had been informed of the same but queried whether a further dropped kerb could be added between the two parking bays along Ashpole Avenue*. JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues including the request above*.	
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 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</i>	BBC.

				<i>concerns directly to School Transport. <u>School.transport@bedford.gov.uk</u>.</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>18th May 2022</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>17th November 2021</u> JW confirmed the bus cage ‘no waiting restrictions’ were with BBC to implement. <u>19th January 2022</u> JW confirmed the ‘no waiting restrictions’ would be completed by BBC when the gritting season had ended. It was noted BBC had been made aware of WPC’s concerns over the number of long-term outstanding	
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				issues that still remained with BBC for resolution. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues.	
Cranfield Road flooding.	Previous discussions.	Ongoing.	BBC or Developer.	<u>16th March 2022</u> The issue of flooding in this area had been raised again, as ditches (swales) in the vicinity of Hoobury appeared to be permanently full of rainwater. Concept (Management Company for the developers) had stated the swales were in order and that the source of additional water onto the highway was from BBC owned land on the other side of Cranfield Road. This was being disputed by BBC who had stated there were no flooding issues in the area before development began. Concept had requested a teams meeting with representatives from BBC, plus GL and JW. <u>18th May 2022</u> JW confirmed BBC do not wish to meet and were stating this issue is for Concept to resolve. JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues.	BBC or Developer.
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th November 2021</u> JW confirmed equipment for the pedestrian crossing was on order but not yet received. <u>19th January 2022</u> JW confirmed works were programmed for Spring 2022 and a feasibility survey had been completed. <u>16th March 2022</u>	BBC.

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				JW had been informed a survey had not been completed by Highways, meaning a potential pushback on installation to summer. Highways would try and install before then – JW was informed the team currently working on Bedford High Street would be in Wootton once those works were complete. <u>18th May 2022</u> JW confirmed the order had been placed but timings were not known. JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues.	
Fields Road white lining.	N/A.	N/A.	N/A.	<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. <u>19th January 2022</u> BBC remained resolute there was no need for white lining in this area, however it was agreed to continue to push for lines on health and safety grounds. <u>16th March 2022</u> JW had confirmed BBC would not white line this road. It was agreed however, to leave this on file in the hope it could be raised at a meeting (currently being arranged by JW) with BBC's Chief Executive. <u>18th May 2022</u> JW had yet to receive any meeting confirmation. JW confirmed he and GL were attending a site visit	BBC.

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				with BBC on 19 th May to discuss all outstanding issues.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>17th November 2021</u> SP was in dialogue with BBC who were still 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>19th January 2022</u> Yellow lining works remained outstanding on Bedford Road; however it was understood all lining/road signage works would be completed by BBC when the gritting season ended. It was understood yellow lining works at Hall End had only partially been completed. GL and SP agreed to investigate/chase further as needed. <u>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>WHITE LINING</u> <u>17th November 2021</u>	SO.

				JW had chased BBC for a further update. SP was asked to add the double mini-roundabouts (Bedford Road/Church Road/ Cranfield Road/ Fields Road) 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>19th January 2022</u> GL and JW confirmed BBC were programming resurfacing works to the double mini-roundabouts due to lorries damaging the surface and drains. White lining would then follow**. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <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 January 2022</u> It was hoped an outcome would be known in 2022 following central government's consultation. Local councils would be permitted to exclude areas from any 'no pavement parking' order.	
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				<u>PARKING CAMERA</u> <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. <u>19th January 2022</u> JW confirmed the parking bays were complete, however surfacing and lining remained outstanding. A timescale was not yet known regarding the camera installation. <u>16th March 2022</u> JW confirmed the camera installation was programmed for Easter 2022, however all other works (surfacing and lining) required prior completion. BBC had confirmed Persimmon would not be financing the camera and JW was establishing who would meet the cost. In light of BBC's recent consultation on its intention to apply for power to enforce against 'moving traffic offences' as detailed within the Traffic Management Act 2022, it was hoped this committee could then lobby for the reinstatement of the parking camera	
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				on Bedford Road (adjacent to the lower school). <u>18th May 2022</u> No further update received.	
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>19th January 2022</u> CB and GL raised concerns over the state of pavements within the Berry Wood estate, including cut-through pavements and the pavement linking the estate to Fields Road. Compressed clay had been used, which turned to mud during inclement weather. DM added he was aware a resident had fallen as a result of the mud. GL also queried why BBC were not maintaining grass-topped pavements (referencing the Summerfield Drive estate), when they were responsible for maintaining adjoining pavements. It was noted both issues had already been reported to JW to take forward with BBC. BBC had programmed resurfacing works to Keeley Lane between 24th January and 18th February 2022, however JW confirmed he was still awaiting an update regarding Monoux and Payne Road. <u>16th March 2022</u> Keeley Lane works remained ongoing. JW had seen	BBC.

				sight of BBC's 2022/23 works programme which included Monoux Road but not Payne Road (as previously understood). JW was investigating this and in his absence was also asked to take the following pavement areas forward for inclusion with BBC, if opportunity arose: • Monoux Road in its entirety (reinforcing this was top priority); • Payne Road in its entirety; • Foster Way in its entirety; • Lorraine Road in its entirety; • Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). The state of muddy pavements within the Fields Road South development was again noted and whilst this had been raised with JW, it would also be discussed at the proposed meeting with BBC's Chief Executive. It was hoped an upgrade would be made a condition by BBC prior to the area's adoption. <u>18th May 2022</u> JW confirmed cleaning lorries regularly patrolled the Fields Road South development. No confirmation has been received regarding the latest requests detailed above (under 16th March 2022). JW also confirmed the pavement between Keeley Lane and Irongate Corner would not be programmed for works by BBC – although it was noted improvement works were referenced in BBC's draft Local Plan 2040. JW then stated he and GL were attending a site visit with BBC on 19th May to discuss all outstanding	
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				issues. <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 – works now completed). • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority). <u>19th January 2022</u> As noted above** GL and JW confirmed BBC were programming resurfacing works at Cranfield Road – between the double mini-roundabouts and Cranfield Road pedestrian access point to Barnes Road. This was necessary following lorry damage to the surface and drains and it was understood works would be completed this financial year. <u>18th May 2022</u> JW confirmed the Cranfield Road works were still programmed for completion within BBC's 2022/23 financial year as was the resurfacing of Cause End Road (Tesco location). JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues.	
Road signage – Berryfields Estate.	GL.	Ongoing.	BBC/ Persimmon.	<u>19th January 2022</u> GL noted several road signs were misleading – with some indicated a dead end when it was not and vice-versa. GL and SO agreed to walk the area and produce a report for JW to take forward.	GL and SO.

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				<u>16th March 2022</u> It was noted JW had asked BBC to confirm if a fuller/second report was required, to include the entire estate as not all areas featured in the original. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues.	
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. <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 agreed with this approach. <u>19th January 2022</u> It was noted Full Council had resolved on 12th January 2022 to keep this installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. After detailed discussion the following was agreed: • A further request would be made to Bedfordshire Police to establish the feasibility in offering a financial contribution (possibly in partnership with other	GL.

				town/parish councils) to secure a resource to monitor the cameras (TI to provide points of contact to SP); To inform Full Council this working group disagreed with its resolution and requested a review of that decision in six months (as permitted under Standing Orders). <u>16th March 2022</u> SP had emailed Bedfordshire Police to establish the feasibility in offering a financial contribution (possibly in partnership with other town/parish councils) to secure a resource to monitor the cameras and was awaiting a response. <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 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>19th January 2022</u> It was understood all lining/road signage works would be completed by BBC when the gritting season had ended (and in this instance, resurfacing works completed).	
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				<u>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <u>18th May 2022</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. <u>19th January 2022</u> It was understood all lining/road signage works would be completed by BBC when the gritting season ended. <u>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u>	
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				<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 January 2022</u> This request would only be considered by BBC when determining the installation of average speed cameras along Cranfield Road.	
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To be reviewed at each safety steering group meeting.