

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Martha Clampitt  
**direct line** 0300 300 4032  
**date** 21 February 2011

## **NOTICE OF MEETING**

### **TRAFFIC MANAGEMENT MEETING**

Date & Time

**Tuesday, 1 March 2011 3.00 p.m.**

Venue at

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Portfolio Holder for Safer Communities and Healthier Lifestyles:

Cllr David McVicar

To all other Members of the Council as requested

# AGENDA

## 1. MEMBERS' INTERESTS

To receive from Members any declarations and the nature in relation to:-

- (a) personal interests in any agenda item
- (b) personal and prejudicial interests in any agenda item

## 2. PUBLIC PARTICIPATION

To receive any questions, statements or deputations from members of the public in accordance with the Procedure as set out in Part A4 of the Constitution.

### Reports

Item	Subject	Page Nos.
3	<b>Proposed Cycle Track Order, Saxons Close to Hockliffe Road Service Road, Leighton Buzzard</b>  The Sustainable Communities Overview and Scrutiny Committee requested that the Portfolio Holder for Safer Communities and Healthier Lifestyles review the decision he made at the July 2010 Traffic Management Meeting in relation to the proposed cycle track order for Saxons Close to Hockliffe Road Service Road, Leighton Buzzard.	* 5 - 28
4	<b>London Road and The Baulk Biggleswade</b>  The purpose of this report is to present to the portfolio holder for Safer Communities and Healthier Lifestyles a report on a recent consultation on a safer routes to school project in Biggleswade, to set out the wider context and seek approval for a way forward.	* 29 - 38
5	<b>To extend the existing 30mph speed limit and introduce a 40mph speed limit 'buffer' on Shefford Road, Clophill.</b>  To report to the Portfolio Holder for Safer Communities and Healthier Lifestyles the results of a consultation on a proposed Traffic Regulation Order to extend the current 30mph speed limit and introduce a 40mph speed limit 'buffer' on Shefford Road, Clophill.	* 39 - 44

- |    |  |           |
|----|--|-----------|
| 6  | <b>Proposed Speed Hump - Church Road, Henlow</b>   | * 45 - 58 |
|    | <p>The purpose of this report is to present to the Portfolio Holder for Safer Communities and Healthier Lifestyles the result of consultation on the proposal to construct one speed hump on Church Road, Henlow and seek approval for implementation of the scheme.</p>                                   |           |
| 7  | <b>Introduction of 20mph Speed Limit in King Street area, Leighton Buzzard</b>   | * 59 - 66 |
|    | <p>This report seeks the approval of the Portfolio Holder for Safer Communities and Healthier Lifestyles for the introduction of a 20mph speed limit in King Street area, Leighton Buzzard following a public consultation and receipt of an objection.</p>  |           |
| 8  | <b>To extend the existing 30mph speed limit on High Street, Silsoe</b>   | * 67 - 72 |
|    | <p>To report to the Portfolio Holder for Safer Communities and Healthier Lifestyles the results of a consultation on a proposed Traffic Regulation Order to extend the current 30mph speed limit on High Street (north end) and to seek approval for implementation of this scheme.</p>                    |           |
| 9  | <b>Adoption of proposed Bridge Management Procedure</b>  | * 73 - 78 |
|    | <p>The purpose of this report is to seek adoption by Central Bedfordshire Council of a proposed Bridge Management Procedure compliant with the Approved Code of Practice for the Management of Highway Structures that will improve the management of the Council's Structure assets in future years.</p>  |           |
| 10 | <b>Off-Street Car Park Order, Arlesey Community Centre</b>   | * 79 - 92 |
|    | <p>This report provides the Traffic Management Committee with details relating to the proposed off-street car park Order for Arlesey Community Centre, High Street, Arlesey, following public consultation. The proposed Order was designed in light of a complaint to the Local Government Ombudsman.</p> |           |

11      **Highway "H-Bar" Markings**      \*      93 - 102

The report provides the Traffic Management Committee with details relating to the proposed policy for the provision of "H-Bar" markings on the highway. This policy is required as Central Bedfordshire Council currently has no policy controlling the application for and implementation of on-street "H-Bar" markings at vehicle crossovers. The policy is designed to give the council full control over the process and to provide guidance to those who wish to apply for such a marking.

12      **Roadside Memorials**      \*      103 - 108

The report provides the Traffic Management Committee with details of the proposed policy for controlling the rise in the placement at the roadside of temporary floral tributes or permanent memorials commemorating the victim(s) of a fatal road accident. The policy is designed to help officers and bereaved families during difficult and sensitive times.

13      **Tables and Chairs and Portable Advertising Boards on the Highway**      \*      109 - 120

The report provides the Traffic Management Committee with details relating to the proposed policy for licensing the use of tables and chairs and portable advertising boards on the Highway. The policy is designed to cater for the rise in Street Café culture and on-street advertising and to protect pedestrians who might come into contact with these structures.

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**Meeting:** Traffic Management Meeting  
**Date:** 6 July 2010  
**Subject:** Proposed Cycle Track Order, Saxons Close to Hockliffe Road Service Road, Leighton Buzzard  
**Report of:** Basil Jackson Assistant Director for Highways and Transportation  
**Summary:** This report seeks the approval of the Portfolio Holder for Safer Communities and Healthier Lifestyles to make an Order under the Cycle Tracks Act 1984 on the footpath that extends from Saxons Close to Hockliffe Road Service Road, Leighton Buzzard following public consultation and receipt of representations.

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**Contact Officer:** Amanda Tarbox,  
[amanda.tarbox@amey.co.uk](mailto:amanda.tarbox@amey.co.uk)  
**Public/Exempt:** Public  
**Wards Affected:** Grovebury  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

The proposal will promote sustainable modes of travel.

**Financial:**

There is currently £10,200 in the 2010/11 programme (Capital) for the implementation of Cycle Track Procedures in Leighton - Linslade.

**Legal:**

None from this report

**Risk Management:**

None from this report

**Staffing (including Trades Unions):**

None from this report

**Equalities/Human Rights:**

None from this report

**Community Safety:**

The scheme will improve safety for pedestrians through the introduction of signs warning pedestrians of the possible presence of cyclists along the footpath; a practice that we have been advised currently takes place unofficially.

**Sustainability:**

Implementation of this scheme may encourage people to cycle instead of using less sustainable forms of transport, is in support of the Leighton Cycle Demonstration Town initiative, CBC and Government sustainability objectives and also the Leighton Linslade Modal Shift Exemplar Town objective.

**RECOMMENDATION:**

**That authority to seal a Cycle Track Order under the Cycle Tracks Act 1984 is given to create a shared use route for pedestrians and cyclists on the footpath that extends from Saxons Close to Hockliffe Road Service Road, Leighton Buzzard.**

**Background**

1. In 2008 Leighton - Linslade was awarded Cycle Demonstration Town status as part of a Government initiative to support those towns considered to be making the greatest effort to promote modal shift toward cycling. This award provided funding for staff (Go-Cycle Leighton Linslade) to promote cycling within the community and to work with others, including local authorities and land owners to assist with this. Building on this the Highway Authority was able to secure further Growth Area Funding for 2009/10 specifically targeted at cycling schemes thus building on the £1.0M of GAF funding from the previous year already used to underpin this work. In the 2010/2011 Highways programme there is some capital funds aimed at finishing off and adding to the cycle network in Leighton-Linslade.

Bedfordshire Highways have been working closely with Go Cycle Leighton-Linslade to implement a number of infrastructure based cycling schemes within the Leighton-Linslade area as part of the Leighton-Linslade Cycling Town project, with the aim of pioneering innovative ways to increase cycling in the area.

2. The cycling town of Leighton - Linslade has set themselves the target of doubling the amount of people cycling to and from key destinations within the town by the end of 2011. More specifically to:
  - Increase the number of children regularly cycling to school from 1.2% to 3.5%, measured by school travel plan surveys
  - Increase the number of commuters regularly cycling to the station from 50 to 150, measured surveying the use of cycle parking
  - Double the number of people who cycle to the town centre
  - Double the number of cyclists using key routes, measured across eight locations

3. GoCycle are running Bikeability - Nationally Accredited Cycle Training to ensure a level of competency of cyclists using the roads. The course focuses on learning the logic of the road and ensuring that the priorities of controlling the bike, seeing, being seen and a variety of ways of communicating can be put into action effectively at all times.

GoCycle is working towards the aim of providing every child in Leighton-Linslade and Heath and Reach with the opportunity to reach Bikeability level 2 by the time they leave Year 7 at school. Bikeability Level 3 is also being taught by the GoCycle Team to those above year 7 at local schools and adults in the Leighton-Linslade area.

### Information

4. At the Traffic Management Meeting held on 19<sup>th</sup> January 2010 a report was considered and approved to remove the prohibition of Cycling Order on this footpath.
5. The footpath 'Saxons Close to Hockliffe Road Service Road' extends from the playing field at the end of Danes Way then runs in between Danes Way and Saxons Close to Hockliffe Road Service Road for a distance of approximately 226 metres. The footpath is between 2.5 and 2.8 metres wide with verges either side of the footpath that is between 0.5 and 2.5 metres wide.
6. The main footpath has a total of 10 interconnecting footpaths which extend through to various culs-de-sac within Saxons Close and Danes Way. All of the interconnecting footpaths are less than 2.5 metres wide; it is therefore not intended to allow cyclists to use these footpaths.
7. If the scheme is approved signs and tactile paving will be installed at each of the interconnecting footpaths where they abut the main footpath to warn pedestrians of the presence of cyclists and vice versa.
8. The footpath in question would form the most direct link for cyclists travelling from Meadow Way / Marley Fields / Stanbridge Road area (including Billington Park) towards Hockliffe Road.
9. If approved this footpath will form part of a signed cycle route to Brooklands Middle School, Vandyke Upper School and the town centre.
10. In 2009 the existing path that runs along the perimeter of the playing field (owned by Leighton-Linslade Town Council) at the end of Danes Way was widened to create a shared use path to Meadow Way and extended to form a link to Marley Fields.
11. In accordance with Regulation 3 of the Cycle Tracks Regulations 1984 a formal consultation has been carried out prior to making an Order. A consultation letter and a copy of the plan showing the extent of the footpath in question were sent to interested parties including statutory consultees and every property (30 in total) that shares a boundary with the footpath.

## Support

12. Four e-mails of support have been received:
13. Bedfordshire Police support the scheme. (see number 1)
14. Right to Ride, (Leighton-Linslade area) support the scheme. (see number 2)
15. Buzzcycles (formerly Leighton – Linslade Cycling Forum) support the scheme. (see number 3)
16. A resident whose property backs onto the path has no problem the scheme. (see number 4)

## Objections

17. Four e-mails (representing three residents that live within the vicinity of the footpath, and one statutory consul tee) containing objections to the scheme have been received.
18. **Objection 1 ( see number 5)**

*Following your letter dated 25th March I can only resend you my original objection of the initial alteration of use.*

*The fact that it now seems from the minutes of the meeting and your latest letter the only concrete reason that the council can think of for this move is that people already use this pathway as a cycle way so you might as well legalise it.*

*As I am sure you can see in retrospect this is an interesting strategy. One I am sure the local police force totally approve of. If someone breaks the law, change the law and there is no law breaking. Your letter and emails I can promise you will be brought to the publics attention every time the council take anyone to court for whatever misdemeanour they have committed.*

*The planned cycle way still has basic faults and who ever designed never cycled the routes. The quickest way to Vandyke and Gilbert Englefield from Meadow Way is out the front of Meadow Way and along the path by the railway to Meadway. The quickest route to Brooklands and Leedon Lower are via the path at the top of the footpath in question so perhaps changing that into a cycle path should be considered.*

*Tactile paving and notices are a good idea unless of course you are of an age where you cannot read or have any traffic awareness. At school times the majority of traffic on this pathway are young mothers with younger children an accident is inevitable and to keep closing your eyes to it is disastrous.*

## Response

We feel that the best action is to legalise what already occurs and improve safety by erecting appropriate warning signs rather than ignoring the existing situation.



Last year Leighton-Linslade Town Council widened and upgraded the path around the perimeter of Danes field to allow cyclists to use the route across the field from Marley Fields and Meadow Way. Although the path does lead to Danes Way this is not the most direct route for cyclists to take so inevitably the path from Danes Field to Hockliffe Road Service Road has become a natural link for cyclists.

The aim is to provide an off-road link from Marley Fields and Meadow Way to local schools including Brooklands Middle School, Vandyke Upper School and the town centre.

This route is not intended to be the quickest route but is aimed at children so the route has therefore been assessed in line with the level of Bikeability training the children that are likely to use the route are competent with.

The route suggested in the objection would require cycling along Hockliffe Road, one of the busier arterial roads within Leighton Buzzard which has HGV traffic; the path alongside the railway is not a cycle path.

The main objective of the Cycle Town status is to encourage people that don't cycle to give cycling a go – in order to achieve this route's need to be attractive and appropriate for the intended user.

The interconnecting paths through this estate are too narrow to convert to shared-use paths and cannot be widened with residential properties on both sides. However cyclists can dismount and push their bikes through these narrow sections to avoid a longer route depending on their destination.

Bikeability training is actively being taught to children and adults in the Leighton - Linslade area. This training includes understanding the advice in the Highway Code for cyclists and understanding what various cycle signs mean, with the aim of promoting safe cycling and encouraging cyclists to be considerate to the needs of others who may be using the same facility.

**19. Objection 2 (see number 6)**

1. *You are correct in saying that cycling takes place along this path and it is not un common for you people (mainly kids) to cycle at speed straight out onto the road or turn down the pavement without a care for anyone walking along. I presume by making this path a legal cycle route the Central Bedfordshire Council will take on responsibility for any accidents that take place. If not I would strongly suggest installing something to slow these people down before they are hurt or hurt some one else.*
2. *There have been occasions where mini motor bikes have used the path I would not like the fact that it would be a legal cycle path to encourage the mini motor bike users to plague our area. I presume if this is the case the Central Bedfordshire Council will arrange for extra Policing to eradicate the problem.*

3. *Many dog owners use this path and constantly allow their dogs to foul the grass area that runs along parallel to my Fence and Hedge. I raised this with the council and was visited by a council employee. The outcome of this was signs would be erected informing dog owners to clear up and the area would be monitored by the council. This was nearly a year ago to date and I have never seen anyone inspect the area or any signs. I presume this will be addresses before the path becomes a cycle route? I would hate to see young people cycle down the path and become covered in dog fouling.*

**Response**

There previously were bollards at the end of this path on the approach to Hockliffe Road Service Road; it is intended for these to be replaced when a decision on this scheme is reached so that bollards with integrated sign faces can be used.

This will help to slow cyclists down on the approach to Hockliffe Road Service Road and will be accompanied by a give way line and triangle painted on the ground at the end of the path to make it clear that cyclists should be giving way to other traffic including pedestrians at the end of this path.

As the bollards at the Hockliffe Road Service Road end of the path will be put back there is no physical reason as to why mini-moto users would be attracted to this path any more so than they are already.

A Cycle Track Order will legalise the use of the path for pedal cycles but not for any motorised vehicles such as mini-motos.

Bedfordshire Police have been consulted on the proposed scheme and have approved the making of a Cycle Track Order with the intention of making this path a shared use path for cyclists and pedestrians to use.

The issue of dog fouling has been raised again with Central Bedfordshire Council's Environmental Health Team and will be dealt with as a separate issue.

20. **Objection 3 (see number 7)**

*As you say, this proposed Order merely regularises the shared use by cycles and walkers since we moved here in 1968. However, the plan doesn't cover the link roads between the cycle track and the various cul-de-sacs in Saxons Close and Danes Way, and I doubt that many cyclists will get off their bikes when they use the link roads. Having said that, we're quite happy for them to continue cycling through the one in front of our house, but it seems that this fact has been overlooked. And what is the point of the bobbly bits in the link roads? I don't know what they're for. Does anyone else?*

*For a long time many people have complained about the many signs on roads - now far too many are being set up on all the footpaths. It gives the impression that ways are being looked at as to how to spend the vast amount of money available for cycle routes. I know this money comes out of the Cycle fund. But where did that money come from? I assume from every rate and taxpayer via the EU and our own government, but you may correct me if that is not the case.*

*While writing we would like to mention that the the hedges that line the sides of the cycle track are the shared boundary lines of all the adjoining properties. South Beds Council were aware of this, and had confirmed that our hedge would not be cut down without our permission. Please can you confirm that your Council is also aware of this.*

#### Response

The interconnecting paths through Danes Way and Saxons Close are too narrow to convert to shared use; the majority of which abut property boundaries each side with no opportunity to widen them. However cyclists can dismount and push their bikes through these narrow sections to avoid a longer route depending on their destination.

The signed route for cyclists will be along the main path and not through the interconnecting paths.

Corduroy hazard warning tactile paving has been installed at each of the interconnecting footpaths where they abut the main footpath to warn pedestrians of the presence of cyclists and vice versa. The corduroy hazard warning paving is installed where visually impaired people need to be warned of a hazard and advised to proceed with caution, in this case entering an area that is shared by cyclists and pedestrians.

If the scheme is approved signs will be installed at each of the interconnecting footpaths where they abut the main footpath to warn pedestrians of the presence of cyclists and vice versa.

The Highway Authority was able to secure Growth Area Funding in 2009/10 specifically targeted at cycling schemes which is where the funding for this scheme has come from.

There is no intention to remove any of the hedges along this path in conjunction with these works.

#### 21. **Objection 4 (see number 8)**

*The Joint Committee is very concerned about the increasing use of shared facilities for pedestrians and cyclists which do not take into account the mobility needs of blind, deafblind and partially sighted people.*

#### Response

This objection was received from The Joint Committee on Mobility of Blind and Partially Sighted People. They maintain a standing objection to all shared use proposals.

It would not be possible to widen the footpath to provide segregated facilities for cyclists and pedestrians in this case without removing the hedgerow and trees adjacent to the existing path which provide a degree of privacy and security for the residents whose properties border onto the path. Apart from the expense this would have been likely to have generated multiple objections from residents.

The design of the footpath which has a total of 10 interconnecting footpaths that extend through to various cul-de-sacs within Saxons Close and Danes Way does not lend itself to segregated use as pedestrians would need to cross the section of path reserved for cyclists to reach some of the interconnecting paths.

If the scheme is approved signs and corduroy hazard warning tactile paving will be installed at each of the interconnecting footpaths where they abut the main footpath to warn pedestrians of the presence of cyclists and vice versa. The corduroy hazard warning paving is installed where visually impaired people need to be warned of a hazard and advised to proceed with caution.

### **Conclusion and Next Steps**

22. If authority to seal a Cycle Track Order is given as recommended, the next step in the process will be to submit the Order and objections to the Government Office - East at Cambridge, who may decide that the objections should be considered at a Public Inquiry, before deciding whether the Secretary of State for Transport should confirm the Cycle Track Order.

### **Appendices:**

Appendix A – Plan

Appendix B – Copy of consultation letter

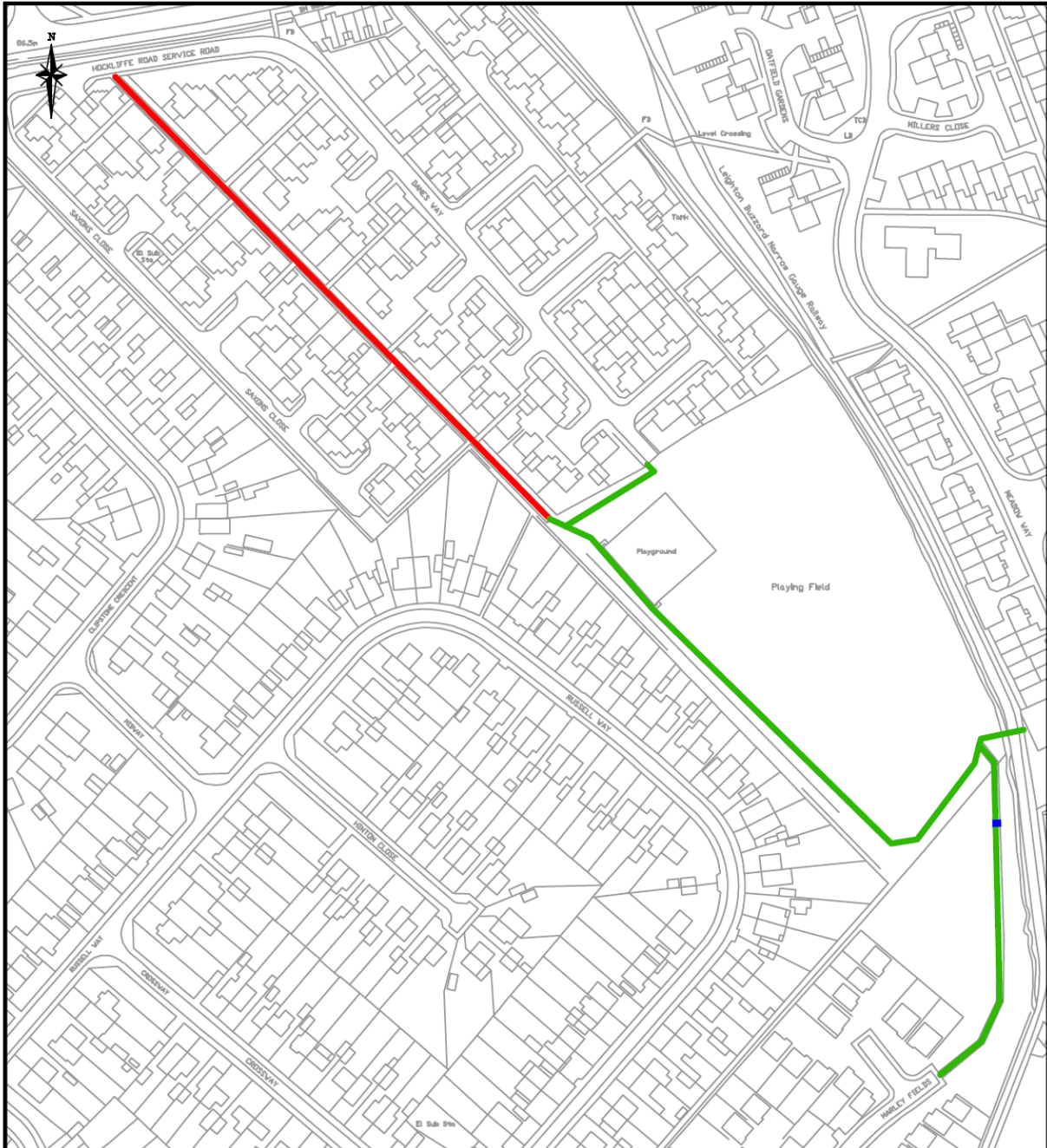
Appendix C – Responses to consultation including objections

### **Background Papers:** (open to public inspection)

None

**Location of papers:** Priory House, Chicksands

Appendix A



Reproduced from the  
**ORDNANCE SURVEY MAP**  
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- Existing shared use route
- Proposed shared use route
- Cycle counter location

Client:



Managing Agent Contractor:



Revision	By	Date	Description	Checked	Approved
Project Title:			Drawing Number:		
LEIGHTON-LINSLADE CYCLING			BH/300143/DR/025/005		
Drawing Title:			Drawn By:	Date:	Checked:
DANES WAY TO MARLEY FIELDS			AMT	04/01/10	NC
			Approved:	Drawing Scale:	Drawing Status:
			NC	1:2000@A4	FOR INFO.

Appendix B

Your ref:

Our ref: CH/ Cycle Tracks

Date: 25 March 2010

Dear

**Cycle Tracks Act 1984**  
**Proposed Shared Pedestrian Route and Cycle Track Between Saxons Close to**  
**Hockliffe Road Service Road, Leighton Buzzard**

Following the recent removal of the Prohibition of Cycling Order on the footpath between Saxons Close to Hockliffe Road Service Road, Leighton Buzzard, Central Bedfordshire Council proposes to make an Order, the effect of which would be to convert this length of footpath to a cycle track.

Length of Footpath Concerned

That length of footpath that extends from Saxons Close to Hockliffe Road Service Road, Leighton Buzzard, a total distance of approximately 227 metres. The width of the path is approximately 2.5 metres. A copy of plan No. BH/ 300143-25/DR/016/004 showing this proposal is enclosed for your information.

Supporting Data

The Council is proposing to provide a cycle link from the recently constructed shared use footpath across Danes Field to Marley Fields and Meadow Way as show on plan. This route will form an off road alternative to Danes Way, and will be beneficial for cyclists, particularly children.

It is recognised that cycling does already take place along the footpath between Saxons Close to Hockliffe Road Service Road and it is therefore legalising this practice. Under the Cycle Tracks Act 1984, a Highways Authority can convert a footpath to a cycle track. A conversion allows for the public to have a right of way on pedal cycle and on foot.

In accordance with Regulation 3 of the Cycle Tracks Regulations 1984, I am carrying out the formal consultations before making an Order under the 1984 Act. Therefore, would you please let me know if you have any comments to make about this proposal by 23rd April 2010.

Yours sincerely



Chris Heard  
Orders & Commons Registration Officer  
**Direct telephone** 0300 300 6249  
**Email** chris.heard@centralbedfordshire.gov.uk

**Please reply to:**  
Countryside Access Service  
Central Bedfordshire Council  
PO Box 1395, Bedford MK42 5AN

Appendix C

Number 1



**PROPOSAL: Shared Pedestrian Route and Cycle Track (Saxons Close to Hockliffe Road Service Road, Leighton Buzzard),**

**Your Reference:**

<p><b>This Authority has considered the proposed Traffic Regulation Order as outlined in your letter and offer the following comments for further consideration.</b></p> <p><b>Comments</b></p>	
<p><b>This Authority has considered the proposed Traffic Regulation Order as outlined in your letter, together with the reason(s) given, is accepted by this authority, therefore no objection with be offered.</b></p>	<p><b>X</b></p>

Name: - ...Steve Welham .....

Address ... Traffic management Unit.....

.....Bedfordshire Police, Bedford Heights,

.....Manton Lane, Bedford. MK41 7PH.....

Signed:- .....S. P. Welham.....

**Number 2**

**From:**

**Sent:** 30 March 2010 21:56

**To:** Chris Heard

**Subject:** Cycle Track Order in Leighton Buzzard

Dear Chris

I have heard from my Right to Ride Colleague Ben Garner that you are going through the process of making an Order under Regulation 3 of the Cycle Tracks Regulations 1984 for the change of use from footpath to shared use for the cycle track between Saxons Close and Hockliffe Road Service Road.

As RTR representative for the Leighton and Linslade area I would like to add my support for this proposal.

Many thanks



**Number 3**

**From:**

**Sent:** 12 May 2010 16:41

**To:** Chris Heard

**Cc:** Steve Lakin

**Subject:** Saxons Close to Hockliffe service road cycle track

Dear Mr Heard,

Firstly, please accept my apologies for the late response. The letter was "filed" by a member of the family - on top of the fridge from where nothing returns.

Buzzcycles supports the conversion of this path to shared use. The width of 2.5 meters and the fact that the path is straight should result in conflict free use. It is also a useful addition to the cyclepath network.

**Number 4**

**From:**

**Sent:** 09 April 2010 17:44

**To:** Chris Heard

**Subject:** Cycle tracks

Thank you for your letter dated 25/03 2010 reference the cycle track between Saxon Close and Hockliffe Street.

I have no problem with the track as stated. However my garden backs onto the track just before Danes field.

Some years ago I contacted the council and asked them to cut back the trees on the current footpath as they were over growing my garden and when we first moved here the council cut them regularly. At that time your representative said they did not know the path went up to Danes fields as they had not maps. I assume that is no longer the case.

Will you then be taking responsibility of the trees and foliage on council land??

Many thanks

**Number 5**

**From:**

**Sent:** 28 March 2010 09:31

**To:** Chris Heard

**Subject:** Re: Proposed alteration of No Cycling Order - Leighton Buzzard

Dear Sir

following your letter dated 25th March I can only resend you my original objection of the initial alteration of use.

The fact that it now seems from the minutes of the meeting and your latest letter the only concrete reason that the council can think of for this move is that people already use this pathway as a cycle way so you might as well legalise it.

As I am sure you can see in retrospect this is an interesting strategy. One I am sure the local police force totally approve of. If someone breaks the law , change the law and there is no law breaking. Your letter and emails I can promise you will be brought to the publics attention every time the council take anyone to court for whatever misdemeanour they have committed.

The planned cycle way still has basic faults and who ever designed never cycled the routes. The quickest way to Vandyke and Gilbert Englefield from Meadow Way is out the front of Meadow Way and along the path by the railway to Meadway. The quickest route to Brooklands and Leedon Lower are via the path at the top of the footpath in question so perhaps changing that into a cycle path should be considered.

Tactile paving and notices are a good idea unless of course you are of an age where you cannot read or have any traffic awareness. At school times the majority of traffic on this pathway are young mothers with younger children an accident is inevitable and to keep closing your eyes to it is disastrous.

In finality you have already done the work spent the money and erected the signs , you are going through the motions of a democracy whilst having no intention of doing other than has already been decided.

Yours sincerely

**Number 6**

From:

Sent: 14 April 2010 21:55

To: Chris Heard

Subject: Proposed Shared Pedestrian Route and Cycle Track between Saxons Close to Hockliffe Road Service Road Leighton Buzzard

14 April 2010

Your Ref

Dear Sir

I would like to take the opportunity to bring the following points to your attention:

1. You are correct in saying that cycling takes place along this path and it is not un common for you people (mainly kids) to cycle at speed straight out onto the road or turn down the pavement without a care for anyone walking along. I presume by making this path a legal cycle route the Central Bedfordshire Council will take on responsibility for any accidents that take place. If not I would strongly suggest installing something to slow these people down before they are hurt or hurt some one else.

2. There have been occasions where mini motor bikes have used the path I would not like the fact that it would be a legal cycle path to encourage the mini motor bike users to plague our area. I presume if this is the case the Central Bedfordshire Council will arrange for extra Policing to eradicate the problem.

3. Many dog owners use this path and constantly allow their dogs to foul the grass area that runs along parallel to my Fence and Hedge. I raised this with the council and was visited by a council employee. The outcome of this was signs would be erected informing dog owners to clear up and the area would be monitored by the council. This was nearly a year ago to date and I have never seen anyone inspect the area or any signs. I presume this will be addresses before the path becomes a cycle route? I would hate to see young people cycle down the path and become covered in dog fouling.

I await you reply to the points raised.

Regards

Number 7



JCMBPS

Chris Heard  
Orders & Commons Registration Officer  
Countryside Access Service  
Central Bedfordshire Council

By Email

31<sup>st</sup> March 2010

Dear Mr Heard

**CYCLE TRACKS ACT 1984  
PROPOSED SHARED PEDESTRIAN ROUTE AND CYCLE TRACK BETWEEN SAXONS  
CLOSE TO HICKLIFFE ROAD SERVICE ROAD, LEIGHTON BUZZARD**

The Joint Committee on Mobility of Blind and Partially Sighted People (JCMBPS) welcomes the opportunity to comment on your proposal.

The Joint Committee is an independent body consisting of representatives of the principal organisations of and for blind, deafblind and partially sighted people with a specific interest in mobility. It seeks to ensure safe, independent and unhindered access for visually impaired and deafblind people.

The Joint Committee is very concerned about the increasing use of shared facilities for pedestrians and cyclists which do not take into account the mobility needs of blind, deafblind and partially sighted people. The Joint Committee has produced a policy statement to assist Local Authorities in understanding these concerns and to suggest how adjacent facilities for pedestrians and cyclists can be provided where alternatives, such as on road provision for cyclists, have been discounted. A copy of this policy statement is enclosed.

We would also draw your attention to the Department for Transport (DfT) publication 'Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure.' This is available from the DfT and is on their website [www.dft.gov.uk](http://www.dft.gov.uk).

JCMBPS works at a national level to influence the standards and policies relating to access and inclusive environments. Due to limited resources we are unable to consider in detail individual proposals.

We would strongly recommend that you consult with local visual impairment organisations, local access and disability groups and the local Guide Dogs centre. Your local authority access officer and rehabilitation worker for visually impaired people may also be able to help.

Local organisations and individuals will be able to comment in more detail and with local knowledge. This, combined with a study of the policy statement, will help you to ensure that your proposal takes full account of the requirements of blind and partially sighted people.

Yours sincerely

**Number 8**

**From:**

**Sent:** 05 April 2010 14:35

**To:** Chris Heard

**Subject:** Cycle Track between Saxons Close/Danes Way to Hockliffe Road

Dear Mr Heard

We live at \_\_\_\_\_ and have received your letter of the 25th March regarding the above. We must admit it made us smile, given that the work has already been carried out. Surely the letter should have been sent before the work started.

As you say, this proposed Order merely regularises the shared use by cycles and walkers since we moved here in 1968. However, the plan doesn't cover the link roads between the cycle track and the various cul-de-sacs in Saxons Close and Danes Way, and I doubt that many cyclists will get off their bikes when they use the link roads. Having said that, we're quite happy for them to continue cycling through the one in front of our house, but it seems that this fact has been overlooked. And what is the point of the bobbly bits in the link roads? I don't know what they're for. Does anyone else?

For a long time many people have complained about the many signs on roads - now far too many are being set up on all the footpaths. It gives the impression that ways are being looked at as to how to spend the vast amount of money available for cycle routes. I know this money comes out of the Cycle fund. But where did that money come from? I assume from every rate and taxpayer via the EU and our own government, but you may correct me if that is not the case.

While writing we would like to mention that the the hedges that line the sides of the cycle track are the shared boundary lines of all the adjoining properties. South Beds Council were aware of this, and had confirmed that our hedge would not be cut down without our permission. Please can you confirm that your Council is also aware of this.

Yours sincerely

CENTRAL BEDFORDSHIRE COUNCIL

PORTFOLIO HOLDER SAFER AND STRONGER COMMUNITIES  
DELEGATED DECISIONS ON TRAFFIC MANAGEMENT  
6 JULY 2010

DECISIONS DIGEST

	THE CALL-IN DEADLINE FOR ANY ITEMS CONTAINED IN THIS DECISIONS DIGEST IS 5.00 P.M. ON 15 JULY 2010 <b>SUBJECT TO ANY CALL-IN REQUESTS BEING RECEIVED, ALL THE DECISIONS WILL BE ACTIONED ON OR AFTER 16 JULY 2010.</b> (EXCEPT FOR THOSE ITEMS SHOWN IN ITALICS WHICH WILL BE REFERRED TO THE EXECUTIVE FOR DETERMINATION).				
<b>DATE ISSUED/PUBLISHED</b> 7 July 2010					
<b>Present:</b>	Cllr D McVicar	<b>Officers:</b>	Mrs M Clampitt	- Committee Administrator	
<b>Members in Attendance:</b>	Cllr P N Aldis		Mr A Emerton	- Managing Solicitor Planning, Property, Highways & Transportation	
	Cllr P A Blaine		Mr N Chapman	- Transportation Manager, Bedfordshire Highways	
	Cllr D Bowater				
	Cllr A D Brown				
	Cllr Mrs C F Chapman MBE				
	Cllr T Green				
	Cllr B Spurr				
	Cllr N Young				

Item/Decision (Urgent Decisions are marked *)	Decision	Reason for Decision	Alternative Options Considered and Refused
<b>OPTIONS TO CHANGE SPEED LIMITS AT HUSBORNE CRAWLEY</b>	that the contents of the report be noted and that Officers would add road warnings of a school on the hill approach into the village. In addition, the Parish Council to speak with ward members and officers about the possibility of partially funding some of the future works. Lastly that the hedgerow along the side of the road be cut back to minimise obstacles for pedestrians on the narrow footpaths.	<i>Reason for Decision: Petition Received</i>	
<b>PETITION - TO PROVIDE ZEBRA CROSSING AMPHILL ROAD, SHEFFORD</b>	that the contents of the report be noted and that Officers liaise with Ward Members at ways to enhance the road markings at the entrance to School Lane.	<i>Reason for Decision: Petition Received</i>	
<b>PROPOSED CYCLE TRACK ORDER, SAXONS CLOSE TO HOCKLIFE ROAD SERVICE ROAD, LEIGHTON BUZZARD</b>	that a Cycle Track Order under the Cycle Tracks Act 1984 to create a shared use route for pedestrians and cyclists on the footpath that extends from Saxons Close to Hockliffe Road Service Road, Leighton Buzzard, be authorised to be sealed.	<i>Reason for Decision: Petition Received</i>	
<b>PETITION REQUESTING A ROAD SAFETY REVIEW OF THE WESTERN SIDE OF APPENINE WAY, LEIGHTON BUZZARD FROM HOCKLIFFE ROAD TO MEADWAY</b>	that the contents of the petition and the lead petitioner be informed that there is a scheme in the 2010 – 2011 program to implement a raised crossing point for pedestrians and cyclists to cross Appenine Way. The crossing point is proposed to be located approximately 40 metres south of the junction of North Star Drive with Appenine Way. This will take the form of a combination of a build out and flat-topped road hump.	<i>Reason for Decision: Petition Received</i>	



Item/Decision (Urgent Decisions are marked *)	Decision	Reason for Decision	Alternative Options Considered and Refused
<b>TWO PETITIONS - TO PROVIDE ZEBRA CROSSINGS LANGDALE ROAD AND LOWTHER ROAD, DUNSTABLE</b>	that the contents of the report be noted and that Officers carry out the full survey in Meadway to determine the best way forward, however; if records of a previous survey are available from the Highways Authority and contain the relevant information, it should be used instead of conducting a new survey.	<i>Reason for Decision: Petition Received</i>	
<b>PETITION - TO ADDRESS THE ISSUE OF COMMUTER PARKING IN MENTMORE ROAD, LINSLADE</b>	that the contents of the report be noted.	<i>Reason for Decision: Petition Received</i>	
<b>PETITION - SAFER ROUTES TO SCHOOL, SANDY - SWANSHOLME GARDENS / KINGS ROAD CYCLE BYPASS</b>	<p>that the Portfolio Holder for Safer Communities and Healthier Lifestyles approves that the following works be delivered:-</p> <ul style="list-style-type: none"> <li>(a) removal of the existing kerbed build-out and replace with 2no. Areas of concrete deterrent surface on the by-pass approach ramps</li> <li>(b) removal of existing removable cycle bollards with fixed below ground mounted bollards</li> <li>(c) reduce the facility to a single 1.2m wide bypass from the existing double 1.5m wide bypass (1.5m recognised as best practice)</li> </ul>	<i>Reason for Decision: Petition Received</i>	

Date Issued	07 July 2010		All Members of the Council,
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**Decision of the Sustainable Communities Overview and Scrutiny Committee – Meeting held 7 September 2010**

Members were aware that, under Procedure Rule 10.2 of Part D2 of the Constitution, the following matter had been called in for consideration by the Committee:

the delegated decision taken by the Portfolio Holder for Safer Communities and Healthier Lifestyles at the Traffic Management Meeting held on 6 July 2010 to approve an Order under the Cycle Tracks Act 1984 on the footpath that extends from Saxons Close to Hockcliffe Road Service Road, Leighton Buzzard.

Members had before them copies of the Call-In request form, the report of the Assistant Director for Highways and Transportation presented to the Traffic Management Meeting and an extract from the Decisions Digest setting out the Portfolio Holder's delegated decision to assist them in their deliberations.

The Committee noted that the Member who had submitted the Call-In was unable to attend the meeting so the matter was introduced by the Chairman.

The Portfolio Holder stated that, although the Order had already been made, he was willing to re-examine the decision in view of the comments which had been submitted by the public.

**RESOLVED**

**that the decision of the Portfolio Holder for Safer Communities and Healthier Lifestyles to make an Order under the Cycle Tracks Act 1984 on the footpath that extends from Saxons Close to Hockcliffe Road Service Road, Leighton Buzzard be referred back to the Portfolio Holder with a request that he reconsider the suitability of the route of the cycle track due to the nature of the concerns raised by residents.**

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**Meeting:** Traffic Management Committee  
**Date:** 1st March 2011  
**Subject:** London Road and The Baulk Biggleswade  
**Report of:** Basil Jackson  
**Summary:** The purpose of this report is to present to the portfolio holder for Safer Communities and Healthier Lifestyles a report on a recent consultation on a safer routes to school project in Biggleswade, to set out the wider context and seek approval for a way forward

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Contact Officer: Nick Chapman  
[nick.chapman@amey.co.uk](mailto:nick.chapman@amey.co.uk)  
Public/Exempt: Public  
Wards Affected: Biggleswade  
Function of: Committee

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

##### **Financial:**

1. The £75k GAF funding can be carried into next financial year. The £70k S106 has no time limit.
2. The Council's capital contribution towards the SRtS is funded partly from the Integrated Transport budget (£56k) and partly from developer funding (£43k). Strictly speaking, the Integrated Transport money does need to be spent during this financial year. However, it is possible spend the allocated funds against another scheme in this year's program, releasing money for the Biggleswade scheme in next financial year.

##### **Legal:**

None as a result of this report.

##### **Risk Management:**

None as a result of this report.

##### **Staffing (including Trades Unions):**

None as a result of this report.

**Equalities/Human Rights:**

None as a result of this report.

**Community Safety:**

None as a result of this report

**Sustainability:**

None as a result of this report

**RECOMMENDATION(S):**

1.

- (a) **That the portfolio holder approves the suspension of the current proposals and that further scheme options be prepared in consultation with stakeholders in 2011/12**

**Background.**

**Strategic issues**

3. The population of Biggleswade is estimated to be 16420. This is an increase of 1037 on the 2001 census (source: The joint BBC, CBC & LBC Bedfordshire Population Model - next update due in 2011).
4. Improvements to the transport infrastructure in Biggleswade are required to link the 'Kings Reach' development which comprises 2,100 dwellings with the services and amenities in Biggleswade town centre, and enable accessibility to Biggleswade via sustainable modes for residents of the new development. This is in addition to upgrades to the current infrastructure to create safer walking and cycling routes to Stratton Upper and other local schools providing for vulnerable road users in line with the Authority's safer routes to schools initiative, further encouraging sustainable journeys and improving safety for local residents.
5. Infrastructure improvements in this area of Biggleswade are therefore fundamental in order to:
  - address road safety targets and casualty reduction targets particularly for vulnerable road users;
  - promote and encourage sustainable journeys;
  - deliver a 'sustainable' development at Kings Reach;
  - provide safer routes to schools;
  - reduce traffic congestion;
  - manage traffic and cope with an increased infrastructure capacity demand; and

- enable accessibility between the King's Reach development and the town centre.

The approach to encourage more sustainable journeys for short distances is supported in emerging Government policy as well as local strategy and policy which are outlined below:

6. PPG13 requires the Authority to promote more sustainable transport choices for both people and for moving freight, promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling and reduce the need to travel, especially by car. Additionally the Central Bedfordshire – Sustainable Communities Strategy Vision states:

*“Globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all”*

So by delivering infrastructure between Land East of Biggleswade and Biggleswade town centre, a scheme will contribute to seven of the eight Sustainable Communities Strategy priorities:

- Maximising employment opportunities and delivering housing growth to meet the needs of our communities
  - Keeping our communities safe
  - Nurturing a sense of pride and belonging
  - Getting around and caring for a green and clean environment
  - Promoting health and reducing health inequalities
  - Educating, protecting and providing opportunities for children and young people
  - Supporting and caring for an ageing population and those who are most vulnerable
7. Central Bedfordshire's emerging Local Transport Plan further supports infrastructure improvements which encourage sustainable journeys to be made for short distances. Within LTP3, the walking strategy, cycling strategy and Sustainable Modes of Travel Strategy, outline infrastructure improvements and the need for enhancement of provisions for walking and cycling journeys between key trip attractors in Central Bedfordshire's towns and villages. It should be noted that there was a 97 page report on the King's Reach development that was the subject of a number of member fora at the time of public inquiry.

### **Information and Context**

8. There are two adjacent, but individual, projects most accurately described as:
  - a) The Baulk junction enhancement (with added cycling and structural maintenance elements). This was part of the Biggleswade enhancement works outlined in the masterplan as one of the key entrances to the town requiring updating and improvement.
  - b) London Road Safer Routes to School

Both schemes have been programmed as one visit to site, to secure economies of scale and minimise disruption to the travelling public.

The Baulk enhancement, cycling and surfacing includes a mini-roundabout at the junction with London Road, a kerb line realignment, carriageway and footway re-surfacing, a raised table crossing (to join up existing cycleway routes) and a new zebra crossing. This enhancement is seen as a gateway to the town.

9. The London Road/Baulk junction improvements were specifically requested as a masterplan 'quick win' project by members of the Biggleswade Town Centre Partnership (comprised of members representing Chamber of Trade, Town Council, CBC ward members, EEDA and the Town Plan group).

London Road SRtS includes a series of speed cushions, a 20mph speed limit extension, two zebra crossings and a mini-roundabout at the junction with Elm Road.

### **Funding**

10. The Baulk junction improvement is funded from a combination of Growth Area Funding (GAF) and S106 contributions from developments. Recently, officers have determined that the £75k GAF funding can be carried into next financial year. Furthermore, the £70k S106 has no time limit.
11. The Council's capital contribution towards the SRtS is funded partly from the Integrated Transport budget (£56k) and partly from developer funding (£43k). Strictly speaking, the Integrated Transport money does need to be spent during this financial year. However, it is possible spend the allocated funds against another scheme in this year's program, releasing money for the Biggleswade scheme in next financial year.

### **Consultation**

12. Prior to November 2010, engagement with stakeholders was discretionary. The Town Council were initially consulted on the London Road/Baulk junction scheme during March 2010. This helped to formulate feasibility designs that would later evolve into designs for the formal consultation. At the same time, design engineers were mindful that CBC officers had already engaged the TC and Chamber of Trade on the concept of the scheme.
13. The elements of the scheme requiring statutory consultation are the London Road 20mph limits and the speed cushions. The Baulk mini-roundabout does not require statutory consultation, however, it was included as part of an exhibition for the town centre masterplan options consultation carried out in August 2010. It was also included in the public consultation in November because of its prominence as a "gateway" to the London Road 20 mph scheme.

### **Consultation Summary**

14. A summary of the consultation objections are contained in Appendix A of this report. Out of a population of 16,420, there were only 89 formal responses to the consultation. This represents only 0.5% of Biggleswade's population. There have been 51 objections in total (plus petition signatories). In support



of the scheme there were 38 individual comments. An e-petition is currently running at 76 against the proposals. The statement on this petition is as follows:

“We the undersigned petition the council to Withdraw Plan "London Road, Biggleswade, 20mph zone extents" and the three associated public notices as shown on the CBC web site under this subject heading. Engage in full and proper consultation concerning the principles and detailed implementation with all interested stakeholders with a complete and coherent plan Safer Routes to School and for the implementation of the roundabout proposal for this junction.”

15. A summary of the consultations can be found at Appendix A. The documentation received is not contained within the body of this report due to volume but is available as a background document.

### **Conclusion and Way Forward**

16. The Town Council and Chamber of Trade have clearly had a significant influence on how a number of people have responded to the formal consultation. This is apparent from the fact that a number of respondents subsequently changed their comments from being in favour to being against the scheme. In suggesting a recommendation, officers have taken the following into consideration:
  - the majority of respondents to the consultation are against the Biggleswade traffic calming proposals;
  - the number of respondents expressed as a percentage of Biggleswade residents is very small;
  - given the size of the King's Reach development, and the clear impact it can have on traffic movements locally, to do nothing, in terms of infrastructure improvements, is not deemed to be an option;
  - much of the funding is not constrained to this financial year as originally thought;
  - there is a concern that pushing ahead with the scheme without better support from the community would tarnish future walking, cycling and SRtS initiatives that the Authority might wish to implement
17. After consideration of the above it is considered that the most appropriate course of action that will best meet the aspirations of the local stakeholders is to involve them in a discussion or series of discussions. This will enable options to be produced for wider consultations that have a increased degree of local ownership from the outset.
18. It is accepted that in all cases there are alternative ways of achieving the desired outcomes and in that respect any integration of local views into the design process that leads to a successful project is to be welcomed.
18. This will require a further considerable investment in the design and consultation process. Subject to budgetary constraints it is likely that the consultation and design process may commence this financial year but will only be completed in 2011/12.

19. It is proposed that a project group be formed including representatives of the Town Council, Chamber of Commerce, Amey personnel, CBC officers and CBC elected members to establish the acceptable options for outline design prior to further public consultation.

## Appendix A – Summary of Consultation Feedback

400616 The Baulk, Biggleswade  
401581 SRtS Biggleswade

### Objection Register

Type	Detail	Comments Made	Number of comments	Response
<b>General</b>	General objections to the whole scheme	No evidence of accidents produced The proposals are excessive ignores other priorities for the town and will restrict opportunities for the Town Centre I agree with the proposed zebra crossing near Dells La and Elm Rd, otherwise most of the work is unnecessary I agree with the proposals for 2 new zebra crossings in London Rd Ridiculous scheme	10 plus Petition (135)	No real mitigation as objections are general in nature
	Support for Baulk RA	I agree that Red Lion High St junction and Dells La is a problem and should be improved with a new roundabout and changes to layout	5	
<b>The Baulk Roundabout</b>	All General comments (mostly by TC/and Councillors)	Mini roundabout at the baulk will cause Traffic congestion, discourage access to town centre and reduction in commercial trade, bottleneck, the narrowing makes it dangerous in presence of HGV vehicles, crossing in High St is dangerous, too narrow.	7	We believe that the Baulk roundabout will not restrict traffic and will be an improved 'gateway' to Biggleswade.
<b>Speed Limit</b>	Enforcement and compliance	20mph speed limit will be unenforceable (side roads)	3	Extents into side roads have been limited to where vehicle speeds are expected to be low Traffic calming designed to promote compliance to the 20mph zone

<b>-Traffic Calming</b>	Noise and Vibration, Traffic calming is excessive/unnecessary Hamper Emergency Services Speed Cushions not effective, Suggest Signalised crossings would suffice Access/Personal Mini RA at Elm Road is not required Technical Details/Changes to layout	Speed tables will cause noise and vibration, unnecessary, damage to vehicles, features need moving, should be pelicans, will be dangerous, not democratic, unpopular	32 plus mention in petition(135)	These are fairly regular and standard objections received to traffic calming schemes. It is only the number that is greater than usual. No specific mitigations except that we believe the scheme to be an overall benefit.

<b>Crossings</b>	Retain SCP	Would like <b>to retain School Crossing Patrol</b> at north end of London Road, personal problems with locations, increase noise and pollution, object to beacons, drivers don't stop at zebras, wouldn't be used, prefer pelicans.	12	WE believe that zebras are superior to Pelicans and will improve traffic flow not hinder it.



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**Meeting:** Traffic Management Meeting  
**Date:** 1st March 2011  
**Subject:** To extend the existing 30mph speed limit and introduce a 40mph speed limit 'buffer' on Shefford Road, Clophill.  
**Report of:** Basil Jackson  
**Summary:** To report to the Portfolio Holder for Safer Communities and Healthier Lifestyles the results of a consultation on a proposed Traffic Regulation Order to extend the current 30mph speed limit and introduce a 40mph speed limit 'buffer' on Shefford Road, Clophill

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**Contact Officer:** Caroline Almond  
[caroline.almond@amey.co.uk](mailto:caroline.almond@amey.co.uk)  
**Public/Exempt:** Public  
**Wards Affected:** Clophill  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

##### **Financial:**

The construction of this scheme will cost approximately £12,600. This comprises £10,000 from the Parish Council and the balance from road safety budgets available this financial year.

##### **Legal:**

None as part of this report

##### **Risk Management:**

None as part of this report

##### **Staffing (including Trades Unions):**

None as part of this report

##### **Equalities/Human Rights:**

None as part of this report

##### **Community Safety:**

None as part of this report

##### **Sustainability:**

None as part of this report

**RECOMMENDATION(S):**

- 1. That the proposal to extend the 30mph speed limit and introduce a 40mph speed limit 'buffer' on Shefford Road, Clophill be implemented as set out in this report.**

**Background**

1. Shefford Road, Clophill was assessed under the Department for Transport guidelines for applying the appropriate speed limit for the nature and environment of a road including assessment of speed data and accident history. This assessment was prompted by a local resident's request that was supported by the Parish Council. There was a locally held view that the existing speed limit was inappropriately positioned in relation to the properties and that the additional inclusion of a 40mph buffer zone would further improve the situation.

Whilst it was stated that this work would not be of a high priority for use of highway funds it was agreed that the site assessment and initial consultation was funded through the highways budget the Parish Council would fund the physical works as they considered it to be a high priority.

2. Speed data was taken at the start of the existing 30mph limit on Shefford Road, Clophill (outside the old waterworks) in June 2009. The speed data results show an average speed of 38.7mph on entering the 30mph speed limit and 36.6mph on leaving the village. This shows motorists are not currently adhering to the speed limit and slowing down accordingly at this location. The speed limit at present is positioned outside residential buildings which does not give the stopping distance needed if a vehicle was to exit/ enter the properties.
3. Following the speed limit assessment, Bedfordshire Highways recommended that a 30mph speed limit should be extended by 70m, to improve visibility and stopping distance to the first residential building (see Appendix A for plan). The introduction of a 40mph speed limit 'buffer' is also desirable to slow motorists entering the 30mph speed limit and to include accesses to 'The Clophill Centre' and a farm within the proposed 40mph speed limit.
4. The proposal was advertised during January 2011. Public notices were also erected on site and consultation letters sent to all stakeholders. Traffic Management Police had no objection to this proposal.
5. As a result of this consultation, two objection letters were received.
6. The objectors' main points can be summarised as follows:-
  - a) The speed limit should cover the Top Farm length of road (near bend, further east on Shefford Road).
  - b) The undesirable look of signage in the countryside.
  - c) Braking at the proposed speed limit locations will cause noise/ carbon pollution and break dust.

**Conclusion and the Way Forward**



7. In response to the objectors' comments:
- a) The proposed 40mph limit covers most of the scattered roadside development in Shefford Road. The Top Farm area is beyond that and has never been raised as a concern from either the Police or the local residents. If there is a speeding issue, an assessment and speed data collection would need to be done as a separate issue. The Parish Council are funding the current proposal following public concern. It would not be a priority of the Parish Council or local concern to extend the scheme to the Top Farm area at this time.
  - b) A decision was made by a Road Safety Engineer and a Traffic Management Police Officer on the ideal locations for the speed limit extents. The Parish Council and Traffic Police agree fully with the recommendation and of the signs and their locations. Road safety, rather than aesthetics, is seen as the main priority in this recommendation.
  - c) The implementation of the proposal is expected to reduce heavy braking by slowing motorist at a more gradual rate, particularly by use of the 40mph 'buffer' limit. The proposed 30mph signage will be extended, further away from a property and the 40mph signage will also not be located directly outside a property.
8. In summary, it is felt that the advertised restrictions are appropriate for the circumstances, and it is recommended that the proposal be approved for implementation as advertised.

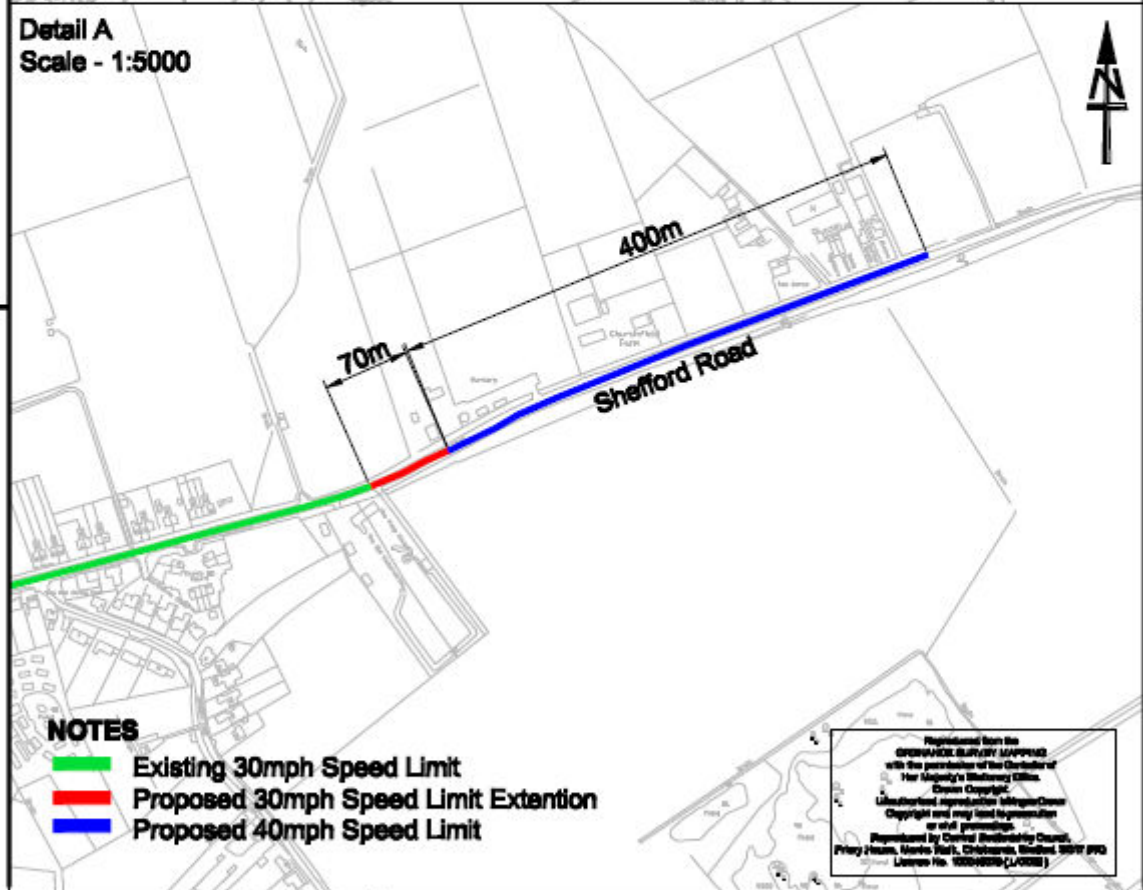
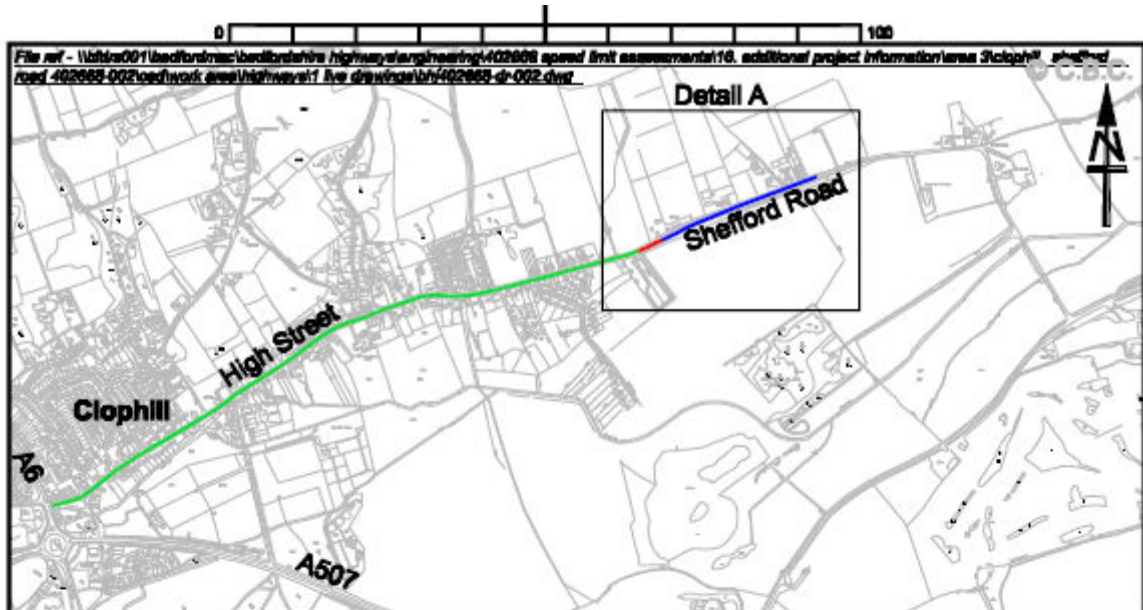
**Appendices:**



Appendix A: Location Plan

Appendix B: Public Notice

Appendix C: Objections to proposal

APPENDIX A



Project Name <b>Shefford Road, Clophill</b>				 	
Drawing Title <b>Public Notice Plan Proposed Speed Limit Extents</b>					
Rev	Revision details	Chkd	Appd	Date	Client
Drawn: CA	Preliminary				
Design: CA	For comment				Drawing No <b>402668/TRO/002</b>
Chkd: GB	For tender				
Appd: NC	For construction				Rev -
Date: 28/12/2010	As constructed				
Original Drawing Size : A4				Scale : As Shown    Dimensions : -	

APPENDIX B



# PUBLIC NOTICE

## CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO EXTEND THE 30MPH SPEED LIMIT AND INTRODUCE A 40MPH SPEED LIMIT ON SHEFFORD ROAD, CLOPHILL

Reason for the proposal: The proposed Order is considered necessary on the grounds of promoting road safety. The proposed extension of the 30mph speed limit and the introduction of a 40mph speed limit are specifically aimed at reducing vehicle speeds on Shefford Road and High Street, Clophill, where pedestrian activity and road safety has been identified by the community as an issue.

Therefore, Central Bedfordshire Council proposes to make a Speed Limit Order as follows:

### Effect of the Order:

#### **To extend the 30mph speed limit on the following length of Shefford Road:**

That Length of Shefford Road, Clophill which extends from the existing 30mph speed limit in an easterly direction for approx 70 metres.

#### **To introduce a 40mph speed limit on the following length of Shefford Road**

That length of Shefford Road, Clophill which extends approximately 60m north of the northern property boundary of 'The Pump House' in an easterly direction for approximately 400 metres.

Order to be revoked: If implemented the previous speed limits on the above lengths of road will be revoked.

Further Details: of the proposed Order, a plan and a statement of reasons for proposing to make the Order may be examined during normal opening hours at Ampthill Library, 1 Dunstable Street, MK45 2NL and Shefford Library, 1 High Street, SG17 SDD. These details will be placed on deposit until 6 weeks after the Order is made or until it is decided not to continue with the proposal. Telephone Caroline Almond on 0845 365 6057 for further information on this proposal.

Objections: should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annexe, Manton Lane, Bedford, MK41 7NU, or email [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk), stating the grounds on which they are made by 31<sup>st</sup> January 2011.

Order Title: if made will be "Central Bedfordshire Council (30mph and 40mph Speed Limits) (Shefford Road, Clophill) Order 201\*\*"

Technology House  
239 Ampthill Road  
Bedford MK42 9QQ

Basil Jackson  
Assistant Director for Highways

6th January 2011

## APPENDIX C

### Objection Letter 1

I wish to object to new speed limit signs due to be installed at Shefford Road, Clophill. If they are a very expensive necessity it would be far more beneficial to be placed nearer Top Farm just after the hump back bridges. This is where you will find the drivers commence speeding and would have more of an impact. There is a large expanse of empty road that could be used for these signs if they REALLY need to be placed without being put right outside residential areas. Not only does this spoil the countryside but in my opinion will not benefit anyone if the council insist on placing them on this stretch. Having lived on this road for 26 years I can assure you excessive speeding is an occasional occurrence. The rat run it used to be has now diminished as drivers are forced to slow down when they enter the village of Clophill due to the parked cars throughout the High Street. The majority therefore tend to take the top road. Surely this money could be spent more wisely and efficiently!

### Objection Letter 2

Dear Sir/Madam,

In response to the proposed speed limit restriction along this road. I object to the waste of money and the 3 major points are:

A - There are far too many signs already in Bedfordshire and along the Shefford Rd which are unnecessary.

B - The most dangerous part of the highway is in fact the portion that is proposed as unrestricted.

C - Why put the signs outside the dwelling which will increase the NOISE POLLUTION, CARBON POLLUTION and BRAKE DUST.

#### Expansion of above

Ref A - All Bedfordshire roads would benefit from surfaces reconditioning as a higher priority investment. Not road furniture or signage.

Ref B - Drive from the A507 in the westerly direction towards Clophill and the highway naturally lends itself to speed restriction until exiting the left hand bend at Top Farm. This is the most dangerous part - exactly where you are NOT suggesting. This small portion of 60mph is a strange illogical idea. Drive the route and see for yourself. If you insist on going ahead with this, why not start the restriction at the A507 junction and continue it until the mandatory 30 mph as you approach the village, with this the unsightly signs would be out of view for all dwellings plus items B and C would be satisfied?

Ref C - Vehicle acceleration and braking when approaching and departing.

There appears to be no logic to the idea. I have lived here for over 25 years have only witnessed excessive speed on occasions. The village is the problem not here along Shefford Road.

Please don't waste the council money.

Thank you

---

**Meeting:** Traffic Management Meeting  
**Date:** 1st March 2011  
**Subject:** Proposed Speed Hump, Church Road, Henlow  
**Report of:** Basil Jackson, Assistant Director of Highways and Transportation  
**Summary:** The purpose of this report is to present to the Portfolio Holder for Safer Communities and Healthier Lifestyles the result of consultation on the proposal to construct one speed hump on Church Road, Henlow and seek approval for implementation of the scheme.

---

Contact Officer: David Brown  
[david.brown@amey.co.uk](mailto:david.brown@amey.co.uk)  
Public/Exempt: Public  
Wards Affected: Henlow  
Function of: Council

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

To improve Highway Safety and facilitate the free flow of traffic

**Financial:**

The construction of this scheme is estimated to cost approximately £2500.

**Legal:**

None as a result of this report.

**Risk Management:**

None as a result of this report.

**Staffing (including Trades Unions):**

None as a result of this report.

**Equalities/Human Rights:**

None as a result of this report.

**Community Safety:**

Will improve road safety on this section of highway.

**Sustainability:**

None as a result of this report

**RECOMMENDATION(S):**

- 1. That the proposal to construct one speed hump on Church Road, Henlow to be implemented as set out in this report**

**Background and Information**

1. Concerns were raised about the safety of pedestrians, in particular children, crossing Church Road to access Henlow schools. These concerns have been enhanced by the proposed Zebra Crossing, likely to place a greater number of pedestrians on the north side of Church Road. Central Bedfordshire instructed Bedfordshire Highways Transportation Section to investigate remedial measures to highlight the presence of crossing pedestrians to motorists.
2. A full carriageway width road hump was considered the ideal solution, but given the existing drainage arrangement was deemed not feasible, and dismissed in preference of a speed hump with very low gradient sides to allow easy crossing for pedestrians.
3. A plan was produced to initiate statutory consultation (See Appendix A)
4. A statutory consultation was undertaken in January 2011 with all stakeholders, including letters delivered to all residents in the vicinity of the proposals. The public notice (See Appendix B) was posted on site and published in the Biggleswade Chronicle on 14/01/11.
5. As a result of this consultation, five objections were received (See Appendix C). The main points raised can be summarised as follows:
  - 5.1. There is not a speeding problem along Church Road. Church Road gets very congested during school opening and closing times.
  - 5.2. Children will think they have right of way.
  - 5.3. The informal crossing point is sited in the wrong location. Further work should be undertaken to extend the footway and a formal crossing should be installed near the church.
  - 5.4. Speed humps cause noise pollution.
  - 5.5. Speed humps cause back injury.
  - 5.6. Speed humps cause damage to vehicles.

**Conclusions and the Way Forward**

6. It is accepted that there may not be a significant speeding problem on Church Road, but the aim of the speed hump is to highlight the crossing point to motorists and help facilitate the safe crossing of pedestrians, in particular school children, across Church Road.

7. The proposed crossing point is sited at the location of an existing informal crossing point and will improve existing facilities. Any traffic signs or road markings used will not give the impression that pedestrians have priority over vehicles.
8. Research has shown that speed humps, negotiated at appropriate speeds, do not cause significant noise pollution, personal injury or vehicle damage.
9. It is recommend that the proposals be implemented as advertised.

### **Appendices**

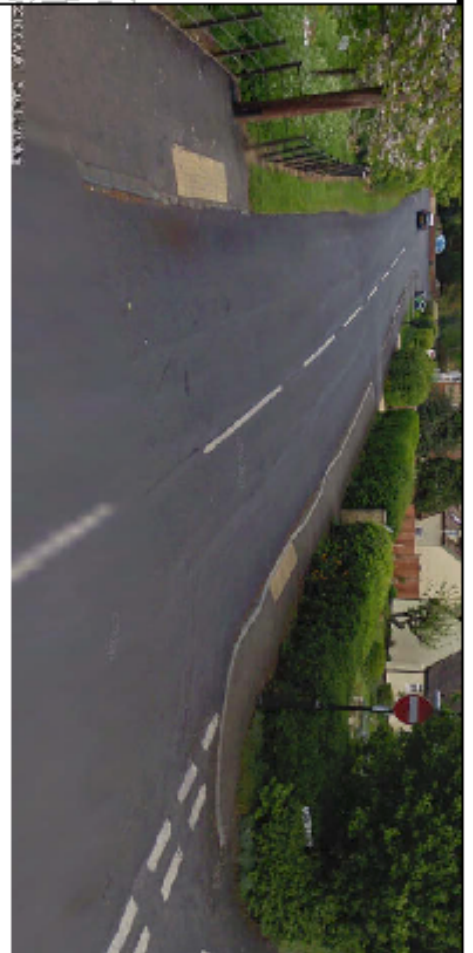
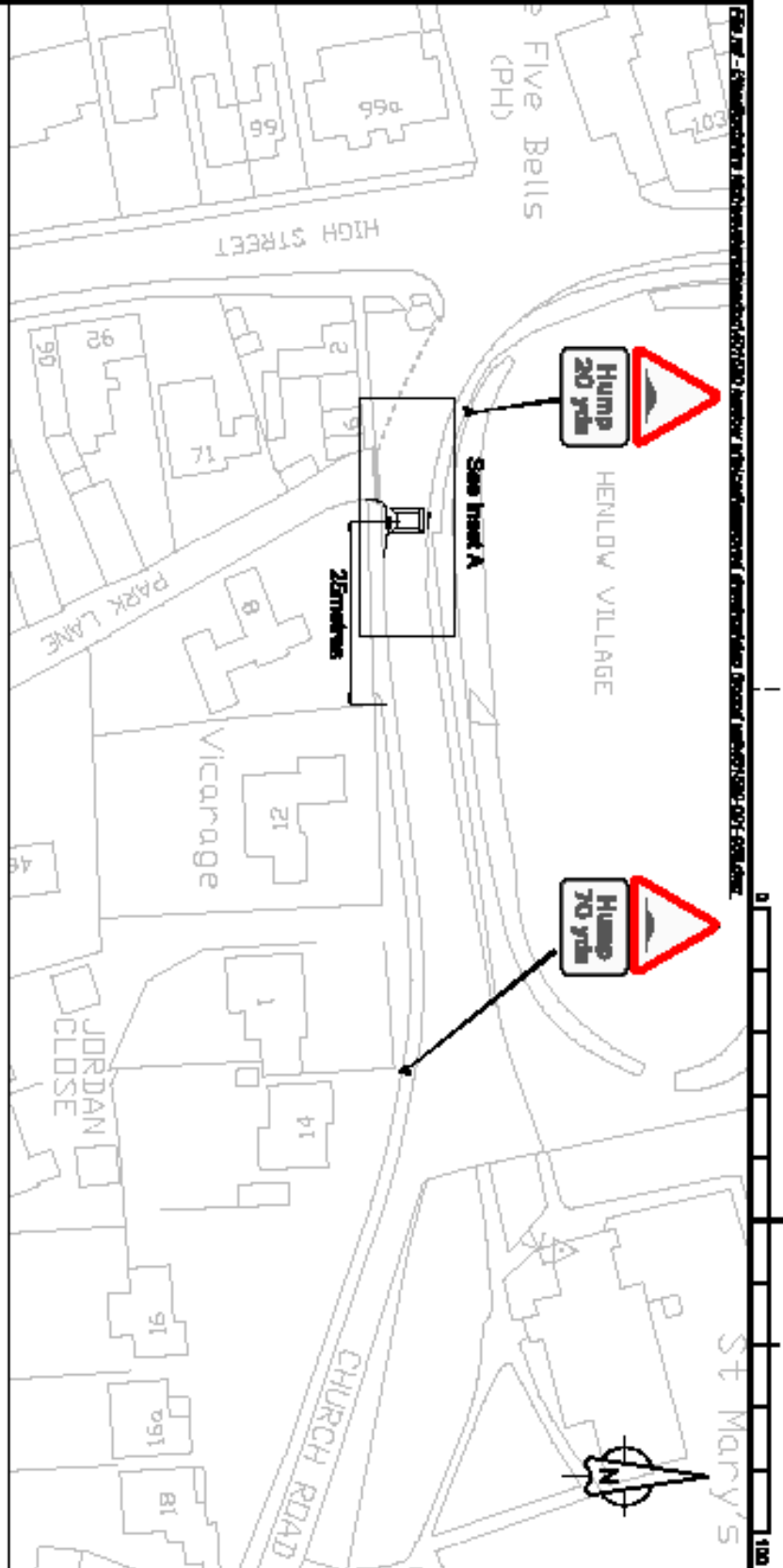
Appendix A: Plan

Appendix B: Public Notice

Appendix C: Objections and other representations

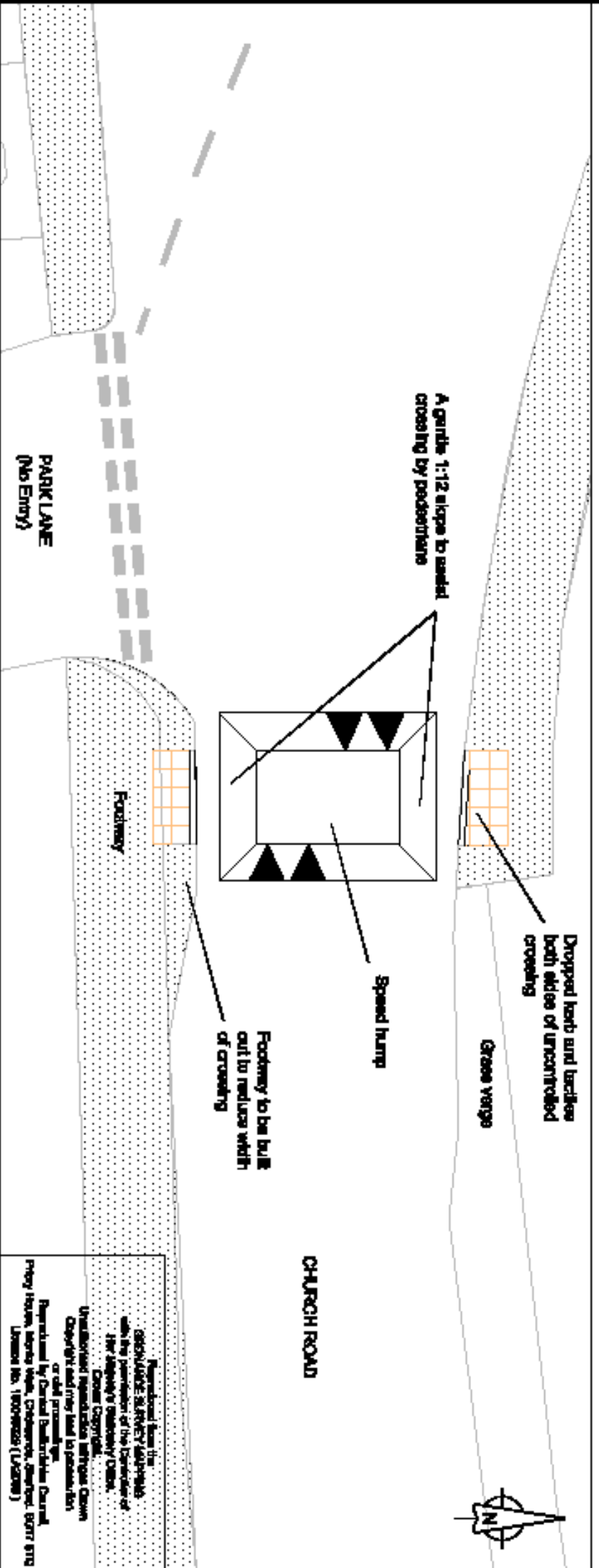


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**NOTES**



© C.B.C.

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<p><b>Client</b></p>	<p><b>Project Name</b></p> <p>Henlow Crossing and Safer Routes to School</p>																																																
<p><b>Drawing Title</b></p> <p>Beach Highways - Transportation Church Road, Henlow. Proposed speed hump and uncontrolled crossing</p>	<p><b>Original Drawing Date:</b> 11/11/11</p> <p><b>Scale:</b> As shown</p> <p><b>Drawn by:</b> [Blank]</p> <p><b>Checked by:</b> [Blank]</p> <p><b>Drawn by:</b> [Blank]</p> <p><b>Checked by:</b> [Blank]</p>																																																
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# PUBLIC NOTICE

## HIGHWAYS ACT 1980

### PROPOSED TRAFFIC CALMING MEASURES

#### CHURCH ROAD, HENLOW

CENTRAL BEDFORDSHIRE COUNCIL propose to construct traffic calming measures under Sections 90 A-I of the Highways Act 1980 and all other enabling powers, in Church Road, Henlow to reduce vehicle speeds and assist pedestrians in crossing Church Road.

#### The proposed traffic calming measures will be:

A single speed hump, 4.0 metres wide by 3.56 metres long (including ramps) and a maximum of 65mm high.

#### The proposed location of the speed hump:

The speed hump will be located 25 metres west of the property boundary between No 8 and No.12 Church Road, Henlow.

Further Details: of the proposals and a plan can be examined during normal office hours at Central Bedfordshire Council, Technology House, 239 Ampthill Road, Bedford, MK42 9QQ and normal opening hours at Shefford Library, 1 High Street, Shefford SG17 5DD. Tel: David Brown on 0845 365 6026 for further advice on these proposals.

Objections: should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annex, Manton Lane, Bedford, MK42 7NU or e-mail [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk) stating the grounds on which they are made by 4th February 2011.

Technology House  
239 Ampthill Road  
Bedford MK42 9QQ

Basil Jackson  
Assistant Director for Highways

14th January 2011

**Appendix C – Objections and other representations**

**Objection No. 1**

**From:** xxxxxx xxxxxxxx [mailto:xxxxxxx@xxxxxx]  
**Sent:** 19 January 2011 13:36  
**To:** Central Beds Consultation  
**Subject:** Sped Humps Church Road Henlow (OBJECTION)

I am objecting to the proposed speed humps for the following reasons.

1) Can the council give evidence of known speeding along the stretch of road. (Not residents but actual electronic or mechanical readings.)

2) The location will not make it any safer for persons to cross.(In many ways it may increase the danger at crossing the road with no footway on its North edge.)

3) Has the noise element been taken into account for the residence of number 8 - 12.(It is a known fact that speed bumps have a notorious history of the cause of noise)

4) Is there actually need for these at all, given the fact that the road is grid locked at anytime the schools are either filling up or emptying its occupants. After these times traffic is very low as the road is a cu-de-sac feeding an additional cul-de-sac and traffic is minimal.

5) Injury to motorists. It is again a known fact that speed bumps cause back injury. (Many London Boroughs have had them removed due to excess of injury claims.)

6) Damage to vehicle suspension and running gear. (Again people have successfully sued Councils for vehicle damage)

Finally I would say that if there was a need to reduce the speed limit to below 30.m.p.h. then a speed restriction of 20.m.p.h. could be imposed, similar to that in Park Lane Henlow. This at least can be enforced if there is the will to do it, and without the high costs involved in the placement of a speed hump. Speed bumps are not and never have been a solution to the problem of speeding and only enforcement has any lasting effect. It is doubtful that if the councils traffic management team were to place a speed band across the roadway at this location the results would support this application.

I would offer a suggestion to your team that they in fact do the cheeks as suggested and this may or may not support the application by those opposed to its implications.

Xxxxxx xxxxxxx. Resident (xxx xxxxxxxx xxxxxxx, Henlow)

Appendix C – Objections and other representations

Objection No. 2

[Redacted]

Tel. [Redacted]

Thursday, 27th January, 2011

STANDARD NO	744680
AMEY	
SECTION	FOR THE HIGHWAYS
AUTHORITY	SB
DATE	20 JAN 2011
WORKS	
PROJECT	
DESCRIPTION	
LOCATION	
STATUS	S.P.

**Proposed Traffic Calming – Church Road, Henlow**

The Transportation Manager,

Being a resident of Groveside, Henlow, and after reading the Public Notice in *"The Biggleswade Chronicle"*, I would be interested to know what evidence you have of speeding in Church Road, Henlow, to warrant the need for a Traffic Speed Hump and how this will help pedestrians to cross the road?

Our experience is that it can take us up to 20 minutes to get to Henlow High Street from the Pyghtles end of Groveside due to congestion of traffic at school times. No sign of speeding. Just 2mph bumper to bumper!

1. How does a Speed Hump assist pedestrians cross the road?

Yes, traffic may stop to let pedestrians cross the road but the Highway Code does not say they have to stop! I believe children will just think they have the right to cross at this point and this could be dangerous.

2. You have or are about to install a crossing in High Street roughly at the entrance to "The Allotments" which will bring the children into Church Road on the "Pit" side. These children now have to cross the road in order to join the existing footpath on the right hand side of Church Road. Would it not be more sensible to extend the footpath up to the commencement of the hedge and install a Pedestrian Crossing or Pelican Crossing? This would ensure that traffic would have to stop and eliminate speeding.

3. Why have you not heeded Henlow Parish Council in implementing a "20mph Speed Limit" in Park Lane where the Junior School is and also in Groveside and Church Road? Surely this would impact on those who speed.

Appendix C – Objections and other representations

4. The problem that has never been addressed is parking in Church Road and Groveside at peak times. There is ample scope for extra parking in Groveside by installing more parking bays "nose-in" in several places, especially at its junction with Church Road, but nothing has been done.

Finally, I wonder if the powers that be or those who make these proposals have ever visited Church Road and Groveside during school arrival time or finishing time to see the situation at "first hand"? I very much doubt it.

**Grounds for objection: Will not allow pedestrians to cross road safely, a pedestrian crossing is needed. Sited in wrong position.**

**Therefore, my wife and I strongly object to your proposal of a "Speed Hump" in Church Road, Henlow.**

Yours sincerely,

[Redacted signature block]

**Appendix C – Objections and other representations**

**Objection No. 3**

From: xxxxx xxxxxx [xxxxx@xxxxx]  
Sent: 02 February 2011 13:57  
To: Brown, David  
Subject: church road, henlow, traffic hump

Dear Sir

We would like to state our objections to the proposed Speed Hump to be laid in Church Road, Henlow;.

We do not think a Speed Hump will help people crossing the road, it will probably cause more confusion for children etc, as they may think they have a right to cross there, when they don't.

Surely, a Speed limit and a proper crossing would be much safer for all concerned, Traffic would have to stop then.

Also, to put a pavement on the opposite side of the road for people to walk across to in SAFETY, which is what the idea is about. A Speed Limit sign may also help.

Has anyone from your department ever been to the area at school times, the volume of traffic is dreadful, we are surprised no one has been knocked down as cars do not want to slow down.

Also, anyone coming from Park Lane to turn Right would be right on the Hump as soon as you turn the corner, which could be difficult.

As for installing a crossing in the High Street at the entrance to the `Allotments, this will bring the children onto Church road, they will have to cross over as there is no footpath on the `Pit` side, hence needing a footpath.

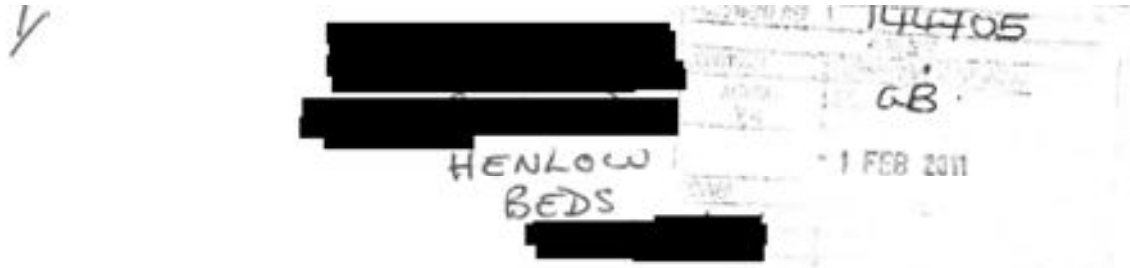
Therefore, my husband and I would like to strongly OBJECT to the Proposal of a `SPEED HUMP` in Church Road.

Your sincerely

Xxxxxxxxxxxxxxxxxxxxxx  
XXXXXXXXXXXXXXXXXXXX  
HENLOW  
BEDS  
XXXXXXXX

Appendix C – Objections and other representations

Objection No. 4



PROPOSED TRAFFIC CALMING - CHURCH ROAD,  
HENLOW

THE TRANSPORTATION MANAGER

Being a resident of Groveside for 50 yrs. And reading about the Traffic Speed Hump, and narrowing the road, to 'STOP SPEEDING' traffic. To help school children to cross the road safely. I don't see traffic speeding. It is always at a stand still, and queuing up, into and out of Groveside. At times it has taken me 35 minutes to enter Groveside. And seen school Busses mount footpaths to get round.

Better use of funds maybe to:-

- 1/ Extend footpath on pit side (Maybe take part of pit) to Church. And but a crossing at church.
- 2/ Cut speed limit to 20mph. And have a Police presents now and again (People will soon get the right idea).
- 3/ Extra parking Bays at entrance to Groveside, so parked cars are off road. at Junction (At moment children walk between parked cars, making it dangerous.

2/

Have the powers that make these proposals, ever visited, Church Road, and Graveside a few times, to see situation at "First Hand" DOUBT IT.

### SPEED HUMP

#### GROUNDS FOR OBJECTION :-

will not help pedestrians to cross safely, in wrong position, and children will use hump as if it like a Zebra crossing.

Therefore, I object to your proposal of a "SPEED HUMP" in Church Road, Harlow.

Funds could be better spent on childrens Safety. As traffic is only going to increase, as school expands. Forward thinking and wise thinking, should be taken Now

Yours Sincerely



**Appendix C – Objections and other representations**

**Objection No. 5**

**From:** xxxxx xxxxx [mailto:xxxxxxx@xxxxxxx]  
**Sent:** 08 February 2011 16:55  
**To:** Central Beds Consultation  
**Subject:** Traffic Calming Measures Church Road, Henlow

Dear Sir

We live just around the corner from Church Road in Park Lane.

We were surprised and angry about the necessity to put in a road hump on Church Road. The road is a quiet country lane leading nowhere except to a small housing estate and Henlow Middle school. During 15 minutes in the morning and afternoon parents do drop children off and pick up but the vehicles are moving slowly as it is only a matter of some 200 yards from turning into Church Road to drive to where the children are left. Few children walk along the lane to and from school as the vast majority are either bussed or driven in.

In a time of austerity we believe it is a total waste of money and unnecessary. To our knowledge there has never been an accident in the road.

Sincerely  
Xxxxx xxxxxxx



Appendix C – Objections and other representations



**PROPOSED Traffic Calming on Church Road, Henlow (Single speed hump).**

**Your Reference: DB/45958/3.12/404396.**

<p><b>This Authority has considered the proposed Traffic Regulation Order as outlined in your letter and offer the following comments for further consideration.</b></p> <p><b>Comments</b></p>	
<p><b>This Authority has considered the proposed Traffic Regulation Orders as outlined in your letter dated the 11<sup>th</sup> January 2011, together with the reason(s) given. The proposals are accepted by this authority, therefore no objections will be offered.</b></p>	<p><b>X</b></p>

Name: - ... Steve Welham

Address ... Traffic Management Section,

Bedford Heights, Manton Lane,

Bedford. MK41 7PH

Signed:- ... S. P. Welham.

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**Meeting:** Traffic Management Meeting  
**Date:** 1st March 2011  
**Subject:** Introduction of 20mph Speed Limit in King Street area, Leighton Buzzard  
**Report of:** Basil Jackson  
**Summary:** This report seeks the approval of the Portfolio Holder for Safer Communities and Healthier Lifestyles for the introduction of a 20mph speed limit in King Street area, Leighton Buzzard following a public consultation and receipt of an objection.

---

**Contact Officer:** Estera Twardowska  
[estera.twardowska@amey.co.uk](mailto:estera.twardowska@amey.co.uk)  
**Public/Exempt:** Public  
**Wards Affected:** Leighton Linslade Central  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

**The proposal will improve road safety and promote cycling and walking.**

**Financial:**

The cost of introducing a 20mph speed limit will be approximately £6,500. The scheme is externally funded from a Highways Act Section 106 agreement.

**Legal:**

None from this report

**Risk Management:**

None from this report

**Staffing (including Trades Unions):**

None from this report

**Equalities/Human Rights:**

None from this report

**Community Safety:**

The proposal will reduce speed and improve safety for cyclists and pedestrians

**Sustainability:**

Implementation of this scheme may encourage people to walk or cycle instead of using less sustainable forms of transport.

**RECOMMENDATION(S):**

- 1. That the proposal to introduce a 20mph Speed Limit on various roads in the King Street area be implemented as advertised.**

**Background and Information**

1. The enhancement scheme came about as a result of obtaining Highways Act Section 106 funding in relation to a planning application for a new housing development located at the corner of King Street and Queen Street in Leighton Buzzard. The developer made a contribution towards transportation measures in the vicinity of the site relating to pedestrian and cycle way infrastructure. The proposed speed limit is a part of the King Street area scheme which includes footway and carriageway resurfacing, provision of uncontrolled crossings in various locations and improvements around Mary Bassett Lower School.
2. The King Street area has been identified as an important route for cyclists and pedestrians. This is due to a number of public places located within that area. Local destinations for cyclists and pedestrians include Mary Bassett Lower School, Ambulance Station, Doctors Surgery and Child Welfare Clinic. A number of factories/companies are also located within the King Street area making this residential area busy with a high volume of traffic.
3. The roads within the King Street area are narrow and cramped with a high level of on street parking. Also the footways are narrow, especially the section on Bassett Road outside Mary Bassett Lower School where a narrow footway has been provided only on the western side of carriageway. A high percentage of pedestrians are school pupils or elderly residents who walk to the surgery or town centre.
4. The Leighton-Linslade Town Council has a policy of promoting safer routes to school, which seeks to encourage more pupils to walk or travel to school by sustainable modes of transport. The aim of the Leighton Linslade Big Plan is to provide a 20mph speed limit in the residential areas to promote walking and cycling.
5. The existing speed limit in the King Street area is 30mph. The speed and volume survey was carried out in June 2010. The data was collected on King Street, Queen Street, Ashwell Street, Mill Road, Doggett Street (2 locations), Baker Street and Bassett Road (2 locations). The speed data shows the 85<sup>th</sup> percentile speeds of traffic on all those roads were below 30mph. The 85<sup>th</sup> percentile speeds of traffic on King Street, Ashwell Street and Doggett Street were below 25mph. On Queen Street, Mill Road, Baker Street and Bassett Road those speeds were between 26.7mph and 28.8mph.

6. The consultation on the proposed 20mph speed limit within Bassett Road area was previously advertised on 5<sup>th</sup> August 2010 together with associated traffic calming along Queen Street and Bassett Road and a proposed one way section on Bassett Road. Due to a high number of objections received, on 17<sup>th</sup> August 2010 the decisions was made by the local elected members and Leighton Linlade Town Council representatives to withdrawn the proposal and re-design the 20mph speed limit area without the provision of any vertical traffic calming measures.
7. The proposed 20mph speed limit in the King Street area was formally advertised by public notice in December 2010/January 2011. Consultations were carried out with the emergency services and other statutory bodies, Leighton-Linslade Town Council and Elected Members. Local residents have also been given an opportunity to make formal representations on the proposal.
8. Bedfordshire Police accepted the proposal and have raised no objections. No other representations have been received.

### **Objections**

9. One objection (representing a resident that lives on Bassett Road) has been received. He raises a number of points which can be summarised as follows:-

The resident is in favour of the 20mph speed limit and has campaigned for the reduction in the speed limit for the last three years. However, he objects to the 20mph speed limit without any traffic calming measures. He believes that only the use of traffic humps and raised junctions will slow traffic down and improve safety, especially along the narrow stretch of road from 1 to 15 Bassett Road. The 20mph speed limit will not be enforceable without vertical traffic calming measures.

### **Conclusion and the Way Forward**

10. In response to the objectors' comments:-  
It is accepted that vertical traffic calming features would help to slow traffic down. However the speed survey carried out on roads within the proposed 20mph speed limit area shows that the 85<sup>th</sup> percentile speeds of traffic on all those roads are below the existing 30mph speed limit and often below 25mph. The roads are generally narrow with a high level of on-street parking which naturally keeps the speeds low. It is also anticipated, based on previous experiences, that the introduction of a 20mph speed limit together with road markings and regular repeater signs will lower the traffic speed by a few mph. Therefore the proposed speed limit should be mostly self enforcing.
11. In summary, it is felt that the advertised restriction is appropriate and so it is requested that the proposal is approved for implementation as advertised.

### **Appendices:**

Appendix A – Plan

Appendix B – Public Notice

Appendix C – Support and objection to the proposal



APPENDIX B

# PUBLIC NOTICE

## CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A 20MPH SPEED LIMIT ON VARIOUS ROADS IN KING STREET AREA, LEIGHTON BUZZARD

Reason for proposal: The proposed Order is considered necessary on the grounds of promoting road safety. The proposed 20mph Speed Limit is intended to reduce the speed of vehicles in this residential area and improve pedestrians' safety. If implemented, this will improve road safety and quality of environment, and will help promote walking and cycling. Therefore, Central Bedfordshire Council proposes to make a Road Traffic Regulation as follows:

Effect of the Order:

### To introduce a 20mph Speed Limit on the following lengths of road in Leighton Buzzard:

- The entire length of Bassett Road
- The entire length of Queen Street
- The entire length of King Street
- The entire length of Water Lane
- The entire length of West Street Service Road (which runs parallel to West Street)
- The entire length of Windsor Avenue
- The entire length of Doggett Street
- The entire length of Bassett Court
- The entire length of Bossard Court
- The entire length of Baker Street
- The entire length of Millstream Way
- The entire length of Millbank
- The entire length of Basildon Court
- The entire length of Mill Road
- The entire length of Edward Street
- The entire length of Ashwell Street
- The entire length of Princes Court
- The entire length of Digby Road
- Any road(s) subsequently constructed and adopted that adjoins any of the aforementioned roads

Orders to be revoked: If implemented any previous Speed Limit Order made on the above lengths of road will be revoked.

Further Details of the proposed Order, a plan and a statement of reasons for proposing to make the Order may be examined during normal office hours at Leighton-Linslade Town Council, The White House, Hockliffe Street, Leighton Buzzard and normal opening hours at Leighton Buzzard Library, Lake Street, Leighton Buzzard. These details will be placed on deposit until 6 weeks after the Order is made or until it is decided not to continue with the proposal. Telephone Estera Twardowska, 0845 365 6086 for further advice on this proposal.

Objections should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annex, Manton Lane, Bedford MK41 7NU or by e-mail to [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk) stating the grounds on which they are made by 14th January 2011.

Order Title: If made will be "Central Bedfordshire Council (20mph Speed Limit) (Various Roads in King Street Area, Leighton Buzzard) Order 201\*"

Technology House  
239 Ampthill Road  
Bedford MK42 9QQ

Basil Jackson  
Assistant Director for Highways

16th December 2010

APPENDIX C

Central Bedfordshire proposes to introduce a 20mph Speed Limit on various roads in the King Street area, Leighton Buzzard.

<p>This Authority has considered the proposed 20mph Speed Limit Regulation Order as outlined in your letter dated 15<sup>th</sup> December 2010 and offer the following comments for further consideration.</p> <p>Comments</p>	
<p>This Authority has considered the proposed 20mph Speed Limit Regulation Order as outlined in your letter dated 15<sup>th</sup> December 2010, together with the reason(s) given. The proposal is accepted by this authority, therefore no objection will be offered.</p>	<p style="text-align: right;">✓</p>

Name: - John Houghton  
 Address: Bedfordshire Police  
Traffic Management

Signed: [Signature]  
 Address: .....

PROJECT	AREA
CONTRACT	BEDFORDSHIRE HIGHWAYS
ACTION	BY ET
DATE	10 JAN 2011
COPIES	
ORIGINAL	



-----Original Message-----

From:

Sent: 13 January 2011 21:00

To: Central Beds Consultation

Subject: Order 201 Speed limit(20mph) variation in roads in th King Street Area, Leighton Buzzard

Dear Sirs,

I refer to the above order number 201 recently publicised on the appropriate local roads.

I do not object to the imposition of the 20mph speed limit and in fact I have campaigned for the reduction in speed for the last three years.

I do object, however, to the imposition of this speed limit reduction without any effort to enforce this by the use of traffic calming measures. It has been recognised that speeding traffic can only be reduced by the use of traffic calming measures including speed humps and speed platforms, proposed in the original order which was withdrawn in 2010.

This is particularly relevant to the narrow stretch of road from 1 to 15 Bassett Road. This stretch has only one pavement which is one child pram wide. Two way traffic often exceeds the current 30mph limit passing children and pensioners with a few inches. Vehicles in fact often accelerate in a north bound direction as they are approaching a hill.

The 20mph speed limit will not be enforceable without the traffic calming as originally proposed.

I therefore object to this traffic speed regulation order without appropriate traffic calming at least along this short stretch of dangerous road.

I will be very grateful for an indication that this objection has been received.

Yours faithfully,

Leighton Buzzard  
Bedfordshire  
LU7 1AR

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**Meeting:** Traffic Management Meeting  
**Date:** 1st March 2011  
**Subject:** To extend the existing 30mph speed limit on High Street, Silsoe  
**Report of:** Basil Jackson  
**Summary:** To report to the Portfolio Holder for Safer Communities and Healthier Lifestyles the results of a consultation on a proposed Traffic Regulation Order to extend the current 30mph speed limit on High Street (north end) and to seek approval for implementation of this scheme.

---

**Contact Officer:** Caroline Almond  
[caroline.almond@amey.co.uk](mailto:caroline.almond@amey.co.uk)  
**Public/Exempt:** Public  
**Wards Affected:** Silsoe  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

##### **Financial:**

The construction of this scheme will cost approximately £9,500 available from existing budgets in the 2010/11 financial year.

##### **Legal:**

None as part of this report

##### **Risk Management:**

None as part of this report

##### **Staffing (including Trades Unions):**

None as part of this report

##### **Equalities/Human Rights:**

None as part of this report

##### **Community Safety:**

None as part of this report

##### **Sustainability:**

None as part of this report

**RECOMMENDATION(S):**

- 1. That the proposal to extend the 30mph speed limit along High Street, Silsoe be implemented as set out in this report.**

**Background**

1. High Street, Silsoe was assessed under the Department for Transport guidelines for applying the appropriate speed limit for the nature and environment of a road including assessment of speed data and accident history. This assessment was requested by the Parish Council and local residents' requests.
2. Speed data was taken on High Street, Silsoe in September 2010. Locations included alongside the Silsoe nameplate sign (100m north of Newbury Lane, within the national speed limit) and at the existing 30mph/national speed limit terminal point further south. The results show average speeds of 40mph at the Silsoe nameplate location (which is the proposed location of the 30mph limit) and 34mph at the start of the existing 30mph limit. Motorists appear to be slowing down 150m before the actual 30mph signage, probably due to the residential environment change and presence of the Newbury Lane junction.
3. Following the speed limit assessment, Bedfordshire Highways recommended that a 30mph speed limit extension (see Appendix A for plan) would be appropriate for this length of road.
4. The proposal was advertised during January 2011. Public notices were also erected on site and consultation letters sent to all stakeholders. Traffic Management Police had no objection to this proposal.
5. As a result of this consultation, one objection letter was received to the proposals.
6. The objector's main points can be summarised as follows:-
  - a) The location of the existing segregated footway means that there is no conflict between pedestrians and vehicles.
  - b) They are against speed limits for their own sake as this tends to bring speed limits in general into disrepute.
  - c) The proposal doesn't meet Government guidelines for imposing a 30mph limit.
  - d) On the road between Ampthill and Maulden, a 30mph speed limit was introduced for similar reasons, but the 30mph speed limit has now been replaced with a 40mph speed limit.
  - e) A 40mph speed limit would be more appropriate.

7.
  - a) The footway (although segregated) is well used by local residents to walk/cycle from one end of the residential settlement to the other. There are also two bus stops opposite each other, within the national speed limit/60mph, which lead to more use of the road by pedestrians.
  - b) The speed limit proposed is seen as appropriate the circumstances and for the predicted speeds following the signage change. The Parish Council and most local residents are highly in favour of this recommendation. The Traffic Management Police are also in support of this proposal.
  - c) The proposal is a result of a full assessment based on the Department for Transport guidelines, carried out by a road safety engineer accompanied by a Traffic Management Police Officer. This includes speed data collection, accident history search, site assessment, environment, surroundings, and pedestrian activity. The proposal is seen appropriate for the length of road in question.
  - d) The 40mph section between Ampthill and Clophill was increased to 40mph following an assessment where average speed were approximately 40mph (in a 30mph speed limit). The C100 is between parishes and the environment is of rural surroundings more suited to a 40mph speed limit.
  - e) The measured speeds would suggest that a 30mph speed limit is suitable and that it will be largely self-enforcing.
8. In summary, it is felt that the advertised restriction is appropriate for the circumstances, so it is recommended that the proposal proceeds as advertised.

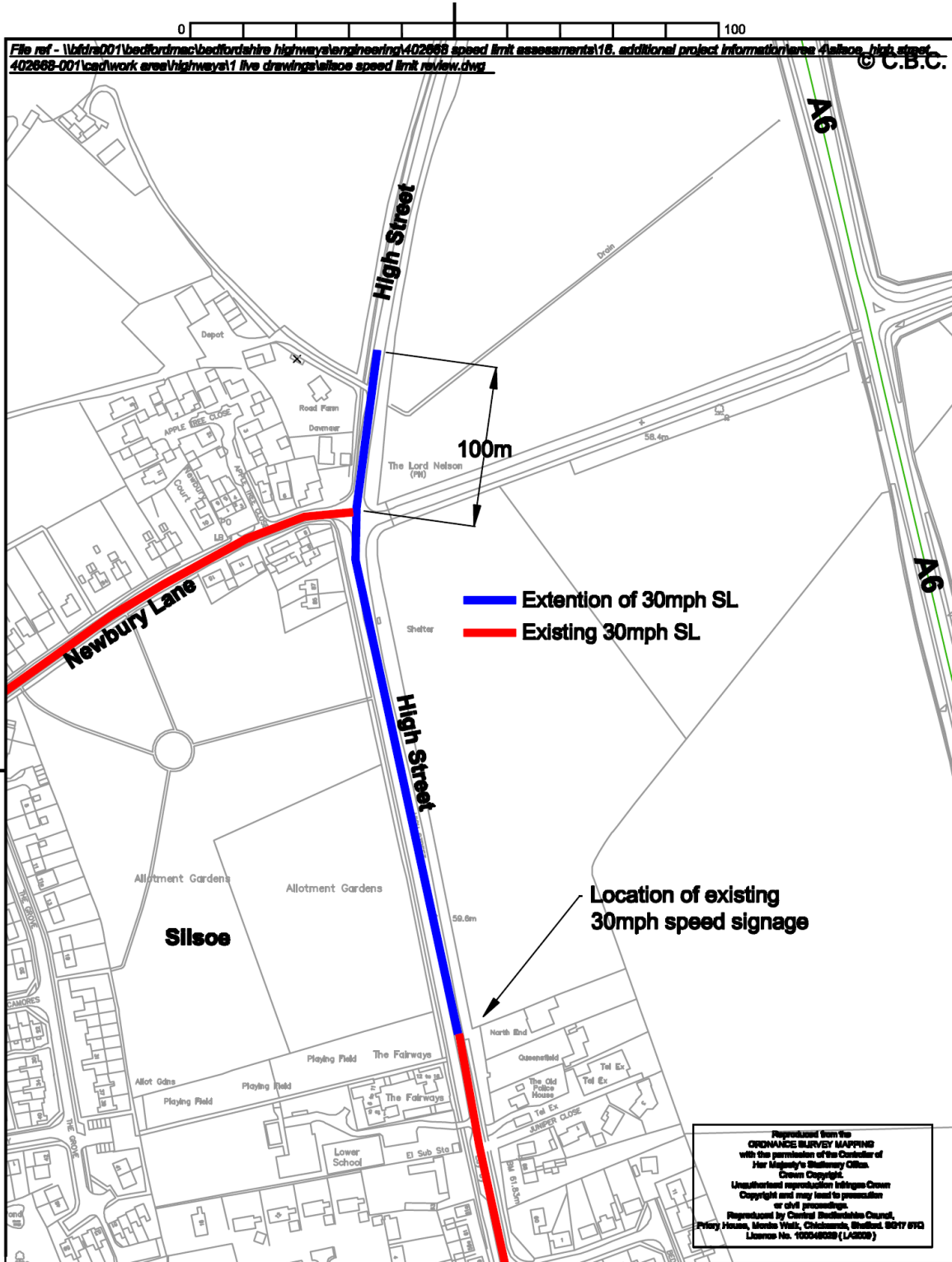
**Appendices:**



Appendix A: Location Plan

Appendix B: Public Notice

Appendix C: Objections to proposal

APPENDIX A



Project Name <b>High Street, Silsoe</b>				 Client 		
Drawing Title <b>Public Notice Plan Proposed speed limit extents</b>						
Rev	Revision details	Chkd	Appd	Date	Drawing No <b>402668/TRO/001</b>	Rev <b>P0</b>
Drawn:	CA	Preliminary				
Design:	CA	For comment		✓		
Chkd:	GB	For tender				
Appd:	NC	For construction				
Date:	20/12/2010	As constructed				
		Other				
Original Drawing Size : A4				Scale : <b>As Shown</b> Dimensions : -		



APPENDIX B



# PUBLIC NOTICE

## CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO EXTEND THE 30MPH SPEED LIMIT ON HIGH STREET, SILSOE

Reason for the proposal: The proposed Order is considered necessary on the grounds of promoting road safety. The proposed extension of the 30mph speed limit is specifically aimed at reducing vehicle speeds on High Street, Silsoe, where pedestrian activity and road safety have been identified by the community as an issue. Therefore, Central Bedfordshire Council proposes to make a Speed Limit Order as follows:

Effect of the Order:

### To extend the 30mph speed limit on the following length of road in Silsoe:-

That length of High Street which extends from the existing 30mph speed limit northwards to a point approximately 100 metres north of Newbury Lane.

Order to be revoked: If implemented the previous speed limits on the above length of road will be revoked.

Further Details: of the proposed Order, a plan and a statement of reasons for proposing to make the Order may be examined during normal opening hours at Ampthill Library, 1 Dunstable Street, MK45 2NL. These details will be placed on deposit until 6 weeks after the Order is made or until it is decided not to continue with the proposal. Telephone Caroline Almond on 0845 365 6057 for further information on this proposal.

Objections: should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annexe, Manton Lane, Bedford, MK41 7NU, or email [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk), stating the grounds on which they are made by 31st January 2011.

Order Title: if made will be "Central Bedfordshire Council (30mph Speed Limit) (Barton Road and High Street, Clophill) Order 2011"

Technology House  
239 Ampthill Road  
Bedford MK42 9QQ

Basil Jackson  
Assistant Director for Highways

6th January 2011

## APPENDIX C

Dear Sir/or Madam.

As a Resident of Silsoe, I wish to object to the proposed extension to the 30MPH Speed Limit in the The High Street Silsoe, beyond the present limit.

I believe that this extension is unnecessary given the conditions.

1/. There is a partially sunken footpath on the West side of the road only, this lies back about 3 metres from the road, and is separated by a grass bank and trees, therefore there is no conflict between pedestrians and vehicles; until just before Newberry Lane there are no houses at all. Of the 4 houses that face the road only 3 have drives, and these are also separated from the road by the footpath, and a grass verge.

2/. There is no footpath on the east side of the road beyond the current 30mph speed limit.

3/. While I'm not against speed limits where necessary, I am against speed limits for their own sake, as this tends to bring speed limits in general into disrepute.

4/. This proposal just appears to be Speed Limit creep that is not necessary, or warranted by the circumstances.

5/. If drivers exiting from the houses on this section of the high street drive correctly there isn't a problem, neither is turning in or out of Newberry Lane more of a hazard, than at any other junction that exits onto another road.

6/. Last time I looked, this proposal doesn't even meet Government guidelines for imposing a 30mph limit.

7/. A proposal was made a few years ago regarding the section of road between Maulden and Ampthill, where a 30mph speed limit was introduced for similar reasons, in similar circumstances, and where the footpath was close to the road, recently, at no doubt a great expense, the 30mph Speed Limit has been removed and replaced with a 40mph speed limit that now applies.

8/. While it probably isn't within your remit, the main A6 North of the Clophill roundabout has a pavement right next to the road, and a number of properties that have vehicular access onto the A6, yet this has relatively recently been made a 40mph speed limit, as opposed to the previous National Speed Limit of 60mph.

9/. As the A6 carries a huge amount of traffic compared to The High Street Silsoe, I cannot believe that The High Street, particularly bearing in mind the points I've mentioned, warrants a 30mph Speed Limit, personally I would have thought a 40mph speed limit to the point you propose would make more sense.

Finally, Just to put things into perspective, I have been driving for business reasons, and for pleasure, since 1956, with only one conviction when I was 17 years old and riding a motorbike.

I do not have, nor ever have had, any points on my licence.



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**Meeting:** Traffic Management Meeting  
**Date:** 1st March 2011  
**Subject:** Adoption of proposed Bridge Management Procedure  
**Report of:** Basil Jackson  
**Summary:** The purpose of this report is to seek adoption by Central Bedfordshire Council of a proposed Bridge Management Procedure compliant with the Approved Code of Practice for the Management of Highway Structures that will improve the management of the Council's Structure assets in future years.

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**Contact Officer:** Angus Clow  
[angus.clow@amey.co.uk](mailto:angus.clow@amey.co.uk)  
**Public/Exempt:** Public  
**Wards Affected:** all  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

##### **Financial:**

A minimum of £2.5k would be required to produce the initial gap analysis in accordance with the proposed procedure. This can be accommodated within the existing revenue budget.

In 2011/12 a revenue allocation of a further £5k will be required to undertake the Implementation Plan.

##### **Legal:**

None as a result of this report.

##### **Risk Management:**

The Approved Code of Practice (ACoP) is not a legal document and there is no statutory requirement to comply with it. However the non compliance with the ACoP can be used in legal proceedings to demonstrate negligence by the authority. Improved Asset management will reduce risk to the public and the authority.

##### **Staffing (including Trades Unions):**

None as a result of this report.

##### **Equalities/Human Rights:**

None as a result of this report.

##### **Community Safety:**

Improved Asset Management will improve community safety.

**Sustainability:**

Improved asset management and planning will result in better value management and whole life costing and will deliver improvements in sustainability.

**RECOMMENDATION(S):**

1.

- (a) The portfolio holder for safer communities and healthier lifestyles is requested to adopt the proposed Bridge Management Procedure as policy and agree to proceed with the initial gap analysis and that allowance is made in future years revenue programmes for the implementation of improved asset management.

**Background and Information.**

1. The Code of Practice for the Management of Highway Structures (CoP) came into being in September 2005.
2. The document was supported by all the main agencies dealing with roads and bridges throughout the UK and was funded by the DfT. The aim of the CoP was to provide a robust and detailed framework against which all highway authorities and any other bodies managing structures on the highway could manage those structures. Structures are a key asset on the network and any structural failure can be costly in terms of loss of asset, repair or replacement of asset and even loss of life in extreme circumstances.
3. It was originally envisaged by the UK Roads Liaison Group – Bridges Board that the implementation would take authorities 3 to 4 years to complete. Central Bedfordshire Council has not formally adopted the CoP and therefore although a regular programme of inspections is carried out the CoP goes much further in taking an holistic approach to management in that it takes into account all of the aspects and includes the preparation of an overall programme for all aspects of the process.
4. Central Bedfordshire Council currently owns and maintains approximately 400 structures and of these up to 40 have been identified as requiring strengthening or major maintenance and 20 require further assessment to confirm their load carrying capacity. The CoP includes requirements for long term asset management planning so implementing the recommended regimes would improve the management of the existing structures stock.
5. Gaps are known to exist between Good Management Practice advised in the CoP and the current way that Central Bedfordshire Council's authorities structures are managed. The detailed gap analysis will identify and quantify all of

those gaps and provide an indication of the potential financial implications of closing the gaps.

6. The recent collapses of several bridges in Cumbria during the flooding in November 2009 has highlighted the issues over good management practice. A Transport Select Committee (TSC) report into these collapses was due to be published, however the TSC was dissolved prior to the May 2010 election.
7. There have been two other collapses of railway bridges in the last 2 years one of which resulted in the derailment and ignition of a train of flammable chemicals. Both of these have been identified as instances where improved inspection procedures and management of the structures could have avoided the incidents.
8. Section 41 of the Highways Act places Highways Authorities under a duty to maintain the highway. Regular bridge inspections ensure that any serious maintenance issues are dealt with but potential structural failure under load would not be picked up during an inspection. There have been 3 separate major bridge collapses in the United States in the last 10 years. Failure to assess a structure which subsequently collapsed under a 40 tonne load would place the Authority and its staff at risk under Health and Safety legislation in the event that someone is injured as a result of structural failure.
9. Implementation of improved asset management and value engineering as required by the CoP will provide better value for money for all planned works in future years.
10. The aspiration is to complete all of the remaining outstanding bridge assessments in the next two financial years which should be possible with the proposed continuing level of funding. This will provide the opportunity to plan to utilise the surplus funding to improve the asset management and future works planning which could then result in a reduction in future revenue requirements

### **Conclusion and The way Forward**

11. The Management of Highway Structures is a revenue funded function.
12. The portfolio holder is requested to approve the adoption of the Bridge Management Procedure that incorporates the principles of Code of Practice for Management of Highway Structures.
13. The Code of Practice is a lengthy document and not therefore contained within the report. It is available as a background document if required.
14. The Bridge management Procedure is attached as Appendix A.
15. Subject to the adoption of the procedure by Central Bedfordshire Council the proposed course of action is therefore:
  - 2010/11. Carry out a gap analysis between current practices and those required to meet the CoP

- 2011/12. Prepare a detailed compliant Structures Management Implementation plan that will inform the future prioritisation and management of structures budget.
16. The portfolio holder is asked to note that the cost in the current financial year of adopting the proposed procedure and producing the initial gap analysis will be approximately £2.5k. This can be accommodated within the 2010/11 revenue budget. In 2011/12 a further revenue allocation of £5k will be required to complete the Implementation Plan that will then inform future programmes.
  17. The implementation plan will then also be used to assist with bids for additional funding in future years as necessary to support the proposed Bridge Management Procedure.



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**Meeting:** Traffic Management Committee  
**Date:** 1 March 2011  
**Subject:** Off-Street Car Park Order, Arlesey Community Centre  
**Report of:** Basil Jackson, Assistant Director of Highways and Transport  
**Summary:** This report provides the Traffic Management Committee with details relating to the proposed off-street car park Order for Arlesey Community Centre, High Street, Arlesey, following public consultation. The proposed Order was designed in light of a complaint to the Local Government Ombudsman.

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**Contact Officer:** David Bowie, Head of Service, Traffic Management  
**Public/Exempt:** Public  
**Wards Affected:** Arlesey and Stotfold  
**Function of:** Highways and Transport

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The Council priorities affected by this paper are:

- creating safer communities,
- managing growth effectively; and
- supporting and caring for an ageing population

##### **Financial:**

Any improvements to the current parking situation at the Arlesey Community Centre should be designed to be cost neutral to the Council (i.e. costs for implementation, maintenance and enforcement should be covered by income). Currently the private car park has no parking controls and the disabled bays and the bays reserved for the Town Council are frequently abused by traffic on the school-run and by others throughout the day. If an Order was made for the car park, bringing with it the ability to issue Penalty Charge Notices (PCNs), then permits could be sold for regular car park users and the use of the spaces could be enforced. The cost of a Traffic Regulation Order would be in the region of £4000 - £5000, with work costs of approximately £3000 - £5000 for the necessary signs and lines. Permits would be issued at a cost of £120 per vehicle, per annum. The implementation costs would be met from the Car Park Management & Maintenance budget and recovered over a period of three years.

##### **Legal:**

In April 2009, Central Bedfordshire Council (CBC) succeeded Bedfordshire County Council (BCC) as the highway and traffic authority for the road network in Central Bedfordshire. An important function of the traffic authority is to manage on and off-street parking. From February 2004, BCC delivered this aspect of its legal responsibilities through a contract with Vinci Park Services which is continued with CBC. To be legally enforceable, parking services must be compliant with the Traffic Management Act 2004. The lease agreement for the Arlesey site allows Central Bedfordshire Council to introduce parking charges for this facility.

**Risk Management:**

The key risk revolves around whether or not sufficient income would be accrued from parking fees/permits to cover the cost of implementing the Order. If the Order was not implemented there would be an increase in the risk of injudicious parking continuing and the council would have no power to control the situation by enforcement. There is no concern over the existing problem continuing if an Order is made for the car park as proposed.

**Staffing (including Trades Unions):**

None as a result of this report.

**Equalities/Human Rights:**

The proposed scheme was initially conceived as a result of a complaint to the Local Government Ombudsmen by a disabled motorist who was unable to utilise either of the two existing disabled parking bays. However, there are additional problems concerning the use of the car park in general and, following a number of site visits, a broader scheme was developed. Having the ability to issue Penalty Charge Notices (PCNs), if the scheme is implemented, would allow the two existing disabled bays, and a third proposed disabled bay, to be controlled and would allow disabled motorists to rightly utilise the bays provided, thus having a positive effect on Equality and Human Rights. The numbers of disabled bays proposed is in accordance with current best practise and PPG13 guidance.

**Community Development/Safety:**

The Traffic Management Act was introduced in 2004 to tackle congestion and disruption on the road network. The Act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and the networks of surrounding authorities. The Act gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of street works which are all important components of community safety.

**Sustainability:**

The effective management of parking is a key part of accommodating Central Bedfordshire's growth agenda and ensuring that the district is "open for business".



**RECOMMENDATION:**

**To approve the proposed off street car park Order and scheme design for the Arlesey Community Centre car park and to approve the introduction of permit parking for current users of the private car park.**

**Background**

**Policy context**

- 1 Parking plays a key role in Central Bedfordshire's transport policies. It provides the opportunity not only to stimulate economic growth, particularly retail growth but also, where appropriate, to manage demand to help control congestion.
- 2 A key element of parking policy is enforcement. Effective parking enforcement serves the following objectives:
  - (a) provides a safe and free-flowing road environment by discouraging injudicious on-street parking;
  - (b) supports economic regeneration and local businesses by providing safe, convenient and competitively priced off-street parking;
  - (c) promotes sustainable transport; and
  - (d) provides residents with a fair opportunity to park within the street in which they live, free from commuters and shoppers.

**Current Parking Situation**

3. The current parking problem at the Community Centre car park arises in the main from school-run traffic with parents injudiciously parking their cars in any possible place to drop off or collect their children. This has led to a formal complaint to the Local Government Ombudsman from a patient at the Health Centre who was unable to utilise either of the 2 existing disabled parking bays, owing to them being continually occupied by parents and delivery vehicles. Furthermore there is a concern for the safety of children and legitimate users of the car park owing to motorists driving without due care when entering and exiting and manoeuvring within the car park.
4. The car park is also used by various clubs and organisations who utilise the Community Centre and, at times, those users are also inconvenienced by the poor parking and current use of the car park. Currently these users do not pay to use the car park for their activities and, under the current proposal, would be able to utilise the free public car parking areas in the rear of the car park to access the Community Centre. Parking bays will be marked in the rear area of the centre to facilitate easier and more structured parking.

**Proposed Solution**

5. Do Something:

A total redesign of the car park which incorporates: an extra disabled bay (bringing the total to 3); a combined loading/ambulance bay to ensure such parking is removed from the disabled area; marked, reserved permit holder bays for the Town Council, doctors' surgery and other identified existing users, and five timed bays to allow users to visit the doctors' surgery without fear of penalty. To stop longer stay abuse of the parking area it is proposed these bays will be limited to 60 minutes waiting with no return within 4 hours.

6. Do Minimum:

Implement a Traffic Order on the 2 existing disabled bays to allow enforcement of these bays only.

**Advertised Scheme**

7. The "Do Something" option which will allow for full control of the car park has been officially advertised. The Do Minimum option is not favourable as this would not be an effective use of funds as just having 2 disabled bays to enforce in Arleseey would not be a good use of Parking Officer time in that location, and would make the cost of the Order unduly prohibitive.

**Consultation**

8. The Off-Street Parking Order was advertised on the 13<sup>th</sup> August 2010 with comments to be received no later than the 10<sup>th</sup> September 2010. The documents were made available at Central Bedfordshire Council offices, the Town Council office and the local library.

**Objections**

9. In total 3 objections to the proposals were received. The objections were received from: the Honorary Chairman of the Arlesey Short Mat Bowls group; a resident of High Street, Arlesey, who is a Medical Centre user and a Short Mat Bowls group member, and the Town Council. The objections can be outlined as follows:

The Short Mat Bowls group hire the Community Hall and have the feeling that if more designated/permit bays are implemented then their members will have fewer car parking spaces available for their period of hire. In summary their feelings are that the scheme will “reduce parking capacity considerably and cause chaos to our members and others”.

**OUR RESPONSE: *There is ample parking at the rear of the car park in question where we have agreed to mark out free parking bays to allow for visitor parking.***

The resident’s concern is over the timed bays which allow just 30 minutes waiting. The resident had had to visit the Medical Centre with his wife and the visit took approximately an hour, which is twice the proposed waiting limit. He had a further concern in his role as a bowls group member and where the proposed restrictions would leave him and fellow members with respect to where they could park.

**OUR RESPONSE: *There is ample parking at the rear of the car park in question where we have agreed to mark out free parking bays to allow for visitor parking. We have agreed to amend the original timed bays in the front car park to 60 minutes waiting with no return within 4 hours.***

The Town Council object to the 30 minutes proposed waiting time on the 5 timed bays, saying that this does not allow adequate time for patients at the Medical Centre. They also have a concern over the timed bays, in that organisations such as the Blood Donor Service are at the Medical Centre for a morning or afternoon 3 times a year, baby and toddler groups use the Community Centre and other clubs, including slimming and the bowls group also use the facility. It is also felt that the proposed Car Park Order would just add to the already considerable parking problem with parents flouting it when dropping off and collecting their children. In summary, the Town Council feel that the proposal is penalising genuine users of the car park and giving greater force to parents and other abusers of the private car park. They also had an issue if any charges were to be imposed for the implementation of permits.

**OUR RESPONSE: *There is ample parking at the rear of the car park in question where we have agreed to mark out free parking bays to allow for visitor parking. The Blood Donor Service will be able to use the combined Ambulance/Loading Bay. There is a clause in the lease agreement for the Town Council, and other occupiers of the premises who use the car park, that charges can be introduced to cover parking on top of the peppercorn rent.***

**Conclusions**

10. That the proposed scheme be considered by the Traffic Management Committee for the desired outcome of improving road safety and controlling injudicious parking, thus allowing genuine users to park without obstruction in the car park. To consider the received objections and the responses to the objections and make a measured decision as to whether to overrule the objections and allow the scheme as proposed to go ahead or to agree with the objections and stop the scheme progressing.
- 

**Appendices:**

Appendix A – Scheme design and objections

ARLESEY SHORT MAT BOWLS

31 Stotfold Road  
Arlesey  
Beds  
SG15 6XL



B Jackson  
Asst. Director Highways  
Parking Places  
Technology House  
239 Ampthill Road  
Bedford  
MK42 9QQ

24-08-10

PROPOSED NEW PARKING SPACES AT ARLESEY COMMUNITY CENTRE

Dear Mr. Jackson

Members of the Arlesey Short Mat Bowls group, are just one of several organisations hiring the Village Hall for their activities. We are most concerned that the proposal to introduce yet more designated parking spaces will further reduce the capacity for our members to secure a parking space for their period of hire.

On site there are already clearly marked parking bays on the ground for disabled parking, also a notice secured on the wall to that effect. Doctors spaces are also reserved, and a number of metal arms, secured to the ground are there to reserve others. A further upright notice clearly states who are the legitimate users of the car park namely The Resource Centre, The Doctors surgery, the Village Hall and the Arlesey Youth Centre.

To introduce yet more designated spaces will reduce parking capacity considerably and cause chaos to our members and others.

Can I therefore request these proposals are abandoned and consultation takes place with on site occupiers in order to examine the current situation and establish a fair parking facility to encompass the parking needs of both occupiers and users of the Community Centre.

I await your reply

Yours Sincerely

A handwritten signature in cursive script that reads "Doreen J Rix".

Doreen J Rix Hon Chairman.

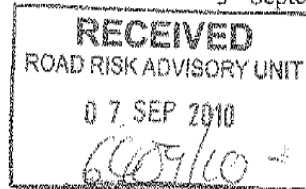
Doreen  
9/2/2010

218 High Street  
Arlesey  
Beds  
SG15 6TD

Tel: 01462-731309

3<sup>rd</sup> September 2010

Mr Paul Salmon  
Traffic Management Team  
Central Bedfordshire Council  
Technology House  
239 Ampthill Road  
Bedford  
MK42 9QQ



Dear Mr Salmon

I refer to the Central Bedfordshire Council (Off-Street Parking Places) Order 2010 dated 13<sup>th</sup> August 2010 concerning the Village Hall area in Arlesey. Are you sure that this matter has been thought through?

Yesterday I had to visit the Medical Centre. I am 80 years old and have a condition which meant that I could not walk there, so I drove myself (my wife is also 80 and no longer drives). I was there for an hour. Where does your proposed new order put me? I am not alone in this situation, I am sure.

I am a member of the Arlesey Short Mat Bowls Group which meets at the Village Hall every Friday afternoon. We are there from 1.30 p.m. until about 4.15 p.m. We are all pensioners and come by car (you try carrying full-sized woods any distance). How are we going to be catered for? Are you going to stop us from using a village amenity which has been in existence since the late 1970's? There are other organisations which use the Village Hall during the week which will be similarly affected.


I note that there will be certain spaces reserved for permit holders – presumably Medical Centre Staff, Arlesey Town Council Staff, Resource Centre Staff and the like. These, I trust, will be free permits otherwise I can see even more street parking, thus making the situation even more dangerous around the School.

The underlying reason for all this I understand. Mums these days think that the children have got no legs. However there must be alternatives to the drastic measures proposed.

Your response to these points would be appreciated – and a personal one – not a computer generated missive.

With anticipated thanks,

Yours faithfully,

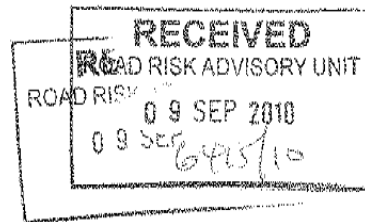
  
A.J. Webb



Town Council Office: Arlesey Community Centre, High Street, Arlesey, Beds SG15 6SN  
Telephone: 01462 733722 Fax: 01462 730860 Email: atc@bt4net.co.uk  
Web Site: arleseystc.co.uk

Town Clerk: Mrs Elsie Hare

Mr Paul Salmon  
Traffic Management Team  
Central Bedfordshire Council  
Technology House  
239 Ampthill Road  
Bedford  
MK42 9QQ



9 September 2010

Dear Mr Salmon

**Central Bedfordshire Council (Off-street Parking Places Order) 2010 - Consultation**

Arlesey Town Council considered the consultation concerning the Medical Centre, Arlesey at their Council meeting held on Tuesday 7 September 2010.

In their deliberations the Town Council feels you have not addressed key issues in the correct way by not consulting the daily users of the Community Centre, who have to park because they work there. Consideration has not been given to the patients that attend the Medical Centre. Instead it gives more access to abusers of the car park.

The Community Centre has many visitors throughout the day. There are many reasons why up to 30 minutes parking is totally unreasonable, some are listed below.

- Doctors' patients may need more than 30 minutes especially if they need to undergo treatment
- The Village Hall has continuous activities during the day throughout the week

For example the Blood Donor Service visits at least three times a year and are there all day, long morning sessions for parents and toddlers are held twice a week. There is a morning slimming club session, a Baby Signing Session and a bowls club on Friday afternoons. The visitors to all



these activities always stay longer than 30 minutes. In the future other activities may come along where attendees will stay for longer than 30 minutes

- The Resource Centre and Library have activities for parents, babies and toddlers that last longer than 30 minutes. Other users and visitors of the Resource Centre are often there longer than 30 minutes

If this Order proceeds in this format you will be giving permission to the unruly, rude and irresponsible parents to park in the car park. They already take down bollards of the staffs' reserved car parking spaces in order that they can park their cars while they take their children to school. They also park in the disabled and ambulance bays and then campaign for parking spaces for the few minutes they need to drop off and pick up their children. Some parents don't park, as they are in too much of a hurry, they drop off their children in the car park traffic. Some parents will walk behind our cars when we back them in to park. All of this has been witnessed by one of your own officers.

The police have suggested there is plenty of parking in nearby roads near the school for parents to then walk them safely to school. There are also areas near the school where parents can park has the consultation taken in only the Community Centre issues when there are wider problems to address.

Therefore the Town Council objects most strongly as the consultation does not fully address the issues. It penalises the people who work at the Community Centre, patients of the Health Centre and regular users of the Village Hall who need to park much longer than the permitted 30 minutes stay. The Council will object if charges are made for permits for people who work at the Community Centre

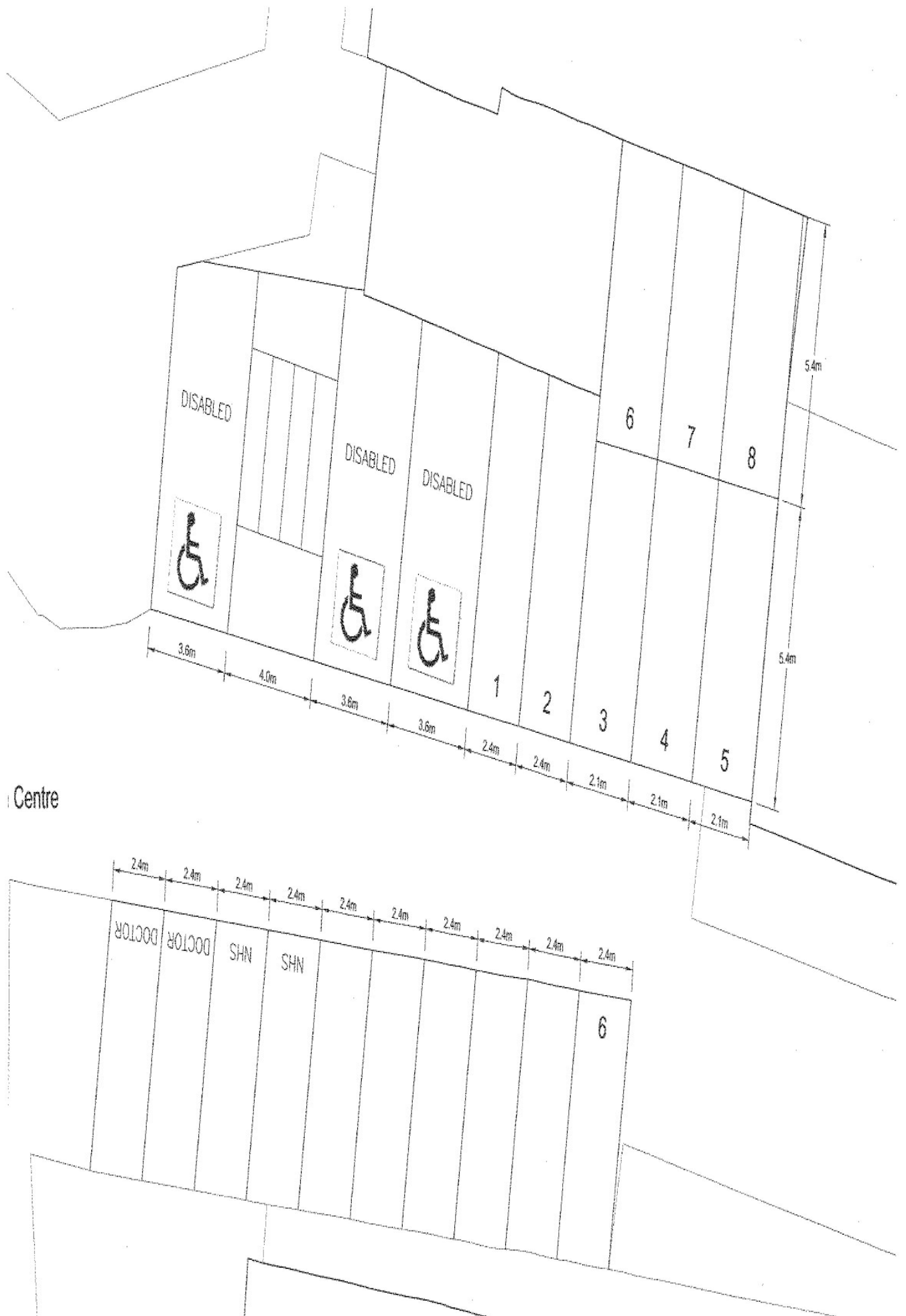
The Town Council feels the scheme is unworkable and doesn't believe the car park will be policed after a few weeks. Therefore we invite you to come along to have a meeting with the Members of the Town Council and if need be Dr Atias before any final decision is made.

Yours sincerely



Elsie Hare  
Town Clerk





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**Meeting:** Traffic Management Committee

**Date:** 1 March 2011

**Subject:** Highway “H-Bar” Markings

**Report of:** Basil Jackson, Assistant Director of Highways and Transport

**Summary:** The report provides the Traffic Management Committee with details relating to the proposed policy for the provision of “H-Bar” markings on the highway. This policy is required as Central Bedfordshire Council currently has no policy controlling the application for and implementation of on-street “H-Bar” markings at vehicle crossovers. The policy is designed to give the council full control over the process and to provide guidance to those who wish to apply for such a marking.

**Contact Officer:** David Bowie, Head of Service, Traffic Management

**Public/Exempt:** Public

**Wards Affected:** All

**Function of:** Highways and Transport

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The Council priorities affected by this paper are:

- creating safer communities; and
- managing growth effectively.

##### **Financial:**

The policy proposes that there would be a fee to assess each application as well as a charge for the implementation of the marking. The application fee would cover Officer time whilst dealing with assessing the location and safety aspect of the application. The implementation charge would cover the materials and installation of the marking and would be charged at cost. The proposed pricing structure would make this a cost neutral service, thus adding no burden to the taxpayer.

It is proposed that:

a) There will be a non-refundable fee of £100 for each “H-Bar” application.

c) There will be a fee of £60 for the installation of the “H-Bar” marking if the application is approved.

##### **Legal:**

In April 2009, Central Bedfordshire Council (CBC) succeeded Bedfordshire County Council (BCC) as highway and traffic authority for the road network in Central Bedfordshire. As the Highway Authority for public roads in Central Bedfordshire, the council can provide road markings as it sees fit. It is a civil parking offence under the Traffic Management Act 2004 to park across dropped kerbs and is liable to a Penalty Charge Notice (PCN) – currently £70. The installation of an “H-Bar” marking is not necessary for this to be enforced but it is used to remind drivers that it is an offence to do so.

**Risk Management:**

None as a result of this report.

**Staffing (including Trades Unions):**

Parking restrictions are enforced by the council's contractors, Vinci Park and “H-Bars” will be enforced as part of nominal duties subject to receiving a request to enforce by the public.

**Equalities/Human Rights:**

None as a result of this report.

**Community Development/Safety:**

The Road Traffic Act was introduced to protect all users of the Highway network and places a duty on local traffic authorities to ensure the expeditious movement of motorists and pedestrians alike. It is with this in mind that a formal policy for the installation of “H-Bar” markings needs to be adopted to ensure the free and safe movement for all when wishing to enter and exit their own property. This allows for a safer community ensuring all road users respect the highway network which they use.

**Sustainability:**

The effective management of Central Bedfordshire’s highway network is a key part of accommodating Central Bedfordshire’s growth agenda and ensuring that the district is “open for business”.

**RECOMMENDATION:**

**That the proposed “H-Bar” Marking Policy, application process and schedule of charges are approved.**

## Background and Information

### Policy context

- 1 Central Bedfordshire Council has no adopted Policy which covers “H-Bar” markings and, as a result, a problem with injudicious parking across driveways occurs on a regular basis, notably close to schools.
- 2 The policy has been written to establish a level of control over the provision of “H-Bar” road markings across driveways and other accesses. Requests for “H-Bar” markings have substantially increased in Central Bedfordshire over the last 12 months as problems with indiscriminate parking increase.
- 3 Providing “H-Bar” markings will contribute to the safe operation of the highway and reduce the potential for blockages of the highway to occur.

### Technical Background

- 4 An “H-Bar” marking is an elongated white ‘H’ which is placed across a vehicular crossing provided by dropped kerbs to permit access. It is normally a line 75mm wide and it extends along the extent of the dropped kerbs from where each side starts to drop down to the road surface.
- 5 The purpose of an “H-Bar” marking is to provide a reminder that parking across a dropped kerb driveway causes an obstruction to people wishing to access or leave a property by vehicle. Part 6 of the Traffic Management Act 2004 which came into force on the 1<sup>st</sup> April 2010 makes parking across dropped kerbs a civil parking offence. Accordingly, Central Bedfordshire Council can issue Fixed Penalty Notices in the sum of £70 to vehicles obstructing the access of other vehicles on or off the public highway. “H-Bars” additionally give a visible deterrent to drivers that an obstruction occurs where accesses are parked across, and that an FPN may be issued.
- 6 Owing to the increased number of cars on the roads and the subsequent pressure on available on-street parking, the Council are receiving an increasing number of requests for “H-Bar” markings to be installed to protect access to homes and other premises.

### Application process and costs

- 7 It is proposed that there would be two elements of the application process. An applicant would be required to fill in a form explaining the reasons for the request and there would be a charge made to assess the application. This application fee would cover Officer time to make an assessment of the location and the safety aspect of the proposed marking. If the application was approved then an implementation charge would cover the materials and installation of the marking and would be charged at cost. It is recommended that both fees would be payable by the customer ‘up front’, at each stage, similar to the process currently in place for the provision of vehicular crossings.

- 8 Currently the area teams fund such works directly from their overall discretionary budget allocation. Due to the significant cuts in funding from Central Government, Central Bedfordshire’s highways budgets are being increasingly stretched just to provide essential road repairs. This has the effect of placing an inordinate strain on the customer reactive works that Bedfordshire Highways can undertake. It is therefore sensible that any opportunity, however small, is taken to relieve the strain on this budget.
- 9 Currently Bedfordshire Highways provide “H-Bar” markings at no cost to the applicant. This is subsequent to a site survey, also at no cost to the applicant. Currently there are in excess of 100 applications for “H-Bars” being received per annum, with about 20% of these resulting in an “H-Bar” marking being supplied. Of the remaining 80% of requests, where no installation was undertaken, a technician still had to inspect each site and communicate the outcome to the customer. Often these resulted in further communications with the customer. Unfortunately, when set against other essential highway repairs, “H-Bar” markings are a very low priority and the council can no longer continue to support free provision of these markings.
- 10 Charging for an “H-Bar” application/approval process will inevitably reduce the number of actual applications, thus relieving, to a small extent, the pressure on the area team resource and also the effect that the provision of a multitude of “H-Bar” markings has on the overall streetscene.
- 11 An internet search reveals the following information from a sample of 12 authorities.

Authority	Policy on web site Y/N	Charge £	Note
Shropshire County Council	No	No	
East Riding of Yorkshire	No	No	
Vale of Glamorgan	No	158.00	Free for disabled
Wirral	No	52.00	Charge £104 for double
Luton	No	70.00	
Sandwell	No	No	
Wigan	No	40.00	
Dudley	Yes	75.00	Free for disabled and emergency services
Blackburn and Darwen	No	66.00	Site approval and provision
Southend on Sea	Yes	100.00	Only provided for disabled
Powys	Yes	No	
Northants	Yes	125.00	
	<b>Average charge where made</b>	<b>83.88</b>	

- 12 8 of the 12 authorities (including Luton) indicate on their websites that they charge applicants for the provision of “H-Bars”. The range of fees vary from £40 to £158 with an average charge of £83.88 for the markings only.



- 13 Given that a technician would undertake an “H-bar” application/approval process in approximately 1 hour (including travelling time), setting a charge of £100 will recover costs in this respect.
- 14 Our supply chain partner Linkline, installs road markings. Linkline are very reluctant to install “H-Bar” markings at sites in isolation and will generally wait until they have other works to undertake in the locality. This has a negative effect on customer perception in that the customer sometimes has to wait a length of time for the “H-Bar” to be in place. The ability to negotiate a standard charge with Linkline for a 28 day response, and thus a standard charge to the customer, will improve customer perception. It is recommended that setting an installation charge of £60 will recover our costs in this respect.
- 15 There are rare occurrences where a double “H-Bar” marking is required – i.e across two accesses where the distance between them is insufficient to allow a vehicle to park without blocking one or both of the accesses. Although there have been no recent instances, a £90 charge per installation is recommended which will recover costs for such rare instances where a double width marking is necessary.
- 16 A process where the customer pays a one off non-refundable combined charge covering both the application process and the installation charge has been considered. Although reducing, in part, Bedfordshire Highway’s administration costs, this option has been rejected owing to the fact that it is not as equitable or transparent to the customer as the proposal and would inevitably result in customer complaints if their application is not approved.

### **Conclusion and Way Forward**

- 17 Charging for “H-Bars” is sensible in that it will relieve to an extent the pressure on the area team discretionary routine maintenance budget, and will inevitably reduce the number of applications and subsequent installations and the effect these have on the overall streetscene.
- 18 “H-Bars” offer a visible deterrent to drivers that an obstruction occurs if they are parked across a dropped kerb. Central Bedfordshire Council can issue an FPN in the sum of £70 if such an offence is committed.
- 19 Central Bedfordshire Council, as soon as possible, should publicise on their website the policy and application process as at Appendix A.
- 20 Bedfordshire Highways should begin to charge customers a non-refundable fee of £100 per “H-Bar” application and approval process.
- 21 Bedfordshire Highways should begin charge customers a fee of £60 per “H-Bar” installation, if the application is approved.
- 22 Bedfordshire Highways should manage the entire “H-Bar” process, with Amey retaining the fees in this respect.

## APPENDIX A

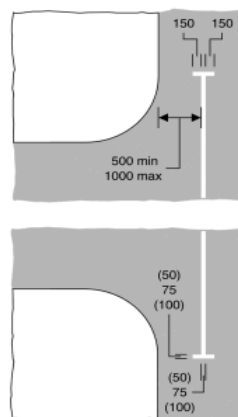


### Policy and Application Process for Road Markings to protect Vehicular Crossings ("H-Bar" Markings)

#### What is an "H-Bar" Road Marking?

An "H-Bar" marking is an elongated white 'H' which is painted across a vehicular crossing of the verge or footpath where a dropped kerb already exists.

The line is white and normally 75mm wide and extends across the dropped kerbs from where each starts to drop down to the road surface. See diagram below for further dimensions.



#### Can they be legally enforced?

The purpose of an "H-Bar" marking is to provide a reminder that parking across a dropped kerb driveway causes an obstruction to people wishing to access or leave a property by vehicle and that this is an offence under the Traffic Management Act as a result of which Central Bedfordshire Council's Civil Enforcement Contractor can issue fixed penalty notices.

#### Can I park across an "H-Bar" marking provided outside of my own driveway?

The marking is provided to highlight the presence of your driveway to others who are looking to park on the street. If you park on the "H-Bar" marking across your driveway, then it devalues the meaning

of the marking. It may also show to other drivers that you do not need access to your driveway. It could of course also be issued with a fixed penalty notice by Central Bedfordshire Council's Civil Enforcement Contractor.

### **What we will do**

We will consider all requests for an "H-Bar" marking in the context of the specific location and the problems which are encountered by those wishing to access the premises in question. Any request for an "H-Bar" marking must be made on the attached form and be accompanied by the fee in operation at the time (see below) and any additional evidence which the applicant is able to provide (see below).

If an application is approved, a further fee will be required from the applicant (see below) to enable us to instruct our contractor partners to install the marking.

### **What we will not do**

- We will not approve an application if the access opens on to double yellow lining or white zigzag markings.
- We will not site the marking on the opposite side of the road to the access to make turning movements easier.
- We will not install an "H-Bar" marking where there is not a properly constructed access onto the road with a dropped kerb. This means a tarmacadam construction across the verge and / or footpath, together with proper dropper or quadrant kerbs either side of the access and dropped kerbs across the entrance. If you do not have such an access, then we can provide one for you at an additional charge. Please follow this link for more information <http://www.centralbedfordshire.gov.uk/transport-and-streets/highways/Roads-access/default.aspx>

### **What you need to do to apply for an "H-Bar" marking?**

You will need to apply for an "H-Bar" marking using the attached application form, and you will need to pay in advance a sum of **£100** which will cover our costs of inspecting the location and agreeing or otherwise the application with you. If your application is not subsequently agreed then you will not be reimbursed this charge, so you must seriously consider whether an "H-Bar" marking is really necessary and also that you have fully considered the information above.

To assist us in considering your application it will be helpful (but not compulsory) if you can provide:

- Photographic evidence of vehicles obstructing your access
- Photographic evidence of any visibility problems for vehicles exiting the property.
- Evidence of long term blockages – for example by commuters parking all day.

Where a gap between two driveways is not sufficient to allow on-street parking without causing an obstruction to one or both of the driveways, then the marking will need to be installed across both driveways. If this is the case you must get the agreement of your neighbour in question.

Please note that we will give special consideration to registered Blue Badge holders.

### **What happens when your application is approved?**

If your application is approved then you will then be required to pay in advance a sum of **£60** which will cover the cost of installation.

We will install the "H-Bar" marking as soon as possible after your application is approved and your payment has been received.

To utilise resources and make best use of lining budgets new “H-Bar” markings may only be installed when other road marking works are planned to take place in the same locality and hence a short delay may occur between the acceptance of your application and the “H-Bar” being installed.

Please note that during the winter months, October to April, there may be delays in installation as the daytime temperature may be too low for painting white lines.

When the “H-Bar” marking is in place, it will be maintained by Bedfordshire Highways and will be repainted at the same time as other road markings in your road.



**APPLICATION FOR AN "H-BAR" MARKING**

**Name of applicant (capital letters)** \_\_\_\_\_

**Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact details**

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Is the property used as a private residence or as a business? Please describe**

\_\_\_\_\_

**If the entrance for vehicles is off a different street from the main address please describe location**

\_\_\_\_\_

**Please describe the access difficulties encountered (continue on a separate sheet if required and attach any photographic evidence that you have available)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I enclose a cheque in the sum of £100 made payable to 'Amey LG', being payment for the application and approval process. I understand that if the application is refused then the cheque is non-refundable.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

If this form is being submitted for a double driveway, your neighbour must sign this application with you.

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**Meeting:** Traffic Management Committee  
**Date:** 1 March 2011  
**Subject:** Roadside Memorials  
**Report of:** Basil Jackson, Assistant Director of Highways and Transport  
**Summary:** The report provides the Traffic Management Committee with details of the proposed policy for controlling the rise in the placement at the roadside of temporary floral tributes or permanent memorials commemorating the victim(s) of a fatal road accident. The policy is designed to help officers and bereaved families during difficult and sensitive times.

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**Contact Officer:** David Bowie, Head of Service, Traffic Management  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Highways and Transport

#### CORPORATE IMPLICATIONS

**Council Priorities:**

The Council priorities affected by this paper are:

- creating safer communities

**Financial:**

None as part of this report

**Legal:**

None as part of this report

**Risk Management:**

There has been a lot of media interest, public concern and input from road safety professionals on the increasing frequency of the placing of floral tributes at the scene of a death on the road by bereaved relatives and friends. However, there are safety aspects to this practice which need to be managed while at the same time recognising the need for the bereaved to grieve over their loss. Some local authorities have developed policies which aim to restrict this practice with the subsequent risk that they are seen as insensitive and uncaring. The proposed policy is designed to ensure that Central Bedfordshire is not seen as one of those authorities.

**Staffing (including Trades Unions):**

None as a result of this report.

**Equalities/Human Rights:**

The proposed policy is designed to ensure that all who are bereaved as a result of a road accident have the opportunity to place a floral tribute and / or a permanent memorial, while at the same time allowing Central Bedfordshire Council and Bedfordshire Police to manage the ongoing consequences in a sensitive manner.

**Community Development/Safety:**

The Road Traffic Act was introduced to protect all users of the Highway network. The Act places a duty on local traffic authorities to ensure the expeditious and safe movement of both motorists and pedestrians. Any distractions to safe driving are generally discouraged but it is recognised that the placing of floral tributes and / or memorials can have a positive safety aspect in warning others of a dangerous location and can have a positive benefit in the development of a community if it brings that community closer together. However, the policy also allows the Council and the Police to work with the bereaved and the community to manage any dangerous locations by restricting access or relocating the tribute.

**Sustainability:**

None as a result of this report

**RECOMMENDATION:**

**To approve the proposed Roadside Memorials Policy, thus enabling Central Bedfordshire to manage how floral tributes and permanent memorials are located and accessed in association with the bereaved and the Police.**

**Background**

**Policy context**



- 1 The policy has been written to establish a level of control over a practice which has started to increase across Central Bedfordshire but which has implications for road safety. The practice of laying floral tributes can be beneficial in helping not only the close family but also friends and the wider community to grieve for the victims of road traffic accidents. They can also serve as a useful reminder of the need to drive with greater care but they can also be a reminder of something that some would prefer to forget.
- 2 Tributes, however, may hinder routine maintenance of the highway, such as grass cutting, and a key issue for the local authority is that the Highways Act 1980 makes no provision to license or permit memorials on the highway. For this reason there could be difficult insurance and liability claims to be addressed in the event of an injury resulting from an accident where a driver was either distracted by a memorial or collided with it.
- 3 Bedfordshire Police will be the primary point of contact with bereaved families and it is important that this policy is supported by the police and is manageable by them. To this end discussions have been held with them to begin to agree a protocol for implementing the policy.

#### **Current Policy Structure**

4. Currently Central Bedfordshire Council has no adopted Policy which covers roadside memorials.

#### **Financial**

5. There are no fees associated with this policy.

## **Appendices:**

Appendix A – Policy Document

## **CENTRAL BEDFORDSHIRE COUNCIL**

### **POLICY ON ROADSIDE MEMORIALS and TRIBUTES**

#### Introduction

This policy statement is designed to provide for the sensitive but controlled management of roadside memorials and tributes on the roads of Central Bedfordshire. It has been developed following consultation with the emergency services, social services and locally elected representatives and aims to secure a consistent and practical approach to the issue.

This policy applies to the roads for which Central Bedfordshire Council is the highway authority and it does not apply to the Trunk Roads and Motorways managed by the Highway Agency which lie within our boundaries.

The practice of laying floral tributes at the site of a fatal road accident has in recent years become more common, and it is an important part of the grieving process for many, but the tributes have become more elaborate with items such as crosses, toys, candles, scarves and pictures being added. In addition some have become semi-permanent, or even permanent, with the area becoming a memorial to the person who died.

While Central Bedfordshire Council does not want to intrude upon the personal grief of the bereaved there are practical and often conflicting issues which have to be considered in relation to these memorials (temporary or permanent).

The presence of a tribute or memorial at the side of the road can be a distraction to passing drivers and therefore in itself create a risk of further accidents, although it could be seen as a warning of the possible dangers of that location. However, in focussing on the tribute the driver may miss the road sign warning him of the danger or be unaware that other drivers have slowed down to look at it. Quite often the tribute may be in a place where there is no previous road safety issue but, by its presence, it is initiating a problem.

The placing of the tribute at the exact accident site can in itself be a road safety issue as it may require parking and access to an area by pedestrians where there is no adequate safe facility, e.g the centre of a roundabout or on a central reservation. In addition the potential state of mind of the mourners may make them forget simple road safety rules with the potential for a further tragedy.

Semi-permanent or permanent memorials could be a factor in the ultimate severity of any further accidents which take place at the same location, if the materials in the memorial are likely to cause damage to vehicles or passengers.

The maintenance of verges is an important job which has to be done to ensure, among other things, that good visibility of road signs, the road layout and other vehicles is maintained. The placing of tributes on verges can therefore cause a problem when it becomes time to maintain the verge. While it is relatively easy to lift and replace some items,

fragile and larger items may be more difficult to deal with and may restrict the effectiveness of the maintenance.

There is therefore a balance which has to be found between recognising the importance of a roadside memorial or tribute in the grieving process and ensuring that the practical issues described above are considered. There is no ideal solution but it is hoped that the policy outlined below offers a balanced response to this sensitive topic.

It should be noted that contact with the bereaved family will always be made through the Police Family Liaison Officer who is responsible for liaison between Central Bedfordshire Council and its agents as the Highways Authority, police colleagues and the bereaved family.

#### Floral and other tributes

We will not set a time limit for the removal of floral and other tributes but will consider each location with respect to its implications for road safety and maintenance as discussed above.

If flowers or other items have completely decayed, to the extent that they have turned mouldy or are falling to pieces, then we will remove them after discussing with the bereaved through the Police Family Liaison Officer. This removal will not prohibit the bereaved from replacing the tribute with fresh items.

If the location where the tribute is to be placed has road safety issues then, in consultation with the family, a time may be set for a visit to the site supervised by police. In extreme cases traffic management or road closures may be required in the interests of safety. We would not charge for this provision.

In those cases where it is considered there is a need to remove or relocate tributes we will make approaches through the Police Family Liaison Officer to those laying the tributes to explain the situation and suggest alternatives. Where the person responsible for laying the tribute is unknown it may have to be removed by Bedfordshire Highways, though it may be replaced or relocated if the identity of the bereaved party becomes known.

#### Permanent Memorials

The concerns over the laying of floral tributes are also present with relation to roadside memorials but additionally they will encourage repeat visits by people over a period of time.

The majority of permanent memorials on the highway (including the verges, footpaths and pavements) will have some form of associated hazard and so they will only be allowed if they have no detrimental effect on road safety and do not affect the ability to carry out highway maintenance. In certain circumstances a bench or tree may be an acceptable alternative if a suitable location is available following discussion and agreement with Central Bedfordshire Council and Bedfordshire Police. However, where a tree is requested, the future size of the tree must be taken into account when a decision is made.

Where there is an existing suitable mounting a memorial plaque or sign (for example the Remember Me sign promoted by RoadPeace) may be placed.

We have no powers outside of the highway but there could still be distraction issues and anyone thinking of erecting a permanent memorial should consult with Central Bedfordshire Council and Bedfordshire Police.

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**Meeting:** Traffic Management Committee  
**Date:** 1 March 2011  
**Subject:** Tables and Chairs and Portable Advertising Boards on the Highway  
**Report of:** Basil Jackson, Assistant Director of Highways and Transport  
**Summary:** The report provides the Traffic Management Committee with details relating to the proposed policy for licensing the use of tables and chairs and portable advertising boards on the Highway. The policy is designed to cater for the rise in Street Café culture and on-street advertising and to protect pedestrians who might come into contact with these structures.

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**Contact Officer:** David Bowie, Head of Service, Traffic Management  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Highways and Transport

#### CORPORATE IMPLICATIONS

**Council Priorities:**

The Council priorities affected by this paper are:

- creating safer communities, and
- managing growth effectively.

**Financial:**

Currently there are no controls over the placing of tables and chairs or portable advertising boards on the Public Highway. These are becoming more popular with the rise of a street café culture and as a cheap form of advertising for businesses. The proposed policy introduces a licensing process for which there would be a fee to assess each application as well as an annual charge for the granting of the licence. The annual licence fee will allow that piece of work to be done at no cost to the Council, as the proposed fee will cover officer time to establish a decision on that application. The consultation fee will cover the cost of the consultation exercise. The cost of an annual licence would differ depending upon the number of tables and chairs and / or advertising boards. This extra income would be fed back into the Highways and Transport function.

**Legal:**

In April 2009, Central Bedfordshire Council (CBC) succeeded Bedfordshire County Council (BCC) as highway and traffic authority for the road network in Central Bedfordshire. To ensure the safety of all Highway users, on-street amenities such as tables and chairs and advertising boards comply with the Road Traffic Act 1991.

**Risk Management:**

There is a possibility that by imposing a fee on both existing and new traders there could be a negative reaction from business owners, especially those who have not paid in the past. In mitigation the businesses who currently use Highway land to trade have added to their customer base and potential profit without paying any extra rates to do so. For new businesses it will enable them to decide on how they wish to grow their business and how much they can afford.

**Staffing (including Trades Unions):**

None as a result of this report.

**Equalities/Human Rights:**

The proposed charges are designed to ensure equity for businesses of differing sizes by allowing smaller businesses with fewer customers the opportunity to grow their business by allowing up to two sets of tables and chairs for no fee. Officers consider that proposals in this paper, being less than those charged by our neighbouring authorities, are viable and unlikely to cause significant problems to local communities.

**Community Development/Safety:**

The Road Traffic Act was introduced to protect all users of the Highway network. The Act places a duty on local traffic authorities to ensure the expeditious movement of both motorists and pedestrians. It is with this in mind that a formal policy needs to be adopted to ensure the free and safe movement of all non-motorised users who may come into contact with a street café or an advertising board. In addition to the safety aspects, managing street cafés and advertising boards assists with building a better community that residents can be a part of and helps to grow the respective town or village.

**Sustainability:**

The effective management of Central Bedfordshire's footway and street network is a key part of accommodating Central Bedfordshire's growth agenda and ensuring that the district is "open for business".

**RECOMMENDATION:**

**To approve the proposed policy for the licensing of tables and chairs and portable advertising boards on the highway thus enabling the Council to control how the footway and street network is utilised as well as generating income for the authority.**

## **Background**

### **Policy context**

- 1 The policy has been written to establish a level of control over something which has started to increase in Central Bedfordshire's Market Towns at the discretion of the business owners and not of the Authority.
- 2 A key element of controlling the use of the highway is to establish a clear policy for restaurants and cafes to follow and also to ensure pedestrian safety regarding tables and chairs and portable advertising boards.

Effective control:

- (a) provides a safe and free-flowing footway/street environment by discouraging injudicious use of tables and chairs and advertising boards, and
- (b) supports economic regeneration and local businesses by providing safe, convenient and competitively priced licences for areas they can use to serve the community.

### **Current Policy Structure**

3. Currently Central Bedfordshire Council has no adopted Policy which covers the placing of tables and chairs and portable advertising boards on the highway, leading to an uncontrolled proliferation with no regard for the safety of pedestrians and other non-motorised users.

### **Financial**

4. The proposed licence fees are set to be compatible with our neighbouring authorities. The annual licence fee will allow each application to be properly assessed at no cost to the Council, as the proposed fee will cover officer time to establish a decision on that application. The consultation fee will cover the cost of the consultation exercise. Currently, from an assessment of known locations where there are already tables and chairs and advertising boards which would be subject to a licence, the Council would generate approximately £6500 income per annum from licence fees.

**Appendices:**

Appendix A – Policy Document



POLICY FOR THE GRANT OF A LICENCE FOR THE ERECTION AND USE OF A  
FACILITY (Tables and Chairs) (Portable Advertising Board)  
UNDER SECTION 115 (E-K) OF THE HIGHWAYS ACT 1980

## **HIGHWAYS ACT 1980**

### **General Information**

Central Bedfordshire Council recognises the importance of ensuring that the licensing of tables and chairs and portable advertising boards on the highway is carefully controlled.

It is particularly important because pedestrians in general can be put at risk if adequate measures are not considered at application or certain conditions are not put in place. Additionally, people with impaired vision, mobility difficulties or pushing prams can be seriously disadvantaged by badly placed tables and chairs or portable advertising boards.

Central Bedfordshire Council as the Local Authority has legal powers to grant permission, require payment, set conditions with each application, decline an application and enforce as necessary.

### **Legislative Background**

Section 115E of the Highways Act 1980 gives the Local Authority the power to grant permission to a person to erect and use a facility (tables and chairs or portable advertising boards) on a walkway.

Section 115F of the Highways Act 1980 gives the Local Authority the power to require the payment of such reasonable charges for the grant of a permission issued under section 115E of the 1980 Act.

Section 115F of the Highways Act 1980 additionally gives the Local Authority the power to impose such conditions as may be necessary.

Section 115G details the consultation process that that is required to be undertaken in respect of an application for the grant of a licence under section 115E of the 1980 Act.

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 gives Councils the power (but no duty) to designate specific areas within their administrative boundaries as:

- a Prohibited street - a street in which street trading is prohibited.
- a Licence street - a street in which street trading is prohibited without a licence granted by the council.
- a Consent street - a street in which street trading is prohibited without the consent of the council.

'Street trading' is defined as 'selling, exposing or offering for sale any article (including a living thing) in a street'.

The term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'. Any person street trading without a valid Consent commits a criminal offence.

Central Bedfordshire Council has designated all streets within its authority as Consent Streets, with the exception of a few streets which will be Prohibited streets on safety grounds. A list of these is available on request.

The fact that a trader has a licence to have tables and chairs or portable advertising boards outside their business or lease to occupy the land, or has some other form of consent, for example a planning consent or a licence under the Licensing Act 2003, will not override the requirement to obtain a Consent where the trading amounts to street trading.

It will also not remove the obligation on the owner to comply with any other legal requirements, for example holding a current food hygiene certificate, nor override the duty to comply with the general law concerning, for example, trespass (the landowner's permission to occupy the land must be obtained), highways, planning, licensing, health and safety, nuisance, waste disposal requirements, etc.

### **Exemptions**

The following are exempt for the purposes of this policy:

- A) Placing of tables and chairs or portable advertising boards in a market or fair, the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order.
- B) Placing of tables and chairs or portable advertising boards in a Trunk Road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980.
- C) The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway.
- D) The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.
- E) The doing of anything authorised by regulations made under section 5 of the Police, factories, etc. (Miscellaneous Provisions) Act 1916.

### **Size and Layout**

All applications for the granting of a licence for tables and chairs or portable advertising boards should relate to an existing cafe, public house, catering establishment or mobile food vendor.

The layout of the tables, chairs, access points and means of enclosure needs to be defined and should not normally extend beyond the frontage of its own premises. Waist high posts and ropes and / or solid elements near to ground level, which are detectable by a stick, are suggested as one method to give a clear warning to all of the presence of the chairs and tables or portable advertising boards.

It is important that the layout of these areas does not provide any obstruction or inconvenience to customers with disabilities and, particularly, that space is left between tables and chairs for wheelchair access. This should ideally be 2 metres, with a minimum of 1.8 metres.

Emergency exits from the premises or adjacent buildings must not be obstructed by the placing of the tables and chairs or portable advertising boards.

If toilet facilities do not meet the requirements necessary for wheelchair access, then this must be made clear and a sign displayed so people are made fully aware.

Any licence granted will include a plan showing the agreed dimensions and layout of the table and chairs and must be available at the premises for inspection on request.

### **Furniture**

Reasonable quality seating and tables are expected. A mixture of furniture is not recommended and would normally be rejected if proposed as uniformity is essential in maintaining a pleasant streetscape.

The materials and colours used should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use, both for dining and navigation and this should also be considered for buggies and prams.

The use of parasols, if proposed, should be considered as part of the overall design along with their locations, material and colour.

In areas that are particularly plagued with birds then the use of umbrellas or another form of cover may be essential for the licence to be granted.

All parasols or any other forms of covering should be positioned so they will not overhang the agreed boundary as this could cause danger to passing pedestrians.

### **Consultation**

As part of an application for the grant of a licence for tables and chairs or portable advertising boards, officers from Central Bedfordshire Council will undertake the following consultation:

- a public notice placed in local newspaper;
- a notice prominently displayed in vicinity of premises or site;
- consultation letters sent to occupiers/users of premises that might be materially affected by the granting of the licence;
- Central Bedfordshire Council – Highways department;
- Central Bedfordshire Council - Planning department;
- Central Bedfordshire Council - Food safety team (in respect of food hygiene matters where applicable), and
- Bedfordshire emergency services (police, ambulance and Fire & Rescue Service).

A period of 21 days will be allowed for those consulted to respond and for any comments to be taken into consideration before deciding the application.

No formal public consultation will be required for Portable Advertising Board although advice with the Accessibility Officer will be sought and taken into consideration along with other internal interested parties before making the final decision.

## APPLYING FOR A LICENCE

Any person wishing to apply for a licence to place tables and chairs or portable advertising boards on the highway must submit a completed application form to:

Central Bedfordshire Council  
Technology House,  
239 Ampthill Road,  
Bedford  
MK42 9BD

Each completed application must be accompanied by:

- the fee;
- a copy of a map, of at least 1:200 scale, clearly identifying in red the proposed site boundary, and
- confirmation that adequate levels of third party and public liability insurance (minimum £5 million) are, or will be, in place during the licence period.

On receipt of the completed application form, an acknowledgement will be sent to the applicant.

An officer may visit the applicant and inspect the premises where the applicant intends to place the tables and chairs or portable advertising boards.

## LICENCE FEES

### New Licence

The fee for the granting of a **new** licence is made up of two parts:

**Part A** – A standard annual fee based on the number of tables and chairs or portable advertising boards which the licence is to cover, which represents the reasonable annual charge required for the administration and enforcement of the licence.

- up to 2 sets of tables and chairs (maximum 4 chairs per table) - **Free Of Charge**
- over 2 and up to 10 sets of tables and chairs - **£500**
- over 10 sets of tables and chairs - **£1000**
  
- **£100** for each portable advertising board

**Part B** – A supplementary charge to cover the reasonable costs of the consultation process that has to be undertaken in respect of a new application.

- **£150** per application (tables and chairs).
- **£50** per application (portable advertising boards).

### Renewal of a licence

There is a standard renewal fee based on the number of tables and chairs and portable advertising boards covered by the licence. All renewal charges are the same as in **Part A** above.

### **Variation of a licence**

Where a variation of a licence is sought there are two standard variation fees.

- **£50** where there is no consultation required
- **£150** where the nature of the variation means that consultation is required

### **General**

All fee levels are set in accordance with the provisions of Section 115 of the Highways Act 1980 and with Central Bedfordshire Council's Corporate Charging Policy. Fee levels will be reviewed on an annual basis.

No refunds will be made in the event of the surrender of the licence before expiry.

## **DETERMINING THE APPLICATION**

The Council will normally seek to grant a licence for tables and chairs or portable advertising boards unless, in its opinion:

- there would be a significant effect on road safety from the siting of the tables & chairs or portable advertising boards;
- there are concerns over the recorded level of personal injury accidents in the vicinity of the premises;
- there would be a significant loss of amenity caused by traffic, noise, rubbish, possible vermin infestation, odour or fumes;
- there is already adequate provision in the vicinity of the premises;
- the placing of tables and chairs or portable advertising boards obstructs either pedestrian or vehicular access, or places pedestrians in danger;
- a minimum footway width of 1.2m after placing of the tables and chairs or portable advertising boards is not available to allow for the safe passage of users of the footway;
- adverse comments have been received as part of the consultation process;
- agreement cannot be reached between Central Bedfordshire Council and the applicant as to the position, size or method of demarcation of the licensed area or the number of tables and chairs or portable advertising boards to be sited within the licensed area, or
- a relevant objection has been received to the granting of the licence.

Should an application be refused there is no automatic right to appeal but the applicant will be given an opportunity to make representation in writing to Central Bedfordshire Council.

The licence will be granted for a period of 12 months. The licence will not be renewed automatically. Compliance with the terms of conditions of any previous licence will be taken

into account when considering any application for renewal. The Council reserves the right to refuse renewal applications.

The licence is issued to the applicant only and is not transferable.

## **CONDITIONS**

The following conditions will be attached to every licence granted under the above policy:

- the licence is granted in accordance with compliance with the advice given in the guidance notes issued at the time of application;
- the tables and chairs or portable advertising boards placed on the highway after the granting of a licence must be in accordance with the details and plans provided at the time of the application. No changes are permitted without prior approval of the Council;
- all tables and chairs and portable advertising boards authorised by the licence must be removed by midnight on the day the licence expires, unless a renewal licence has been applied for and granted. Renewals must be applied for at least 2 months prior to the expiry date to allow sufficient time for the application to be considered;
- the licensee shall maintain a public liability insurance policy up to the value of £10million (minimum £5 million) against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law in respect of the placing and maintaining of the tables and chairs or portable advertising boards on the highway or their removal there from;
- the licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times. Under their duty of care they must ensure that any waste produced is handled safely and in accordance with the law. They must keep all waste safe, prevent it from escaping from their control and ensure that it is only handled or dealt with by persons that are authorised to deal with it;
- the licence may be suspended, where necessary, to allow highway maintenance and any other necessary remedial work to be carried out at the location covered by the licence. A reasonable period of notice will be given to the licensee where possible. The Council will not be liable for any loss of earnings arising out of the suspension of a licence;
- any umbrellas provided must not protrude beyond the designated boundary of the licensed area. They shall be kept in good condition so as not to detract from the appearance of the street;
- the placing of speakers or any other equipment for the amplification of music within the licensed area is strictly prohibited unless authorised by a premises licence issued under the Licensing Act 2003. Any such authorised music must not cause a nuisance or annoyance to others;
- any sales of alcohol within the licensed area must be authorised by a premises licence issued under the Licensing Act 2003. Areas of alcohol consumption only must be included on the premises licence;

- any material alteration to the Means of Escape, which affects people using the Means of Escape, inside, or in the immediate vicinity outside of the premises must be recorded in the premises' Fire Risk Assessment as a significant finding. Control measures should be put in place to reduce risk within the area as well as recording them. A review of the hazards and risks should be ongoing throughout the period the premises are in use;
- facilities provided in accordance with the licence are for seated customers only. Vertical consumption of food and drink is prohibited and the designated area must be used solely for the purpose of consumption of refreshments;
- no additional charge shall be made to customers for the use of the tables and chairs within the licensed area;
- the licensee may only use the land for the placing of tables and chairs or portable advertising boards in the course of their business, only during the hours permitted by the licence and only within the defined area covered by the licence;
- the use of the land must be personal to the licensee only;
- the licensee may only use the area for the purpose of consuming refreshments in connection with the business and not for any other purpose whatsoever;
- no tables and chairs, portable advertising boards or barriers may be placed in the area until a licence has been granted;
- no other items may be placed on the highway within the licensed area other than those approved in accordance with the application and the licence when granted, and
- the licensee is responsible for carrying out the reinstatement of the highway in the event of any damage to the highway occurring as a result of the activity. The permanent surface reinstatement shall be carried out to the satisfaction of the Council.

These conditions may be varied where appropriate to reflect any changes in local circumstances.

### **Enforcement**

Failure to obtain an appropriate licence or failure to comply with the conditions attached to a licence under Section 115E of the Highways Act 1980 may result in a Notice being served on the licensee requiring them to take steps to remedy the breach as soon as practical but within 7 days of the date of the Notice.