



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788
Email: Clerk@Wootton-PC.gov.uk
Website: Wootton-pc.gov.uk

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

Minutes of the **Roads and Pavements Safety Steering Group** meeting held on
Wednesday 15th May 2024 at 7.02pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Power
RP24/017	To elect a Chairman of the Roads and Pavements Safety Steering Group. A nomination was received on the evening for Cllr Lloyd. Resolved Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Standing Orders.
RP24/018	To elect a Vice-Chairman of the Roads and Pavements Safety Steering Group. A nomination was received on the evening for Cllr O'Dell. Resolved Cllr O'Dell be appointed Vice-Chairman for the ensuing municipal year. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present	Standing Orders.
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, Kay, Noakes, O'Dell and Randell plus non-councillor member Clive Baker (CB). In attendance: Cllr Lincoln. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).	
Absent (no apologies received)	Tony Ireland (non-councillor member TI).	

Chairman.....

Date.....

Signed at Full Council.....

Agenda no	Agenda item title	Resolution	Action	Power
RP24/019	Apologies for absence. Cllr Tyerman.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1+2) & Sch 12, Part VI, p40.
RP24/020	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
RP24/021	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.
RP24/022	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
RP24/023	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. None.	N/A.	N/A.	N/A.
RP24/024	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 20 th March 2024.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	N/A.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
RP24/025	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.	N/A.
RP24/026	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 Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
RP24/027	To consider closing this safety steering group and in its stead, produce a monthly/quarterly report for Full Council for action/update purposes and to make recommendation to Full Council as necessary.	After discussion it was agreed to keep this safety steering group as is, with no administrative changes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed 7:43pm.

Roads and Pavements Safety Steering Group Minutes 15th May 2024

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Chairman.....

Date.....

Signed at Full Council.....

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 BBC were in talks with the developer to bring the area up to a satisfactory standard. <u>17th January 2024</u> BBCllr/Cllr Wheeler has confirmed a temporary repair has been effected, however the developer still needs to resurface the area to make good. <u>20th March 2024</u> BBCllr/Cllr Wheeler has now confirmed BBC⁵ will effect the necessary repairs and invoice the developers.	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	Cllrs Lloyd and O'Dell. BBC/Persimmon.
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Appendix One

				removed. BBCllr Weir agreed to investigate the same. <u>20th March 2024</u> BBCllr/Cllr Wheeler has confirmed the existing lighting will be angled to better illuminate the area between the pedestrian crossing on Folkes Road and the lower school. BBCllr/Cllr Wheeler has had no further update regarding the zig zag markings. <u>15th May 2024</u> Tom Wootton, Mayor and Leader of Bedford Borough Council attended Full Council on 10th April 2024 and was asked to expedite the works to the pedestrian crossing. BBCllr/Cllr Wheeler had since confirmed these should be completed soon, however timescales were not given.	
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 would need to be completed before BBC adopted the infrastructure. <u>20th March 2024</u> BBCllr/Cllr Wheeler had received no further update since November 2023. <u>15th May 2024</u> BBCllr/Cllr Wheeler continued to chase.	Cllrs Lloyd and O'Dell.

Appendix One

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. <u>20th March 2024</u> No further update had been received regarding the road adoption, however BBC had informed BBCllr/Cllr Wheeler it would not pay for any additional signage. It was noted Speed Watch would only be able to monitor Burgoyne Avenue once the adoption process was complete and a risk assessment had been undertaken. <u>15th May 2024</u> BBCllr/Cllr Wheeler had requested timescales from BBC in relation to the road adoption, as this issue could not be addressed until then.	BBC.
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>Summary of 2023</u> Yellow lining works remain incomplete at the junction of Hall End Road and Hilly Lane.	Cllr O’Dell.

Appendix One

				<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. <u>20th March 2024</u> In the absence of Cllr Bygraves no further update was available. <u>15th May 2024</u> <u>HALL END</u> Cllr Bygraves explained BBC's Parking Services Department had been contacted on a number of occasions, however they had determined no	
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				dropped kerb was present. After discussion it was agreed WPC would fund the £1,500 costings from General Reserves. <u>LORRAINE ROAD GREEN</u> A request was made during the recent Annual Parish Meeting for yellow lining to be added along the road frontage by Lorraine Road Green. Residents were concerned that children playing on the green were at risk of being hit by these or passing vehicles. After discussion it was agreed not to take this proposal forward as children were on the green. The addition of yellow lining would add a further parking burden to adjacent roads. <u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> A further request was made during the recent Annual Parish Meeting for yellow lines to be added at the junction of Lorraine Road and Cause End Road. Residents were concerned about the volume of vehicles parked in this area in contravention of the Highway Code. After discussion it was agreed to request BBC finance the addition of yellow lining at this junction. <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.	
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Appendix One

				<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>20th March 2024</u> Cllr O'Dell had received the following response and updates from Alistair Strathern MP ahead of this meeting, following questions tabled to the Department for Transport: Fuller details can be found here, here and here. In the absence of Cllr O'Dell no further update was available.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>15th May 2024</u> Refer to Appendix Two. <u>ROADS</u> <u>15th May 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.	BBC.

Appendix One

				<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 (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. <u>20th March 2024</u> Issues with the works outside 30 Lorraine Road were raised and fed back to BBC's Highways Department. Refer to Appendix Three. It was noted whilst works outside 30 Lorraine Road had been completed, wheels could be caught in one or both of the drain covers – a health and safety concern. Turning the covers 90 degrees would remedy this.	
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In addition, the installation of tactile paving on the original dropped kerbs installation (Lorraine Road) remained outstanding and NO dropped kerbs had yet been added to the service road adjacent to 3 Lorraine Road.

The addition of dropped kerbs on Foster Road was requested by BBCllr Abood without consultation with the WPC and after discussion it was agreed that any complaints regarding pavement parking in that area would be directed to BBCllr Abood to action.

15th May 2024

BBCllr/Cllr Wheeler had emailed BBC for updates on the above issues, and the following remained outstanding:

- The addition of tactile paving in relation to the original dropped kerb works – requested by WPC and omitted by BBC;
- The addition of a missing dropped kerb to the service road adjacent to 3 Lorraine Road.

The following works had now been completed:

Appendix One

				Remedying the issues raised to works completed outside 30 Lorraine Road (to include WPC's request to rotate the grate by 90 degrees). It was noted the grate had been re-positioned. The Clerk was requested to escalate the outstanding works with Mayor Wootton.	
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. <u>20th March 2024</u> BBCllr/Cllr has confirmed a June installation is still programmed by BBC. <u>20MPH SPEED LIMIT REQUEST</u> <u>15th May 2024</u> A report was been submitted to BBC requesting 20MPH speed reductions along several roads within the village and the following response was received from Bedford Borough Council (costings to be borne by Wootton Parish Council): <i>“The Government criteria states that 20mph limits are most appropriate for roads where average speeds are already low, and the guidance states below 24mph. The layout and use of the road must also give the clear impression that a 20mph speed or below is the most appropriate.</i>	Cllr Lloyd.

Appendix One

				<i>There is no evidence that lowering a speed limit just by changing the signs, will lower the speed of traffic. Indeed there is evidence to show that when speed limit signs are changed without introducing other measures, the speed continues as before making the non-compliance even greater and leading to increased number of complaints from residents that behaviour has not changed.</i> <i>If the speeds are in excess of 24mph, then traffic calming measures should be installed to reduce speeds.</i> <i>It should be noted that Central Government updated their guidance on speed limit setting in March 2024, as result of the Welsh government's decision to install country wide 20mph limits. <u>Setting local speed limits - GOV.UK (www.gov.uk)</u>. The new guidance reiterates the need to install traffic calming measures to slow traffic in locations where speeds are currently above 24 mph.</i> <i>It may be possible to install 20mph limits on many of the roads indicated providing the existing speeds are 24mph or less. Assuming that all of the roads requested meet this criteria, then the likely cost of the scheme will be in the region of £20,000. It may be possible to reduce this cost by omitting cul de sacs such as Sherwood Close, Haycroft, Grovebury Court etc where the road length is relatively short making speeding highly unlikely."</i>	
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Appendix One

				Refer to Appendix Four. After discussion it was agreed to take the proposal in full, to Full Council for ratification at an anticipated cost in the region of £20k.	
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To be reviewed at each Roads & Pavements Safety Steering Group meeting.

Roads & Pavements Safety Steering Group	
Pavements – requested by WPC for programming by BBC in 2024/25	
Area	Comments
Bedford Road: - Cock Inn PH to the Post Office; - Memorial Hall area.	Refer to Appendix Five. <u>20th March 2024</u> BBCllr/Cllr Wheeler will request BBC score this area. <u>15th May 2024</u> <u>COCK INN PH TO POST OFFICE</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area been scored and programmed by BBC for works in 2024/25. <u>MEMORIAL HALL</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area would be scored by BBC and further confirmed on the morning of 16 th May 2024 that patch/defect repairs were ongoing. Clarification on whether resurfacing works will follow the patch/defect works had been sought.
Foster Way (now including Foster Road, Neale Way, Neale Road and Thorpe Way).	<u>20th March 2024</u> BBCllr/Cllr Wheeler has confirmed this area has not been scored. <u>15th May 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area would not be scored by BBC due to a lack of funding. Move to close.
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 area has been programmed for BBC's 2024/25 works. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed patch works to this area had now been completed.

Appendix Two

	<u>15th May 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area had been scored and programmed by BBC for works but timescales were not known.
Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
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. <u>20th March 2024</u> BBC had programmed Hilly Lane (opposite The Chequers PH) for works in April 2024. BBCllr/Cllr Wheeler was investigating why this was given priority over the areas previously noted outside the upper school. BBCllr/Cllr Wheeler had been informed pot holes in the vicinity of the upper school would be in-filled by BBC, however resurfacing works would not be carried out until school building works had been completed. <u>15th May 2024</u> BBCllr/Cllr Wheeler was informed Hilly Lane met BBC's inspection and risk-based criteria for resurfacing. BBC recognised other roads were better-used, however the surface was deemed so severe, resurfacing was a more cost-effective option than patching. BBCllr/Cllr Wheeler confirmed ahead of this meeting, the area in the vicinity of the upper school had been scored and programmed by BBC for works but timescales were not known.
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.

Appendix Two

	<u>17th January 2024</u> Requested. <u>20th March 2024</u> BBCllr/Cllr Wheeler has confirmed BBC has programmed these works for 2024/25. <u>15th May 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area had been scored and programmed by BBC for works in 2024/25.
Mepham Road (Bedford Road to Hollies Walk).	A resident initially requested works for 2023/24. <u>17th January 2024</u> Requested. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed BBC had determined no works were currently needed in this area. <u>15th May 2024</u> Move to close.

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

From:
To: Clerk@wootton-pc.gov.uk
Subject: Fwd: New dropped kerb outside 30 Lorraine rd
Date: 25 January 2024 14:53:33

Hi Sue. Here's my e mail. Explaining. Should make sense with the pictures
Sent from my iPhone

Begin forwarded message:

From:

Date: 25 January 2024 at 14:22:07 GMT
To: Clerk@wootton-pc.gov.uk
Subject: New dropped kerb outside 30 Lorraine rd

Hi Sue
I believe the Parish Council arranged for this work to be done ?
<image6.jpeg>

I've attached a few pictures of the work. I'm assuming that the work around the drains is still temporary and they will be coming back to complete? The tarmac is soft and has gravel in it. Hence the reason I think unfinished. Also while I'm sending picture of that I also include 3 pics of the slabs. Some have got chips in them already. Assume they were like that when laid? Also I was chatting to the supervisor before Christmas when he was checking out what was to

Be done and I mentioned the fact that it needed siding out because the grass has grown quite a bit over the footpath. I asked if this was going to be done? He said yes. Said it would be left in a tidy condition. This may or may not have been part of his remit but it does look bad and would have been good to have had this done while all the men on site? As you can see the path is wide at one end then narrow then wide? Can this be done? Thanks

Sent from my iPhone





