



WOOTTON PARISH COUNCIL



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Minutes of the **Roads and Pavements Safety Steering Group** meeting held on
Wednesday 21st May 2025 at 7pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
N/A	To elect a Chairman of the Roads and Pavements Safety Steering Group.	In the absence of Cllr Lloyd, a nomination was received on the evening for Cllr O'Dell to be appointed Chairman for the duration of the meeting. A further nomination was received to subsequently appoint Cllr Lloyd as Chairman for the ensuing municipal year. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Standing Orders.
N/A	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 Lincoln. 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 O'Dell (in the chair in the absence of Cllr Lloyd), Lincoln, Noakes and Randell. In attendance: 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)	Tony Ireland (TI).			
Agenda no	Agenda item title	Resolution	Action	Power
RP25/017	Apologies for absence. Cllrs Bygraves, Lloyd and non councillor member Clive Baker (CB).	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1+2) & Sch 12, Part VI, p40.
RP25/018	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
RP25/019	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.	Localism Act 2011, Ch 7, s33.
RP25/020	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
RP25/021	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. None.	N/A.	N/A.	N/A.
RP25/022	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 19 th March 2025.	Resolved to receive and adopt. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
RP25/023	Matters arising from the minutes – for information only. Please refer to the Project Action Plan for fuller information.	N/A.	N/A.	N/A.
RP25/024	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 Noakes. Seconded: Cllr Randell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
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Meeting closed 7.36pm.

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2025-26

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 2024 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 2025-26 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.	2025.	BBC/ Developer to finance.	<u>17th July 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, the repairs had been effected in part, however this section of pavement was scheduled for full resurfacing works as part of The Cock Inn to Post Office works. BBC⁵ would apportion the necessary charges to the developer. <u>15th January 2025</u> BBC confirmed full resurfacing works should be completed by the end of this financial year (2024/25). <u>21st May 2025</u> Now merged with Appendix Two. Move to close.	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

Berry Wood Car Park – Cranfield Road – exit	Cllr Noakes.	2025.	BBC.	<u>21st May 2025</u> Cllr Noakes stated when exiting the car park onto Cranfield Road it was impossible to see oncoming vehicles travelling away from Wootton, due to overgrowth. Cllr Noakes agreed to send photographic evidence to the Clerk to request remedial action.	Cllr Noakes.
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. <u>17th July 2024</u> Members resolved this item should remain on the project action plan until the adoption process was complete – at which time this safety steering group would again lobby for additional speed measures and request the presence of Wootton's Speed Watch group.	BBC.
Fields Road pavement pinch point and request for an additional pedestrian crossing.	BBC.	Ongoing.	BBC.	<u>PINCH POINT</u> <u>17th July 2024</u> Talks had resurfaced again in relation to the one area along Fields Road pavement (north) which was not piped or infilled during works to widen the pavement between Bedford Road and the Berryfields roundabout. Those works were to provide a three metre (or such width as could be achieved within the highway) footway/cycleway as detailed within a Planning Obligation by Deed of Agreement (s106 Agreement) dated 16 th May 2018, between BBC and Goodman Logistics Bedford (GP) LLP (Acting as General Partner of Goodman Logistics Bedford (UK) LP), Goodman Logistics Bedford Nominee (UK) Ltd and Goodman Real Estate (UK) Ltd.	BBC.

				Members were asked to support a proposal this area now be piped and infilled (costings to be borne by BBC) noting that: • The pavement was a designated safe route to school. • The pavement was detailed within the s106 agreement referenced above as a shared footway/cycleway. Removing the pinch point would provide safer access for all. • The adjacent bus stop was used by a significant number of bus users following changes to the bus route and removing the pinch point would provide a bigger and safer area for waiting. Members resolved to support the proposal, make the same recommendation to Full Council and inform BBC of the same. <u>18th September 2024</u> BBCllr/Cllr Wheeler confirmed BBC was securing funding to take this proposal forward. <u>15th January 2025</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBC funding had been allocated to this project, which was likely to be completed in Spring 2025. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed a feasibility study was being undertaken by BBC, which now included the request for an additional pedestrian crossing. It was agreed to merge the two items, moving forward. <u>PEDESTRIAN CROSSING</u> <u>19th March 2025</u>	
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Appendix One

				Request was made for an additional pedestrian crossing to be installed on Fields Road, possibly in the vicinity of the newly installed dropped kerbs at the junction of Fields Road and Summerfield Drive. BBC had responded to the request, stating the site would be assessed and prioritised. At the present time, a budget heading had yet to be identified by Bedford Borough Council and timescales were unknown. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed a feasibility study was being undertaken by BBC, which now included the request for an additional pedestrian crossing. It was agreed to merge the two items, moving forward.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>21st May 2025</u> <u>HALL END – FRONTAGE OF THE CHEQUERS PH CAR PARK</u> Works were now complete. Move to close. <u>VEHICULAR USE OF MANOR ROADS PAVEMENT – ACCESSING ONTO BEDFORD ROAD</u> BBCllr/Cllr Wheeler confirmed bpha had spoken to a client who agreed to stop using this non-vehicular access point in future. Members agreed to keep this issue open to ensure the same. BBCllr/Cllr Wheeler was aware the same issue was once again occurring and agreed to speak again with bpha. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u> AND	Cllr O'Dell.

				<u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION AND FIELDS ROAD/MONOUX ROAD JUNCTION</u> All three proposals were currently being dealt with by Bedford Borough Council, with public consultations ongoing. <u>CAUSE END ROAD/LORRAINE ROAD JUNCTION</u> The Clerk received a request from a resident that the recently installed yellow lining along Cause End Road be extended to include frontage opposite Tesco. After discussion it was agreed to consult with BBC on the issue and request a solution and to request Tesco clearly mark their parking bays. <u>PAVEMENT PARKING</u> <u>Summary of 2024</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. The website continued to state feedback was being analysed with an addition 'this was published under the 2019 to 2022 Johnson Conservative government'. <u>19th March 2025</u> Cllr O'Dell reported ahead of this meeting that Marsha de Cordova MP (Labour) addressed the House of Commons on 29th January 2025, resulting in her Pavement Parking Bill having its first reading. The point was made that pavement parking bans existed in London and Scotland and should be extended to England and Wales. Reference was	
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				also made to the Central Government consultation as referenced above. The second reading was scheduled for 16th May 2025. The Clerk added she and Cllr Lloyd had recently met with Blake Stephenson MP who agreed to raise the issue of pavement parking (and lack of movement since the consultation noted above*) with the Department of Transport. <u>21st May 2025</u> Blake Stephenson MP asked the Secretary of State for Transport on 19th March 2025 if “...she will make it her policy to introduce a ban on pavement parking in non-metropolitan areas”. Response is “The Department has been considering all the views expressed in response to the consultation in 2020 and is currently working through the policy options and the appropriate means of delivering them. As soon as the Government has decided its preferred way forward, we will announce the next steps and publish our formal response. In the meantime, local authorities can make use of existing powers to manage pavement parking.” Cllr O’Dell noted a second reading of Marsha de Cordova MP’s pavement parking bill was due in July 2025. <u>NO PARKING ON VERGES SIGNAGE – FIELDS ROAD PAVEMENT</u> BBC confirmed there was a 3–4-month lead time for the signage. Installation was expected by the end of this financial year (31st March 2025).	
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Appendix One

				<u>21st May 2025</u> The Clerk confirmed she was continuing to chase BBC for an update on timescales.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>21st May 2025</u> Refer to Appendix Two. <u>ROADS</u> <u>21st May 2025</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<u>Summary of 2024</u> The Clerk and BBCllr/Cllr Wheeler continued to chase in relation to outstanding tactile paving in areas along Lorraine Road. <u>15th January 2025</u> Cllr O'Dell requested ahead of this meeting that, in addition to chasing BBC for a further update on these outstanding works, a request be made (in light of the severe delay) to add tactile paving to the existing pair of dropped kerbs at the junction of Lorraine Road and Farrell Road. Members agreed to make this recommendation to Full Council. <u>19th March 2025</u> BBC confirmed the additional request (15 th January 2025) would be added to outstanding works for the financial year 2025-26. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.	BBC.

Appendix One

Speed Indicator Device (SID) on Bedford Road (in the vicinity of the Memorial Hall) and Cranfield Road	Cllr O'Dell.	Ongoing.	BBC.	<u>21st May 2025</u> Cllr O'Dell requested BBC be asked if the Bedford Road device could be re-positioned and upgraded to contain the same level of information provided by the device along Ridge Road. Cllr O'Dell further requested BBC be asked if the Cranfield Road device (now switched off) could be re-purposed within the village. Answers (and costings) would determine whether this safety steering group could lobby for these changes/amendments.	Cllr O'Dell.
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Pavements – requested by WPC for programming by BBC in 2025/26 (and including works not completed by BBC during 2024/25)	
Area	Comments
Bedford Road: - Cock Inn PH to the Post Office – both sides and including the trip hazard at 16-18 Bedford Road. - Cause End Road to Elmsdale Road – both sides. - Keeley Farm Court to the village boundary with Kempston Rural.	<u>21st May 2025</u> Cock Inn PH to the Post Office has been carried over from 2024/25. BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Canons Close – outside 1 and 6 – surface has broken. The corner with Lorraine Road has broken also.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Cause End Road – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Church Road – outside 3 – surface is broken and there is a large hole outside the entrance gate. Outside 38 – surface is broken.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Farrell Road – outside 14 -surface is broken.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Foster Way – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Jenkyn Road – outside 21 – tree roots have come through the surface and outside 11 – tree roots have also come through the surface.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Lorraine Road.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues

Appendix Two

	within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Manor Road – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Mepham Road – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Potters Cross – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Russell Way – outside 11 – surface contains multiple trip hazards.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
St. Mary's Road – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Studley Road – outside 5 and 7 – surface has broken.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Summerfield Drive and estate therein – Summerfield Drive by the entrance east side has cracked, Summerfield Road south of Barnes Road has cracked, Summerfield Drive and Hillcroft has severe cracking.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Tithe Barn Road – entire length, both sides.	<u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.

Appendix Two

Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
Hall End Road (adjacent to the upper school).	<u>15th January 2025</u> BBCllr/Cllr Wheeler had received no further update. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.
Lorraine Road (top of Cause End Road closest to St. Mary's Church to Lorraine Road cemetery entrance).	<u>15th January 2025</u> BBC notified WPC ahead of this meeting, that resurfacing works were programmed between 10th-20th February 2025 (top of Cause End Road closest to St. Mary's Church to the junction with Canons Close). <u>19th March 2025</u> Works have been completed; however the contractors left a lay-by in Lorraine Road in a poor state of repair and had been instructed by BBC to return and remedy the same. <u>21st May 2025</u> Remedial works to the lay-by have now been completed – move to close.

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