



WOOTTON PARISH COUNCIL



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Minutes of the **Roads and Pavements Safety Steering Group** meeting held on
Wednesday 17th January 2024 at 7pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title			Power
Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Noakes, O'Dell, Randell and Tyerman plus non-councillor members Clive Baker (CB) and Tony Ireland (TI). In attendance: BBCllr Jim Weir, Deputy Mayor and Portfolio Holder for Environment, Highways and Transport and Cllr Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
RP24/001	Apologies for absence. Cllr Kay.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1+2) & Sch 12, Part VI, p40.
RP24/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
RP24/003	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

RP24/004	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
RP24/005	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. None.	N/A.	N/A.	N/A.
RP24/006	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of the Roads and Pavements Safety Steering Group are asked to receive and adopt the minutes of Roads and Pavements Safety Steering Group meeting held on 15 th November 2023.	Resolved to receive and adopt. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	N/A.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
RP24/007	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.	N/A.
RP24/008	To review, amend and approve the Roads and Pavements Safety Steering Group Project Action Plan and to take the same to Full Council for formal approval. Appendix One.	Resolved to review, amend and approve the Project Action Plan and take the same to Full Council for formal approval. Proposed: Cllr O’Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed 8.30pm.

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24

WPC² publishes a BAP³ 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 BAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2023 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 2024-25 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Bedford Road pavement trip hazard (new development at 16-18 Bedford Road).	Cllr O'Dell.	2024.	BBC/ Developer to finance.	<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed remedial works had been undertaken but not to a satisfactory standard. It was noted BBC⁵ were in talks with the developer to bring the area up to a satisfactory standard. <u>17th January 2024</u> BBCllr/Cllr Wheeler confirmed a temporary repair had been effected, however the developer still needed to fully make good the area.	Cllr O'Dell.
Bedford Road surface water issue (in the vicinity of the Memorial Hall)	Cllr O'Dell.	Ongoing.	BBC/ Anglian Water	<u>17th January 2024</u> Cllr O'Dell raised an ongoing issue with BBC regarding surface water which continued to sit on the road, despite previous investigative measures.	Cllr O'Dell.

¹ Project Action Plan.

² Wootton Parish Council.

³ Business Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

Appendix One

Berryfields Estate (infrastructure).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<u>Summary of 2023</u> BBCllr/Cllr Wheeler had chased BBC on the following outstanding issues: - No waiting signage was still required on Harris Way and bus gate signage was required on Ashpole Avenue. Both issues were being progressed by Persimmon Homes; - Works had not yet been completed to remedy the poorly-lit pedestrian crossing on Folkes Road. BBC had informed BBCllr/Cllr Wheeler it was satisfied the pedestrian crossing met health and safety guidelines, however BBCllr/Cllr Wheeler confirmed he would continue to argue it did not. <u>17th January 2024</u> No waiting signage had now been installed on Harris Way, as had bus gate signage on Ashpole Avenue. BBCllr Weir agreed to take forward the issue of the poorly illuminated pedestrian crossing on Folkes Road. Cllr O'Dell raised concerns over the zig zag markings by a lay-by on Folkes Road (near the pedestrian crossing), as the markings stopped short on one side. Department of Transport's Traffic Signs Manual notes a lay-by in such a controlled area should have markings along the back edge of that area. A request was made for BBC's Highways Department to establish whether the current configuration was correct. It was suggested the lining needed to be extended or the lay-by removed. BBCllr Weir agreed to investigate the same.	Cllrs Lloyd and O'Dell. BBC/Persimmon.
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Appendix One

Berryfields Estate (road signage).	Cllr Lloyd.	Ongoing.	BBC/ Persimmon.	<u>Summary of 2023</u> Cllr Lloyd provided BBC with a report which detailed several misleading road signs. A further, more detailed report was not produced as BBC had yet to act on the original report. Examples include signage indicating a dead end when none exists. <u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this was part of an ongoing programme of works that will need to be completed before BBC adopted the infrastructure. <u>17th January 2024</u> BBCllr/Cllr Wheeler had received no further update to date.	Cllrs Lloyd and O'Dell.
Burgoyne Avenue speed measures.	Residents.	2024.	BBC.	<u>17th January 2024</u> Concerns had been raised that existing speed cushions did not restrict vehicles to 20MPH – speeding remained an issue. BBC had confirmed once the roads were adopted by them, a feasibility study could be undertaken to see whether additional measures were required. Discussions centered on whether the existing speed cushions should be replaced with speed bumps covering the entire road width, however after discussions the following was noted: • Wootton's Speed Watch team would focus on Burgoyne Avenue. Data gathered would help with any future feasibility reports on speeding in that area; • This committee would look to lobby BBC for the same measures as seen along Bedford's Embankment – priority rights of way.	BBC.

Appendix One

Cranfield Road speeding issues and pedestrian crossing issues.	Resident.	2024.	BBC.	This issue was the first determined within this PAP. <u>15th November 2023</u> A resident raised concerns that vehicles continued to speed down Cranfield Road if they were only passing one of the pair of Average Speed Cameras now installed. The following suggestions were made (BBC and member responses are noted in blue): • Install a regular (static) speed camera. It was not possible to site a static speed camera between a pair of average speed cameras. • Change the speed limit to 20MPH. *See below. • Install warning signage not to speed – ‘Speeding Kills’ or similar; BBC confirmed it had to conform to legislation which prevented the installation of such signage. • Install barrier fencing to ensure the better safety of pedestrians. **BBC confirmed there was insufficient room along this footway to install a barrier. A barrier must be set back a minimum of 450mm – 600mm from the road edge, which would leave less than one metre – insufficient to allow a double buggy to pass. In relation to Burgoyne Avenue, it was noted the addition of full-length road bumps would only be considered after BBC had adopted the road and it was agreed to add that issue to this PAP ahead of the next meeting of this steering group.	BBC.
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Appendix One

				The same resident also raised concerns over the poorly positioned pedestrian crossing at the top of Cranfield Road near the junctions with Bedford/Church/Fields Road. The following suggestions were made and taken forward by BBCllr/Cllr Wheeler ahead of this meeting. BBC and member responses are noted in blue. - Remove the (almost blind) crossing and install barrier fencing to stop pedestrians crossing in that area; BBC had received no crossing concerns in the 5+ years since it had been installed. It had noted overhanging vegetation on the Church Road side which would reduce visibility of oncoming vehicles and would be taking steps to have it cut back to the highway boundary. The same response as noted above** was made in relation to the barrier request. It was noted WPC had offered solutions to BBC to alleviate the pinch point on Cranfield Road, but none were taken forward and WPC had reluctantly moved the issue to close. There had also been historic talks to close Cranfield Road to all vehicles, however this was not supported by WPC. - Install a pedestrian crossing on Bedford Road; BBC had previously looked at the possibility of installing a crossing at the point(s) noted in Appendix Two (see minutes dated 17th November 2023). It had concerns any crossing between the two roundabouts would present a safety hazard, with drivers focusing on other vehicles rather than pedestrians. - Add warning road markings in the vicinity of the pedestrian crossing;	
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				BBC cited current legislation, which stated zig zag markings were not permitted on approaches to roundabouts. The way to prevent vehicles from parking would be to install yellow lines. It was noted there were yellow lines on the northern side of the roundabouts, but not on the southern side. BBC had no budget for any further lining works however and after discussion it was resolved not to take that suggestion forward in any event, as vehicles were not known to park in that area. • Install signage on all roads warning of a pedestrian crossing. BBC again confirmed it was bound by legislation which did not permit the addition of signage stating caution signage near a pedestrian crossing. *The resident also provided a detailed report ahead of the meeting in relation to the implantation of 20MPH speed limits across the village – refer to Appendix Two (see minutes dated 15th November 2023). It was noted all areas within the Berryfields and Berry Wood/The Kilns Estates were a 20MPH zone. WPC had recently submitted a request to BBC that all roads elsewhere in the village also be made a 20MPH, save for the main routes (Bedford, Church, Cranfield, Fields, Hall End Roads and Keeley Lane). These would remain 30MPH and would be/were already being served by average speed cameras, although it was noted WPC may look to subsequently request these also be reduced to 20MPH.	
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				After detailed discussion, the resident in attendance agreed to raise a petition calling for all roads to be made 20MPH which would be submitted to BBC (as Local Highways Authority) for consideration. BBCllr/Cllr Wheeler confirmed he had already submitted their redacted report to BBCllr Jim Weir and invited the resident to attend a meeting at Borough Hall with all relevant stakeholders to discuss this proposal in greater detail. <u>17th January 2024</u> The following issues have been taken forward from the previous meeting of this steering group: The resident's petition for all roads to be made 20MPH (to be submitted to BBC as the Local Highways Authority) and BBCllr/Cllr Wheeler's invitation for the resident to attend a meeting at Borough Hall to discuss the proposal in greater detail. BBCllr Wheeler confirmed he had received no further response from the resident.	
Hoo Close (behind Lorraine Road).	Residents.	Ongoing.	BBC/ Crown Estate	<u>17th January 2023</u> Concerns were raised over the poor state of a wooden bridge leading from Hoo Close behind Lorraine Road into Crown Estate-owned land. The clerk had contacted The Crown Estate and also BBC to establish which entity had responsibility and in what areas and this was currently being investigated. In the meantime, The Crown Estate had confirmed as a gesture of goodwill, it would instruct Carter Jonas to undertake clearance works in the ditch area (extent unknown). After discussions, it was noted the wooden bridge should form part of the emerging Business Plan, currently being discussed by the Leisure and	BBC/Crown Estate.

Appendix One

				Amenities Committee (land transfer as detailed within Wootton's Neighbourhood Development Plan Policy W10).	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> Summary of 2023 Yellow lining works remain incomplete at the junction of Hall End Road and Hilly Lane. <u>15th November 2023</u> Completion of yellow lining along Hall End Road at the junction of Hilly Lane remained outstanding. It was noted the police should be able to take enforcement action to remove the obstructing vehicle and BBCllr/Cllr Wheeler was asked to continue to chase for these lining works to be completed. A request for additional yellow lining at Hall End (frontage of The Chequers PH car park) was received and taken forward with BBC. <u>17th January 2024</u> BBC confirmed it would cost £1,500 to add yellow lining at the frontage of The Chequers PH car park but also stated it did not believe they were required at that location. Vehicles were parking over a dropped kerb, therefore if the owner notified BBC's Parking Services Department, a Civil Enforcement Officer would be able to issue a Penalty Charge Notice. The number for BBC's Parking Services was 01234 718359 – this was manned 24/7 and any updates would be discussed again at the next meeting of this steering group.	Cllr O'Dell.

				<u>WHITE LINING</u> <u>Summary of 2023</u> White lining works at numerous locations within the village including the double mini roundabouts on Fields Road remain outstanding. <u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed BBCllr Weir was following up on why these works remained outstanding. <u>17th January 2024</u> BBCllr/Cllr Wheeler confirmed these works had now been completed. <u>PAVEMENT PARKING</u> <u>Summary of 2023</u> No further update was received in relation to Central Government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. <u>15th November 2023</u> Information published on Central Government's website states feedback was being evaluated and further information will be provided in due course (29th June 2023). Cllr O'Dell agreed to take this up with Alistair Strathern MP, in a personal capacity. <u>17th January 2024</u> Cllr O'Dell had no received a response from Alistair Strathern MP and had chased for an update ahead of this meeting.	
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				BBCllr Weir stated he was a member of PATROL – Parking and Traffic Regulations Outside London ⁶ and it was expected this issue would be covered by that organisation. Cllr O'Dell agreed to forward Alistair's response to BBCllr Weir when received.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th January 2024</u> Refer to Appendix Two. <u>ROADS</u> <u>17th January 2024</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<u>15th November 2023</u> BBCllr/Cllr Wheeler had chased BBC on the following outstanding works: - Lorraine Road dropped kerbs – both the original works (now completed) that required the addition of tactile paving and the additional areas subsequently requested by WPC; - Foster Road dropped kerb (requested by BBCllr Abood without reference to WPC). BBCllr/Cllr Wheeler subsequently requested the addition of bollards to stop the area being used as a car park. The need for the addition of bollards was reinforced at this meeting. <u>17th January 2024</u> Whilst it was noted works had commenced on both Lorraine Road and Foster Road, the following concerns were raised by Cllr O'Dell, who had spoken to the crew on site(s): - No job order had been raised to install bollards on Foster Road to prevent pavement parking	BBC.

⁶ Fuller information on that organization can be found here: <https://www.patrol-uk.info/>

Appendix One

				(already happening before the dropped kerb installation); • No job order had been raised to install tactile paving on the original dropped kerbs installation (Lorraine Road), despite BBC previously acknowledging its omission was their error. • The crew had stated plans to install a dropped kerb on the service road adjacent to 3 Lorraine Road would not be carried out as it was too dangerous. It's omission would prevent access to Cause End Road by mobility scooter users. BBCllr Weir agreed to investigate the above issues.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2023</u> All outstanding areas should have cameras installed by the end of 2024. <u>17th January 2024</u> Cllr Lloyd confirmed he had met with an engineer and was awaiting final diagrams and costings.	Cllr Lloyd.

To be reviewed at each Roads & Pavements Safety Steering Group meeting.

Roads & Pavements Safety Steering Group RP24/008a			
Pavements – requested by WPC for programming by BBC in 2024/25			
Area		Comments	
Bedford Road:		Refer to Appendix Three.	
- Cock Inn PH to the Post Office; - Memorial Hall area.			
Foster Way (now including Foster Road, Neale Way, Neale Road and Thorpe Way).			
Lorraine Road.		<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this area had been scored by BBC and had been programmed for BBC's 2024/25 works. <u>17th January 2024</u> BBCllr Weir has been asked to confirm this programmed for BBC's 2024/25 works.	
Roads – requested by WPC for programming by BBC in 2023/24		Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments	Area	Comments
Cause End Road (vicinity of Tesco's).	BBC had previously stated works would commence when utility works had been completed. BBCllr/Cllr Wheeler asked for the works to be expedited as the road continued to deteriorate and was a severe hazard. <u>24th May 2023</u> Temporary patching works would be carried out ahead of a full resurface. BBCllr Weir agreed to chase BBC for a further update regarding timescales and plans for full resurfacing works (it was recognised delays had been caused by utility companies working in the area).	Farrell Road	<u>17th January 2024</u> Requested.

Appendix Two

	<u>20th September 2023</u> BBC had programmed resurfacing works for February 2024. <u>15th November 2023</u> Utility works were ongoing and should be completed before the scheduled resurfacing works in February 2024.		
		Hall End Road (adjacent to the upper school).	A resident reported significant potholes along Hall End Road which were causing traffic to cut the corner, driving towards oncoming traffic. BBCllr/Cllr Wheeler confirmed the area has already been marked out and that BBC would resurface the area from Wootton Park Farm to the first dwelling on the left (heading towards The Chequers Inn PH). <u>20th September 2023</u> BBCllr/Cllr Wheeler confirmed these areas had been scored by BBC but it was unclear whether they had yet to be programmed. <u>17th January 2024</u> Requested.
		Lorraine Road (top of Cause End Road closest to St. Mary's Church to Lorraine Road cemetery entrance).	A resident initially requested works for 2023/24. <u>17th January 2024</u> Requested.
		Mepham Road (Bedford Road to Hollies Walk).	A resident initially requested works for 2023/24. <u>17th January 2024</u> Requested.

Bedford Road Pavement 18 January 2024

From the Cock Inn to Keeley Lane	
By alleyway leading to Payne Road, No 6A - drain cover	To No 10
From No 10	To 26 (including area accessing the new housing estate)
From No 30	To Opposite school where it is deformed
From No 40 – ‘No Parking’ sign is crooked needs repair	To access to Blue Cross
Outside the Post Office	To No 58
From No 66	To dropped kerb by Lamp post No 59
From Potters Cross Rd near No 76	To No 82
From No 90	To No 106
From 106B	To the Elmsdale Road
Outside 110A (and No 3 Elmsdale) is a raised Manhole Cover	
Outside No 122	
From No 132	To No 142
Outside of Keeley Grange entrance	
From the Bus Stop near Keeley Lane to Church Road Roundabout	
Uneven around bus stop	
From No 143	To No 139
Outside No 131	
Path around Memorial Hall playpark field	To Memorial Hall entrance
From No 125	To No 123
From No 123A	To No 121
From No 115	To No 113
From No 109	To No 107
Entrance to No 105	
From No 101	To 97
From No 95	To No 89
From No 81	To No 79
From No 75	To No 69
From No 57	To No 49 including area near Bus Stop
Outside No 43	To Cause End Road
Corner of Cause End Road by Wootton Village sign	
Outside No 1 Cause End Road on corner opposite Post Office is a trip hazard	
Opposite Post Office by green door belonging to No 1 Cause End Road are raised bricks-trip hazards	
Entrance to No 33	
Entrance to No 29	
Entrance to road giving vehicular access to school potholes	

Appendix Three

School entrance area from 'No stopping' sign	To the tactile paving outside the school
Entrance to the Chapel	To No 23
From No 4 The Walnuts	To No 2 The Walnuts
From No 19a	To No 15
From No 9	To No 7
The area around The Parish Pound	To Church Road corner