

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



please ask for Martha Clampitt
direct line 0300 300 4032
date 15 September 2011

NOTICE OF MEETING

TRAFFIC MANAGEMENT MEETING

Date & Time

Monday, 26 September 2011 at 3.30p.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Executive Member for Sustainable Communities - Services:

Cllr B J Spurr

All other Members of the Council - on request

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

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

Reports

Item	Subject	Page Nos.
2	Petition - 20mph Speed Limit Forester's Close, Haynes To consider a petition with 73 signatures received by Central Bedfordshire Council requesting that a 20mph speed limit be considered in Foresters Close, Haynes.	* 5 - 8
3	Petition - 20mph Speed Limit Tilsworth Road, Stanbridge To consider a petition with 76 signatures, 12 letters, a number of drawings and a traffic survey received by Central Bedfordshire Council from year two at Stanbridge Lower School requesting that a 20mph speed limit be considered in Tilsworth Road, Stanbridge.	* 9 - 14
4	Petition - Pedestrian Crossing A507, Pine View Park To consider a petition with 51 signatures received by Central Bedfordshire Council requesting that a pedestrian crossing be considered on the A507 at Pine View Park.	* 15 - 20
5	Petition - Residents Parking - Bedford Street, Leighton Buzzard To consider a petition with 18 signatures received by Central Bedfordshire Council requesting that a residents only parking scheme be introduced in Bedford Street, Leighton Buzzard.	* 21 - 24

- 6 **Dunstable Street, Ampthill - Resolution of objections to the proposed Zebra Crossing with additional Crossing Survey information** * 25 - 36

To further report to the Executive Member for Sustainable Communities Services on the proposal to install a zebra crossing on Dunstable Street, Ampthill and provide additional supporting data as requested by the Traffic Management meeting on 15th August 2011.

- 7 **Resolution of objections to the proposed waiting restrictions in Silsoe and associated Safer Routes to School and Cycle Improvements.** * 37 - 46

To report the receipt of objections to proposals for waiting restrictions in Silsoe and associated Safer Routes to School and Cycle improvements.

- 8 **Mobile Food Traders** * 47 - 62

The report provides the Traffic Management Committee with details relating to the proposed Mobile Food Trader policy for Central Bedfordshire. The proposed policy was written to deal with the increasing volume of new applications received for mobile food trading as well as a large number of existing unlicensed traders on the public highway. This policy document supports the Councils Street Trading policy and the Councils Tables and Chairs policy.

- 9 **Disabled Bay Parking Policy** * 63 - 76

The report provides the Traffic Management Committee with details relating to the proposed Disabled Bay Parking Policy for Central Bedfordshire. The proposed policy was written to deal with the increasing applications received for on street disabled parking bays.

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Meeting: Traffic Management Meeting
Date: 26 September 2011
Subject: **Petition – 20mph Speed Limit Forester’s Close, Haynes**
Report of: Basil Jackson
Summary: The purpose of the report is to consider a petition with 73 signatures received by Central Bedfordshire Council requesting that a 20mph speed limit be considered in Foresters Close, Haynes

Contact Officer: Nick Chapman
Public/Exempt: Public
Wards Affected: Houghton Conquest and Haynes
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Financial:

Cost of Speed measurement and analysis circa £500
The cost of implementation of Speed Limit Order with signs and repeaters circa £3500.

Legal:

None as a result of this report

Risk Management:

None as a result of this report.

Staffing (including Trades Unions):

This report and recommendation does not have any implications under the Human Rights Act 1998.

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. That the Executive Member for Sustainable Communities-Services is requested to note the contents of the report and agree that no further action other than the erection of a school warning sign be considered at this time.

Background and Information

1. A petition with 73 signatures was received by Central Bedfordshire Council. The petition was received from the Foresters Close Residents Association and has been signed by residents of the close and others from Haynes and nearby communities
2. The petition makes one single request for the implementation of a 20mph speed limit in Foresters Close for the safety of residents and the school and pre-school children.

Speed and volume of Traffic:

3. Foresters Close is currently within the 30mph speed limited area of Haynes.
4. There is currently no speed or traffic volume data on file for this road. This would need to be collected and assessed however as the road is a closed cul-de-sac it is reasonable to assume that the traffic is limited to residents and their visitors and those visiting the lower school and pre-school establishments

Additional Information

5. Foresters Close is a residential cul-de-sac off Silver End Road Haynes and is currently subject to a 30mph speed limit.
6. At the far end of the close is Haynes Lower School. This has approximately 97 children and 20 staff. There is also a pre-school that operates from within the site.
7. There have been no recorded injury collisions in the last 3 years. Prior to this petition the matter has previously been raised through the highways helpdesk by the local member and a local resident.
8. Central Bedfordshire Council has no current policy to implement a blanket 20mph speed limit outside schools. Where other works are being carried out to improve the safety of routes to school then a 20 mph speed limit will be considered as part of those works where it is deemed appropriate.

9. In the case of Foresters' Close the vehicles using it are being driven either by residents, their visitors, staff at the school or parents bringing or fetching children. All of these people are likely to be aware of the presence of the school and should therefore modify their behaviour and speed accordingly.
10. Whilst there is currently no speed data available for the close it is considered unlikely that measurements will reveal a significant number of vehicles travelling in excess of the posted limit.
11. It would also be expected that the majority of the children walking to and from school would be under at least a degree of adult supervision.

Conclusions

12. It would be possible to undertake both a speed survey and to implement a 20mph speed limit but it is difficult to see how this will modify behaviour. With the vast majority of drivers already aware of the presence of the school and the likely additional congestion at school gate times it is expected that the speeds measured at those times will already be at or close to those required for a 20 limit. In such circumstances the actual posting of the limit brings little or no benefit
13. An alternative way forward may be to erect signs warning of a school safety zone within the close to remind drivers, should they need it, of the presence of the school. This has the advantage of not requiring a Traffic Regulation Order with all of the associated costs.
14. It must also be noted that 20mph limits do not generally benefit from Police enforcement and in this case even if that were desired it would not be possible as the length of the road is insufficient for enforcement to take place.

Appendices: Petition

Appendix A

Foresters Residents Association

PETITION

For a 20 mph speed limit to be URGENTLY adopted in this Close, for the safety of the residents and the School/Pre-school children

No.	Signature	Print Name	Address
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Meeting: Traffic Management Meeting
Date: 26th September 2011
Subject: **Petition – 20mph Speed Limit Tilsworth Road, Stanbridge**
Report of: Basil Jackson
Summary: The purpose of the report is to consider a petition with 76 signatures, 12 letters, a number of drawings and a traffic survey received by Central Bedfordshire Council from year two at Stanbridge Lower School requesting that a 20mph speed limit be considered in Tilsworth Road, Stanbridge

Contact Officer: Nick Chapman
Public/Exempt: Public
Wards Affected: Heath and Reach
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Financial:

Cost of Speed measurement and analysis circa £500
The cost of implementation of Speed Limit Order with signs and repeaters circa £3500.

Legal:

None as a result of this report

Risk Management:

None as a result of this report.

Staffing (including Trades Unions):

This report and recommendation does not have any implications under the Human Rights Act 1998.

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. That the Executive Member for Sustainable Communities-Services is requested to note the contents of the report.

Background and Information

1. A petition with 76 signatures was received by Central Bedfordshire Council. The petition was received from Stanbridge Lower School and has been accompanied by a number of drawings from Year two children and a survey of traffic undertaken by the children.
2. The petition makes one request for the implementation of a 20mph speed limit in Tilsworth Road outside the school.

Speed and volume of Traffic:

3. Tilsworth Road is currently within the 30mph speed limited area of Stanbridge.
4. There is currently no speed or traffic volume data on file for this road. The site will be placed on the waiting list for traffic speed and volume measurements when resources become available

Additional Information

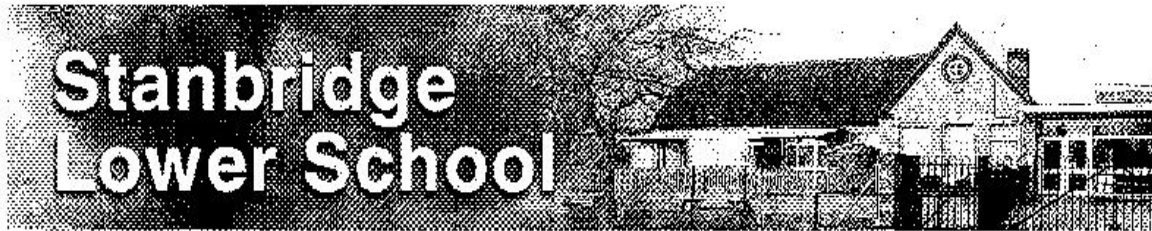
5. The length of Tilsworth Road where the school is situated is straight and either side of the school has residential frontage on both sides. It is currently subject to a 30mph speed limit.
6. There are school warning signs on both approaches with flashing 'wig-wag' lights together with slow markings on the road and a coloured school warning road marking.
7. There have been no recorded injury collisions in the last 3 years.
8. Central Bedfordshire Council has no current policy to implement a blanket 20mph speed limit outside schools. Where other works are being carried out to improve the safety of routes to school then a 20 mph speed limit will be considered as part of those works where it is deemed appropriate. There are no works currently planned for this school

9. It would also be expected that the majority of the children walking to and from school would be under at least a degree of adult supervision.
10. It is not possible to include the letters and drawings sent by the school but these are available for viewing by members if required as background information.

Conclusions

11. Speeding on through routes in rural communities has become more of an issue for communities in recent times. The perception is that there is a high percentage of vehicles travelling at inappropriate speeds. This is not always borne out by study however.
12. In this case therefore it is considered that the site be subject to traffic speed and volume measurements when the resources to undertake this become available and that an informed decision be taken on any possible future actions as a result.
13. It must also be noted that 20mph limits do not generally benefit from Police enforcement.

Appendices:
Petition heading.



Head Teacher: Miss Rosemary Godwin

Tilsworth Road
Stanbridge
Leighton Buzzard
Bedfordshire
LU7 9HY



Telephone: 01525 210328
Fax: 01525 211921

Join the Year 2 Campaign

HELP US TO KEEP ALL OUR CHILDREN SAFE
BY REDUCING THE SPEED LIMIT OUTSIDE
SCHOOL TO 20 M.P.H
Please sign the petition below

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Meeting: Traffic Management Meeting
Date: 26 September 2011
Subject: **Petition – Pedestrian Crossing A507, Pine View Park**
Report of: Basil Jackson
Summary: The purpose of the report is to consider a petition with 51 signatures received by Central Bedfordshire Council requesting that a pedestrian crossing be considered on the A507 at Pine View Park

Contact Officer: Nick Chapman
Public/Exempt: Public
Wards Affected: Ampthill
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Financial:

Cost of Speed measurement and analysis circa £800

The cost of implementation of Speed Limit Order with signs and repeaters circa £3500.

Cost of implementation of a signal controlled crossing and associated works circa £70,000

Cost of local widening and central island with appropriate signing in excess of £100k

Cost of coloured high friction surface and VAS signs circa £45k

Legal:

None as a result of this report

Risk Management:

None as a result of this report.

Staffing (including Trades Unions):

This report and recommendation does not have any implications under the Human Rights Act 1998.

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. That the Executive Member for Sustainable Communities-Services is requested to note the contents of the report.

Background and Information

1. A petition with 51 signatures was received by Central Bedfordshire Council. The petition was received from the residents of Pine View Park.
2. The petition makes a request for a pedestrian crossing facility to be provided across the A507 at Pine View Park.

Speed and volume of Traffic:

- 3 This part of the A507 is a single carriageway A road subject to the national speed limit of 60mph.
- 4 There is currently no speed or traffic volume data on file for this location. This would need to be collected and assessed prior to any further consideration of crossing facilities.

Additional Information

5. The A507 is a key east west link between the A1 and the M1. As such whilst not a trunk road it carries significant volumes of mixed traffic.
6. Pine View Park is one of a number of residential park home sites constructed throughout the country by the parent company that are targeted specifically at those over 50 and the retired. It contains over 35 properties and is served by a single vehicular access point onto the A507 suitable for two way use.
7. Pedestrian access to and from the site is at the same location as the vehicle access and there is a separate dropped kerb on each side of the A507 for that purpose.
8. There are yellow backed externally illuminated warning signs on both approaches with the elderly people triangular warning sign and supplementary plate and the road itself is illuminated with street lighting.
9. There have been no recorded injury collisions on this stretch of road in the vicinity of the Pine View Park in the last three years.

10. It is considered that the local services available to those wishing to cross the A507 to Maulden on foot would be limited and it is generally assumed that the main mode of transport to and from the site will be by car. Indeed the marketing of the site stresses attractions that would require either a car or public transport to reach.
11. None the less, the ability to access the surrounding area on foot is important and those without access to a vehicle or where they or a partner can no longer drive may feel somewhat isolated from whatever local services are available and from the open countryside beyond for recreational purposes.
12. Below is an extract from the description of this park from the vendor's website that illustrates the way the site is marketed.

"Bedfordshire is renowned for its diverse attractions ranging from stately homes and sleepy country villages, to major tourist attractions and bustling towns.

Pine View Park is located just 10 miles from the historic city of Bedford. The focal point of the town, Bedford Park, provides a relaxing atmosphere of fountains, bandstands, tennis courts and stunning landscaped gardens. Just 3 miles from the park is the picturesque market town of Ampthill. With its unique blend of shops and restaurants, the path garden off the market square and the Redbornstoke Morris Dancers, there is something for everyone to enjoy

The historic Ampthill market takes place each week and the monthly farmers market sells fresh produce from local farms within a 30 mile radius."

13. To implement a signalised crossing at this location would require a reduction in speed limit to 40mph. Given the distance from the A6 roundabout it would be extremely unlikely that there would be sufficient compliance with a speed limit to enable it to operate safely. This would be a costly option which would be likely to be in the order of £70,000 due, in part, to the nature of the road.
14. A central island would also require some localised widening of the carriageway. As this is an A road any widening would have to be carried out to the requirements of the Design Manual for Roads and Bridges and would be likely to result in as great or greater costs.
15. Another option that has been considered is to enhance the existing crossing by the use of a reflective coloured surface both at the crossing point and on the approaches together with Electronic signs triggered by speeding vehicles warning of the possibility of pedestrians. This is likely to cost in the order of £40k to £45k.
16. Any works on the A507 will require a night time or weekend closure and full diversion.

Conclusion and Way Forward

17. It is difficult to see how the creation of a pedestrian crossing point at this location can be justified in spite of the separation created by the location of the site. It was presumably not considered necessary when the site was granted planning consent because, at that time, there would have been an

opportunity to make it a condition of the consent. It may be possible to re-open negotiations with the owners of the site for a contribution to a crossing but there would be no obligation on them to participate.

18. Additionally all of those living on the site have chosen to do so with the full knowledge of the layout and location which was presumably agreeable at the time of purchasing their property.
19. It is suggested that in any event this site be put on the list for future traffic speed and volume study when resources become available to enable officers to understand the current traffic situation.

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Meeting: Traffic Management Meeting
Date: 26 September 2011
Subject: **Petition – Residents Parking – Bedford Street, Leighton Buzzard**
Report of: Basil Jackson
Summary: The purpose of the report is to consider a petition with 18 signatures received by Central Bedfordshire Council requesting that a residents only parking scheme be introduced in Bedford Street, Leighton Buzzard

Contact Officer: Nick Chapman
Public/Exempt: Public
Wards Affected: Leighton Buzzard North
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Financial:

None as a result of this report

Legal:

None as a result of this report

Risk Management:

None as a result of this report.

Staffing (including Trades Unions):

This report and recommendation does not have any implications under the Human Rights Act 1998.

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):

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. That the Executive Member for Sustainable Communities-Services is requested to note the contents of the report and agree that no further action pending the adoption of the Councils Approach to Parking document.</p> |
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Background and Information

1. A petition with 18 signatures was received by Central Bedfordshire Council. The petition was received from Sheltered Tenants Action Group in Bedford Street, Leighton Buzzard and has been signed by residents of Bedford Street.
- 2 The petition makes a request for the implementation of a residents only parking scheme in Bedford Street , Leighton Buzzard.

Additional Information

- 3 Bedford Street is a residential road within walking distance of the town centre of Leighton Buzzard
- 4 There is a mix of sheltered housing and private housing in the street and many of the residents are elderly.
- 5 It is the observation of residents that the volume of cars parked by non residents in the street make parking difficult for those residents that go out during the day and also make access difficult for others on foot and mobility scooters. On visual inspection this would appear to be the case.
- 6 It is often true that in residential streets close to town centres where there is a charge made for public off street car parking and where on street parking is controlled that retail workers and other long stay parkers will park within a reasonable walking distance if free on street parking is available. Generally if this is considered to be a problem it can be addressed by extending parking controls to a wider radius from the town centre.
7. Central Bedfordshire has criteria for the introduction of residents parking schemes and also makes a charge for the issue of permits. Currently the whole subject of parking in Central Bedfordshire is under review and the Council is about to issue a draft document on its Approach To Parking for wider consultation.
8. Once adopted by the Council this document will form part of the Council's Local Transport Plan suite of documents and will, in part, inform future decisions on parking requests.
9. It would therefore be premature to offer a final decision on the future of this request ahead of the adoption, as agreed following consultation, of the Approach to Parking document

Conclusions

10. It is therefore recommended that the lead petitioner be advised that the request will be kept on record and addressed following the consultation on and adoption of the revised Approach to Parking document.
11. It is also understood that in conjunction with this the Leighton Linlade Town Council is also currently considering seeking amendments to the parking controls in and around Leighton Buzzard and this will also need to be a factor in any further response to this request.

**Appendices:
Petition**

Appendix A

Residents only parking scheme

Dear Sir

We the undersigned request that a "Residents only parking scheme" be adopted in Bedford Street.

The fact that we are only a minute walk from the town centre. Which means in the week workers that work in the town use our road as a car park and they park everywhere including on the corners. They block garages and they block the drop curbs. At weekends the street is the overflow parking for the three churches in the adjoining street that has restricted parking. Parking for Residents is a nightmare. If a resident of Bedford Street has for some reason (say a hospital appointment) needs to go out in their car on their return they are unable to find a parking space unless they return after 17.00hrs. The road is also used by motorists, like a speedway. They travel up and down it at excessive speeds. Speed humps should have been implemented ages back.

Bedford Street has a high number of elderly residents. A lot of the housing in the street is sheltered housing units. These elderly residents are in the most danger from the fast traffic in this small street. It should be pointed out however that even the private housing residents are having the same problems.

No. Number

Meeting: Traffic Management Meeting
Date: 26 September 2011
Subject: Dunstable Street, Ampthill - Resolution of objections to the proposed Zebra Crossing with additional Crossing Survey information
Report of: Basil Jackson, Assistant Director of Highways and Transportation.
Summary: To further report to the Executive Member for Sustainable Communities Services on the proposal to install a zebra crossing on Dunstable Street, Ampthill and provide additional supporting data as requested by the Traffic Management meeting on 15th August 2011.

Contact Officer: Caroline Almond – Assistant Engineer (Road Safety)
caroline.almond@amey.co.uk
Public/Exempt: Public
Wards Affected: Ampthill
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

To improve the routes to and from school.

Financial:

The cost of introducing the Zebra Crossing will be approximately £35,000, which is being developer-funded under section 106 contributions.

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:

The proposal will improve road safety for non motorised users, in particular Alameda Middle and First Lower School pupils when crossing the road on the desire line while travelling to and from school.

Sustainability:

To encourage sustainable modes of transport – walking and cycling.

RECOMMENDATION(S):

- 1. That the proposal to introduce a Zebra Crossing on Dunstable Street, Ampthill be implemented as set out in this report.**

Background and Information

1. The Council received section 106 allocations to spend improving pedestrian and cycle movements on Dunstable Street, Ampthill.
It was decided that the best use of the money would be to improve the existing school patrol crossing site by providing a zebra crossing to improve road safety for non motorised users. As part of the introduction of the zebra crossing, it is necessary to build out the kerb edge to improve visibility and achieve the required road width for the zebra crossing. In addition, a 'H' bar marking is proposed to the south of the crossing to ensure that drivers' have a clear view of pedestrians waiting to cross. In total, the scheme would result in the loss of two or three parking spaces, which was indicated in the public notice.
2. The proposals were formally advertised by public notice in June 2011. Consultations were also carried out with the emergency services and other statutory bodies, Ampthill Town Council and Elected Members. Local residents were also consulted.
3. A total of 9 representations have been received, all of which are opposed to the advertised proposals. Copies of all of these are included in Appendix C and the comments are summarised below.
4. The main points raised by those responding to the formal consultation, in order of most times issues were raised, are as follows:-
 - a) Concerns about the proposed loss of on-street parking space.
 - b) Concerns with the potential loss of the existing School Crossing Patrol.
 - c) Comments about the chosen location for the zebra crossing.
5. Bedfordshire Police accept the proposals and have raised no objection.

Conclusion and the Way Forward

6. The following observations relate to the specific points listed above.
- a) It is accepted that some properties have no off-road parking and rely on parking on-street. This inevitably means that at some times of the day, residents might have difficulty finding a parking space close to their home. However, if a zebra crossing is to be provided the loss of some parking spaces is unavoidable. However, in response to the concerns expressed, the visibility requirements have been re-assessed and the length of the kerb build-out can be slightly reduced. Therefore, instead of the advertised 7.5 metres length of lost parking, as described in the public notice, only 6 metres would be lost. As a result, it is expected that one parking space to the north of the proposed crossing and one to the south, due to the 'H' bar marking, would be lost.
 - b) A concern has been expressed that the implementation of this zebra crossing would result in the loss of the existing school crossing patrol at this location but this is not the case. Central Bedfordshire would not to remove the crossing patrol at this location for that reason. Consultation with the manager of the crossing patrol service has indicated however that were the crossing to be sited at a different location the patrol would remain at its current location and not move with the crossing. This is because the desire line for schoolchildren is quite clear.
 - c) The location of the crossing has been assessed by officers to best match the desire line of the school pupils travelling to and from school. An alternative site suggested was between the two mini-roundabouts at Oliver Street and Station Road, but this would increase risk to school pupils as they would also need to cross Oliver Street. There would also be additional traffic congestion as the distance between the junctions is small. The proposed location is therefore seen as the best solution for promoting road safety for non motorised road users.

7. From surveys previously undertaken for the siting of the crossing patrol during school term time a total of 152 children crossed Dunstable Road in the vicinity of the proposed zebra crossing between 8am and 9am. In order to establish the usage of the location outside of school time a survey was carried out during the summer recess. On the day of the survey the numbers crossing were less and 26 pedestrians crossed at the same location within the period of 8am until 9am. The peak period was 10am until 11am when a total of 51 pedestrians and cyclist was recorded.
8. This is considered to be a reasonable demonstration of the use of this location as a crossing point for those not travelling to school. The addition of 152 children in peak school hours makes this a busy crossing point. Based on the calculations used to determine crossing locations this is the correct location.
9. In conclusion, it is considered therefore that the proposed zebra crossing is at the most appropriate location. The facility will provide a service to residents outside of school times and be an overall benefit to the mobility of non motorised road users in the area. The minor loss of parking is regrettable but the alterations to the kerblines are necessary to provide the desirable level of intervisibility between pedestrians and approaching vehicles.
It is recommended therefore that the proposal be approved for implementation as advertised including the amendment as stated above in 6. a) above.

Appendices:

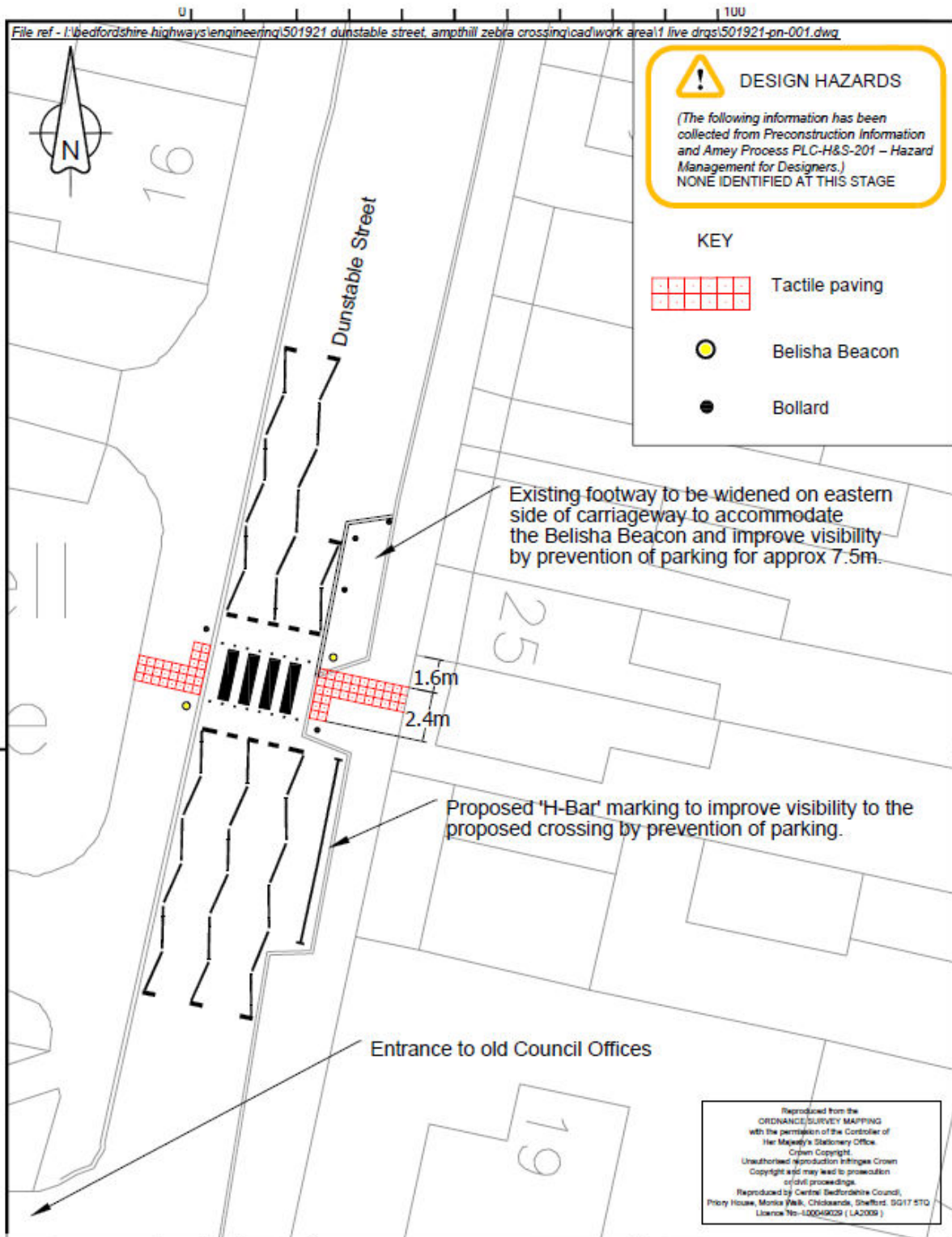
Appendix A – Location plan

Appendix B – Public notice



Appendix C – Representations on proposals

Appendix D – Crossing Survey

APPENDIX A



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Project Name Dunstable Street, Ampthill Zebra Crossing.						
Drawing Title Bedfordshire Highways - Trans Proposed Zebra Crossing						
Rev	Revision details	Chkd	Appd	Date	Client 	
	Drawn: CA		Preliminary		Drawing No 501921/001/001	
	Design: CA		For comment	✓		
	Chkd: AC		For tender			
	Appd: NO'L		For construction			
	Date: 14-06-2011		As constructed			
			Other		Rev -	
Original Drg Size : A4				Dimensions : metres		
Scale : NOT TO SCALE				Copyright © Amey/CBC		

APPENDIX B



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 – SECTION 23

PROPOSED ZEBRA CROSSING – DUNSTABLE STREET, AMPHILL

NOTICE IS HEREBY GIVEN THAT CENTRAL BEDFORDSHIRE COUNCIL, in exercise of its powers under Section 23 of the Road Traffic Regulation Act, 1984 and all other enabling powers, propose to establish a zebra crossing on Dunstable Street, Ampthill. This proposal has been designed to improve the safety of pedestrians and other vulnerable road users, especially pupils travelling to Firs Lower School and Alameda Middle School.

The location of the proposed zebra crossing is to be sited where currently a school crossing patrol assists children crossing the road. The scheme is expected to result in the loss of several on-street parking spaces due to visibility issues at the crossing.

The location of the proposed Zebra Crossing is as follows:-

Dunstable Street, Ampthill :- centred approximately 45 metres north of its junction with Oliver Street.

A copy of a plan showing this proposal can be examined during normal office hours at Ampthill Library, 1 Dunstable Street, Ampthill, MK45 2NL. Please contact Caroline Almond, tel. 0845 365 6057 or email caroline.almond@amey.co.uk for further advice on this proposal.

Technology House
239 Ampthill Road
Bedford MK42 9QQ

Basil Jackson
Assistant Director for Highways

16th June 2011

APPENDIX C

17th June 2011 – CORRESPONDENCE 1

'I have just been made aware of the proposed zebra crossing on Dunstable Street and I would like to raise my concerns over this matter as a resident on Dunstable Street I find that the use of a lollipop lady is vital due to the amount and speed of traffic that travel along the road each day I fear that if a zebra crossing is put in place that vehicles will not slow down for the children to cross. And that the children will simply just walk across without properly checking first without the use of someone being there.

Also the parking at the moment is a struggle and to take away 3 more space would be ludicrous, we have noticed that even residents from Oliver Street park along Dunstable Street.

I'm sure if there was an advertised vacancy for a lollipop lady/man there would be takers or even as a volunteer.

I think if funds are no longer available for a lollipop person then a Zebra crossing should be placed in-between the two mini roundabouts along Dunstable street (between the top of Station rd and top of Oliver st) as that is a clear road with no parking along there and traffic should of slowed down for the roundabouts in the first place so speed shouldn't be a problem'.

17th June 2011 – CORRESPONDENCE 2

Dear Sir,

Re: Proposed Zebra Crossing, Dunstable Street, Ampthill, BEDS.

Further to issue of the Public Notice in respect of the above, and having had time to carefully review plans showing the proposal, we are writing to register our strong objection to the proposals. The proposals will result in the loss of three parking spaces-you will of course not be aware, but parking along Dunstable Street is already difficult for residents, and the removal of a further three spaces will only exacerbate the situation. This will result in residents either being forced to seek other parking in adjacent streets thereby causing problems else where, or parking in a dangerous manner where ever feasible.

We take safety at the crossing point very seriously-my own daughter uses it every day to got to the Firs Lower School, as will my son in due course. We see nothing wrong with the current arrangements, and accordingly would therefor respectfully request that you reconsider the above proposals.

Should you require any further information or clarification, please do not hesitate to contact myself.

18th June 2011 – CORRESPONDENCE 3

'Hello

I am writing for more information and to voice my concerns surrounding the planned zebra crossing for Dunstable St in Ampthill near the junction of Oliver St

I assume that this is a money saving initiative, the crossing replacing the lollypop lady? I understand the need for such decisions in todays climate however I have serious concerns.

My concerns are that this will result in the loss of parking spaces in an area which is already short of spaces.

I live at the junction of Oliver St and Dunstable St. At present I get to park within 100 meters of my house around 5 days out of 7. Otherwise I am forced to park on Station Rd past the Crescent.

The Limes development will undoubtedly result in a greater demand for spaces in this area. I know they have some parking within the development but visitors etc will surely end up parking in the streets.

How many spaces will be lost?

Are new spaces to be created elsewhere? eg outside 14 Dunstable St which I believe is council owned and derelict, or between station road and oliver st

Can a residents scheme be introduced to ensure local people will be able to park within a reasonable distance of their home?

Is a zebra crossing with the associated controlled zones the right solution? How about a simple traffic island? Have other types of crossing been considered?

Is this the best location? There are other locations where parking will not be effected (a) between Baker St and Arthur St (around 46 Dunstable st or (b) between station road and Oliver st.

Is this proposal justified by a history of accidents or injuries?

Please can you advise whether residents have any right to influence these plans'?

18th June 2011 – CORRESPONDENCE 4

I strongly object to the proposal for two reasons:

1. The proposal will remove 3 car parking spaces. As the resident at 25 Dunstable Street the spaces will be removed directly outside my house. Parking spaces are at a premium in this part of Dunstable Street and I do not see any plans to replace the spaces anywhere else or restrict parking to residents only. This will end up with residents being forced to park in a dangerous way for example when unloading, which defeats the object of the crossing in the first place.

2. Currently we have a perfectly adequate crossing further up Dunstable Street and a lolly pop service for the school children when required right outside my house. I personally believe this is much safer than a zebra crossing, and probably much cheaper to operate.

Please take my views into serious consideration.

18th June 2011 – CORRESPONDENCE 5

I have just seen your proposed drawing for the zebra crossing on Dunstable Street Amptill.

This causes the residents major problems particularly for parking our cars. It's already difficult for us to park our cars due to the lack of parking places and this proposal will be taking away another 4 places.

I thought your idea of not having a crossing lady was to save on your costs and now you are spending money on this. There are already two crossings with lights nearby one on Dunstable street and one on Flitwick Road. I would have thought putting these resources to better use at this time of austerity would be the more sensible option.

I understand children have to be safe but I don't see this a sensible solution it won't be long before children will take a chance on the crossing whereas if the crossing lady was there it's a bigger deterrent. I work in the town centre opposite the zebra crossing there and see how the cars abuse it and there are many near accidents.

The crossing lady does a very good job and she is popular with the children. Her wages put money back into the local community whereas paying a big construction firm is unlikely to do this. I also believe she will keep the children safer than a zebra crossing.

I hope you will give this a great deal of consideration if you have the best interest of the local community in mind.

21st June 2011 – CORRESPONDENCE 6

'May I lodge my objection to the proposed Zebra crossing at Dunstable Street. As residents we already struggle to park anywhere near our homes and with the parking space already removed from the former Council offices the parking problem is a major issue. To remove 3 parking spaces to assist in visibility is excessive.

The knock on effect will be that residents park dangerously along adjacent streets which are already overcrowded.

This crossing has been in place many years and to my knowledge has never caused injury of any of the children crossing. The crossing lady is a valuable addition to the community and the children take far more notice of a human than a flashing light. Added to which the cost I suspect would outweigh the cost of a minimum wage employee for many a year to come, all of which comes out of the tax payers money'.

29th June 2011 – CORRESPONDENCE 7

'At the moment I have a tenant living there who was distressed to learn of the proposed zebra crossing to be placed outside the property.

I understand that a number of people living on Dunstable Street have opposed the plans and I would like to know how I go about voicing my serious concerns, mainly because the crossing will take the place of 3 or so car parking spaces.

It's always been difficult finding a space outside my house, or even further along the street and I have frequently had to park in one of the surgery car parks along Oliver Street. It's very dark along this road and in the winter I feel very uncomfortable having to walk the length of it'

May I also add that - as I'm sure you're aware - there are two crossings close by: one further down on Dunstable Street and the other on Flitwick Road.

Is the new crossing absolutely necessary? There is also a lollypop lady who works outside my house who does an excellent job. Is it proposed that the crossing will take the place of this lady? The government are continually emphasizing the need to become part of a bigger society/community; surely this is a contradictory move'.

5th July 2011 – CORRESPONDENCE 8

I am writing to make known my objections to the installing of the Zebra Crossing on Dunstable Street.

I am objecting on the basis that:

1. Parking on Dunstable Street is already difficult and removing 3 spaces will mean that people will park more dangerously on Dunstable Street.
2. The structure is only needed at the start and end of the school day.

7th July 2011 – CORRESPONDENCE 9

I'm writing this email to distress my feelings for the zebra crossing along near my shop (Flowers with Flair). A huge number of the public have been in my shop to complain about this matter and I really believe its not the ideal place in-between two entrances is totally wrong It will be too much and the car parking spaces were going to loose just out of order and i really think it should go the other side of the bus stop opposite the bakery as that's a better place for it or why don't the council just pay the 6k for the lollypop lady's job, Its just wasting tax payers money.

APPENDIX C

Crossing survey 2010 (within School term - table A only).

Location – At the proposed zebra crossing.

The following table show high usage within school time. A total of 152 children using this crossing location in one morning.

Table A

AM	Both directions		
	Children with parents	Children without parents	Cycles/motorbikes
8:00 - 8:05		5	
8:05 - 8:10		8	1
8:10 - 8:15		52	1
8:15 - 8:20		38	
8:20 - 8:25		10	
8:25 - 8:30		2	1
8:30 - 8:35	3	1	1
8:35 - 8:40			2
8:40 - 8:45	7	7	3
8:45 - 8:50	7	4	
8:50 - 8:55	4	4	1
8:55 - 9:00			3
Total	21	131	13

Crossing surveys 2011 (within School holiday period).

Location – at the proposed zebra crossing.

The following tables show high usage out of school travel times. Northbound and southbound combined

Table B

AM

Pedestrians heading in both directions					
Age	-11	11+	18+/ Adult	Other	Total
Time					
8:00 - 9:00	1	0	22	3	26
9:00 - 10:00	7	4	21	0	32
10:00 - 11:00	13	1	37	0	51
11:00 - 12:00	4	1	26	5	36
TOTAL					145

PM

Table D

Pedestrians heading in both Directions					
Age	-11	11+	18+/ Adult	Other	Total
Time					
12:30 - 13:30	2	2	5	1	10
13:30 - 14:30	3	0	6	1	10
14:30 - 15:30	0	1	3	0	4
15:30 - 16:30	0	0	8	1	9
16:30 - 17:00	0	2	2	0	4
TOTAL					37

Meeting: Traffic Management Meeting
Date: 26 September 2011
Subject: Resolution of objections to the proposed waiting restrictions in Silsoe and associated Safer Routes to School and Cycle Improvements.
Report of: Basil Jackson, Assistant Director of Highways and Transportation.
Summary: To report to the Executive Member for Sustainable Communities Services the receipt of objections to proposals for waiting restrictions in Silsoe and associated Safer Routes to School and Cycle improvements.

Contact Officer: Caroline Almond – Assistant Engineer (Road Safety)
caroline.almond@amey.co.uk
Public/Exempt: Public
Wards Affected: Silsoe
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

To improve the routes to and from school and improve the route for Cyclists.

Financial:

The cost of introducing a Safer Routes to School and cycle improvements scheme to the cost of approx. £30,892 is being developer-funded, by Miller Homes Development, from section 106 contributions.

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:

The proposal will improve road safety for non-motorised users, in particular those travelling to and from Silsoe Lower School.

Sustainability:

To encourage sustainable modes of transport – walking and cycling.

RECOMMENDATION(S):

1. That the following waiting restrictions should be implemented as follows:

- Waiting restrictions on both sides of the junction of High Street and Ampthill Road should be implemented as advertised.
- Waiting restrictions on both sides of the junction of High Street and Park Avenue should be implemented as advertised.

2. That the following proposals under the Safer Routes to School scheme should be implemented:

Bollards (15 in total):

- 10 No. heritage style bollards outside the St James Church, High Street.
- Removal of concrete bollard and replacement with 1 heritage style bollard o/s No. 28, High Street.
- Removal of 2 No. concrete bollards opposite Silsoe Newsagency, High Street and replace with heritage (original plan was to remove with footway widening, however this will prevent parking on existing narrow footway).
- Install 2 new heritage style bollards on footway outside No. 20, High Street.

Parking bay markings:

- Parking bay markings o/s St James Church, High Street.
- Parking bay markings and associated island o/s No.'s 51 to 43, High Street.

Carriageway markings:

- 2 No. Bus stop markings.
- H bar markings at accesses as shown on the original plan on High Street between Ampthill Road and West End Road.
- No centre line throughout (except at the junction of Park Ave and High Street).
- Refresh Stop markings and give way markings within length of proposed resurfacing.

In addition to original proposals:

- Improvements at desire line across West End Road junction with High Street, along with narrowing of bell mouth for improved intervisibility.

3. That the following proposals under the safer routes to school scheme should NOT be implemented;

- Waiting restrictions o/s newsagents and No. 26. High Street.
- Footway widening and subsequent uncontrolled tactile crossing.

Background and Information

4. The Council has a sum of money from section 106 planning condition in Silsoe to improve Routes to School and cycle movements in High Street, Silsoe. Following consultation with officers and the Silsoe Parish Council it was considered that the most effective scheme would be to widen the footways at their narrowest locations, outside the newsagency and property No. 26 High Street. These proposals were discussed fully with the Parish Council that supported the scheme, had a significant input in the final proposed design and considered the proposals to be in general accord with their Parish Plan
5. The proposals were displayed at an exhibition arranged by Silsoe Parish Council on 26th July 2011 in the village hall. The Parish Council, along with Central Beds Council and Amey representatives staffed the exhibition and discussed the proposals with the many residents who attended. It was considered that any questions raised were fully explained and justified to those that attended.
6. Whilst the engineering elements of the proposals did not require a statutory consultation the waiting restriction elements did and these were formally advertised by public notice between 4th August and 1st September 2011. Consultations were also carried out with the emergency services and other statutory bodies, Silsoe Parish Council and CBC Elected Members. Local residents were also consulted by way of letters and plans delivered along the lengths of road where changes were proposed.

In parallel with this consultation the Parish Council undertook its own local consultation seeking public response on the whole package of measures. This has generated a considerable number of responses that cover not only the waiting restrictions but other aspects of the scheme as well.

7. A total of 161 representations have been received, 131 of which are opposed to the advertised proposal of waiting restrictions on High Street (at proposed narrowing) o/s the newsagents. See Appendix C for a complete summary of the representations received. In addition a petition with 537 signatures was received, see Appendix C. Below are summarised the key points of objection.

8. The following are the main points raised within the representations received, in order of most objections (a) being the most objected to):-
- a) Waiting Restrictions along the length of the proposed narrowing in High Street.
 - b) Waiting Restrictions on Park Avenue and Ampthill Road.
 - c) Footway widening/ narrowing of carriageway, o/s Silsoe Newsagency and No.26, High Street.
 - d) Parking bay markings and associated island o/s No.'s 51 to 43, High Street.
 - e) Parking bay markings o/s St James Church, High Street.
 - f) New bollards along High Street.
 - g) Bus stop markings at existing bus stops along High Street.

Not included in the above list are the representations made concerning street lighting and resurfacing. These are separate schemes. Street lighting is being funded by the Parish Council and the resurfacing is programmed to be undertaken this financial year 2011/12. Summaries of these representations are also included in Appendix C of this report.

9. Bedfordshire Police have raised no objection to the waiting restrictions.

Conclusion and Way Forward

10. The following observations relate to the specific points listed in section 8.

- a) Waiting restrictions on High Street were to be implemented to support the footway widening and prevent parking on the footway or in general where the road will be narrower. However, in view of the feedback received and the significant amount of local objection, this will **not be recommended**.
- b) Waiting restrictions on the junctions of High Street and Park Avenue and also High Street and Ampthill Road. These were proposed for the improvement of visibility due to the current issues with parked cars each side of the junction. Considering the feedback received and the confirmed visibility issues, this is **recommended to be implemented**.
- c) The footway widening was a main part in the proposals due to the Parish Plan to widen the pinch point outside No. 26. As a result, this would also narrow the carriageway to a minimum width for 2 way traffic (4.5m). The waiting restrictions (see a) is to support the narrowing by deterring parking along the narrowed length. However, in view of the feedback received this will **not be recommended**.

- d) Parking bay markings outside No.s 43 to 51 were proposed due to current issues of vehicles parking on the narrow footway. Parking bay markings and the associated proposed parking island would give vehicles more confidence to park on the carriageway and improve the available width of footway. Considering the feedback received, of which the majority were in support, this is **recommended to be implemented**.
- e) Parking bay markings o/s St James Church, High Street, were proposed due to constant parking on the wide footway in front of the church, this limiting visibility when exiting Park Avenue. The parking bays would give a definitive area for parking and in conjunction with the bollards along the edge of the footway. Considering the feedback received, of which the majority were in support, this is **recommended to be implemented**.
- f) Bollards along the edge of carriageway o/s St James Church, High Street were proposed due to constant parking on the footway; the bollards to prevent this would improve the communal space in front of the church and also narrow the carriageway slightly by vehicles then parking on the carriageway, therefore reducing average speeds. Considering the feedback received and the confirmed issue of vehicles parking on the footway, this is **recommended to be implemented**.
- g) Bus stop markings were proposed due to parking issues within the area where the bus stop collects its passenger's. Bus stop markings on the carriageway shall alert other road users of the bus stops and should deter the road user from parking within the bus stop area. Considering the feedback received, bus stop markings were supported by the majority and would prevent bus services being disrupted. The bus stop markings are **recommended to be implemented**.

11. In conclusion, it is felt that the proposals should be implemented in part as set out in sections 1-2 in this report. The elements recommended will improve the route to school and cycling.

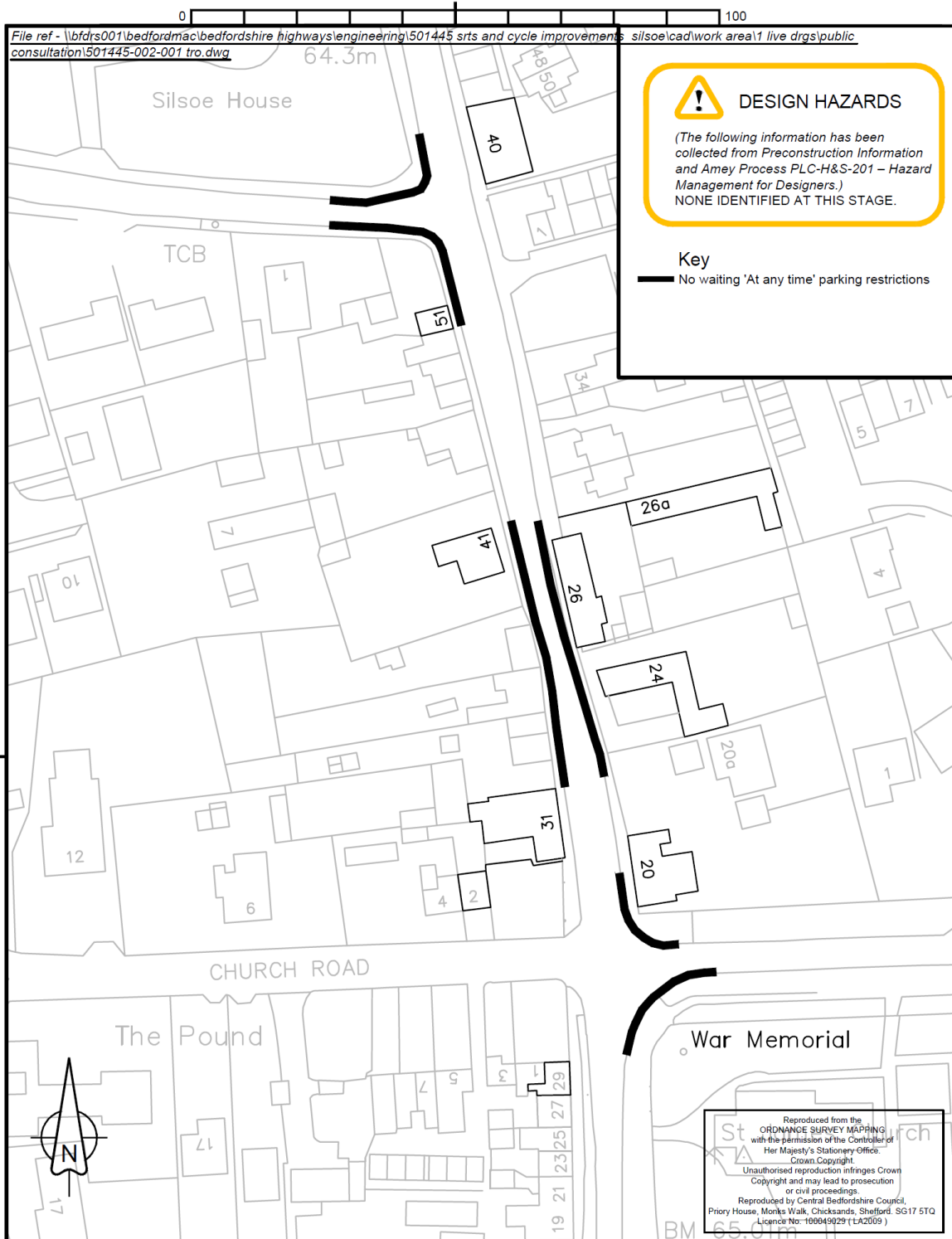
Appendices:

Appendix A – Plans

Appendix B – Public notice

Appendix C – Representations summary

Plans
Public Notice plan for waiting restrictions in Silsoe



Rev	Revision details	Chkd	Appd	Date
Drawn: CA	Preliminary			
Design: CA	For comment			✓
Chkd: GB	For tender			
Appd: NO'L	For construction			
Date: 27/07/2011	As constructed			
	Other			

Project Name High Street, Silsoe	
Drawing Title Bedfordshire Highways - Trans Waiting Restrictions	
Original Drg Size : A4	Dimensions : -
Scale : NTS	Copyright © Amey/CBC

Client 	
Drawing No 501445/002/001	Rev -

Proposed Design



APPENDIX B
Public Notice

PUBLIC NOTICE



CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE A PROHIBITION OF WAITING ON HIGH STREET, SILSOE.

Reason for proposal: The proposed Order is considered necessary on the grounds of promoting road safety. The Prohibition of Waiting at the two junctions of Ampthill Road and Park Avenue would improve visibility for all road users. The proposed Prohibition of Waiting on High Street will be needed in conjunction with a footway widening scheme which will narrow the road width and therefore will need to be kept clear of parked vehicles. Therefore, Central Bedfordshire Council proposes to make a Traffic Regulation Order as follows:

Effect of the Order:

To introduce No Waiting at Any Time (double yellow lines) on the following lengths of roads in Silsoe:

1. High Street, west side, from a point on the boundary between No. 49 and 51 High Street, in a northerly direction to a point approximately 4 metres south of the north flank wall of property No. 40 High Street.
2. High Street, west side, from the north flank wall of property No. 41 High Street, in a southerly direction to the north flank wall of property No. 31 High Street.
3. High Street, east side, from a point approximately 6 metres south of the north flank wall of property No. 20 High Street in a southerly direction to a point opposite the north flank wall of property No. 29 High Street.
4. High Street, east side, from the north property boundary of No. 26 High Street, in a southerly direction to a point opposite the north flank wall of property No.31 High Street.
5. Ampthill Road, both sides, from the west kerb line of High Street, in a westerly direction for a distance of approximately 25 metres.
6. Park Avenue, north side, from the east kerb line of High Street, in an easterly direction for a distance of approximately 15 metres.
7. Park Avenue, south side, from the east kerb line of High Street, in an easterly direction for a distance of approximately 20 metres.

Further Details: of the proposal and plans may be examined during normal opening hours at Flitwick library, Coniston Road, Flitwick MK45 1QJ. 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 or email Caroline.Almond@amey.co.uk 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 e-mail centralbedsconsultation@amey.co.uk stating the grounds on which they are made by 1st September 2011.

Order Title: if made will be "Central Bedfordshire Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) Order 2008) (Variation No *) Order 201*"

Technology House
239 Ampthill Road
Bedford MK42 9QQ

Basil Jackson
Assistant Director for Highways
and Transport

APPENDIX C
Representations summary

Representations highlighted in yellow are not recommended to be implemented. Other representations shown should be implemented. Street lighting and resurfacing is not part of this scheme; however, representations are shown for information.

Representations

Items	For	Against	No comment
Pavement widening both sides o/s No.26 High St	27	120	11
Waiting restrictions 'at any time' on High St	19	132	6
Waiting restrictions 'at any time' on Ampthill Rd	35	122	8
Waiting restrictions 'at any time' on Park Ave	26	122	10
Parking bay carriageway markings &/or small island o/s No. 43 High St	16	15	126
Parking bay carriageway markings o/s Church	17	12	128
Heritage bollard &/or arrangement	21	9	127
Bus stop carriageway markings	23	7	127
Street Lighting scheme	59	51	47
Resurfacing scheme	15	12	51

Petition - All 537 signatures

Items	For	Against	No comment
Pavement widening both sides o/s No.26 High St	0	537	0
Waiting restrictions 'at any time' on High St	0	537	0
Waiting restrictions 'at any time' on Ampthill Rd	0	537	0
Waiting restrictions 'at any time' on Park Ave	0	537	0
Parking bay carriageway markings &/or small island o/s No. 43 High St	0	0	537
Parking bay carriageway markings o/s Church	0	0	537
Heritage bollard &/or arrangement	0	537	0
Bus stop carriageway markings	0	0	537
Street Lighting scheme	0	537	0
Resurfacing scheme	0	0	537

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Meeting: Traffic Management Committee
Date: 26 September 2011
Subject: Mobile Food Traders
Report of: Basil Jackson, Assistant Director of Highways and Transport
Summary: The report provides the Traffic Management Committee with details relating to the proposed Mobile Food Trader policy for Central Bedfordshire. The proposed policy was written to deal with the increasing volume of new applications received for mobile food trading as well as a large number of existing unlicensed traders on the public highway. This policy document supports the Councils Street Trading policy and the Councils Tables and Chairs policy.

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:

A fee structure is shown in the policy to negate the cost of the installation of a marked area in the agreed trading location. In addition to the yearly fee, there is an application fee which will cover officer time to review the application and make a decision upon the requested location and trading conditions. The proposed annual fee also reflects the cost of managing and enforcing the policy.

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. An important function of the traffic authority is to manage unobstructed passage and re-passage on the public highway. This is relevant for highway, footways and lay-by areas. This is all covered by the Highways Act 1980.

Risk Management:

Uncontrolled Mobile Street Traders can create potentially hazardous situations on the highway network by setting up at inappropriate locations. In addition, they can create points of congestion on the network and restrict pedestrian use of footways as well as damaging verges.

Staffing (including Trades Unions):

None as a result of this report.

Equalities/Human Rights:

Ensuring all applicants are treated fairly, and all information provided on the application form is taken in to consideration when making a decision.

Community Development/Safety:

A highway can be defined as a way over which the public have a right of passage, be it on foot or otherwise, and it is an offence to wilfully obstruct such passage. The Highway Act 1980 gives the local authority powers to deal with obstruction on the highway. Central Bedfordshire Council as the highway authority is also able to give permission to locate and operate facilities for recreation and refreshment on the highway. It is also within the same act, the authority can withdraw the very same by serving notice to the licence holder. The highway authority has a desire to allow and promote safe trading from the public highway as it realises that these facilities serve many of the travelling public on Central Bedfordshire roads, especially the Heavy Goods Vehicle community.

Sustainability:

The effective management of mobile trading of all types at all locations is a key part of accommodating Central Bedfordshires growth agenda and ensuring that the district is "open for business" and everyone is treated fairly and allowed safe passage around the highway network.

RECOMMENDATION:

To approve the proposed Mobile Food Trader Policy.

Appendices:

Appendix A – Mobile Food Trader Policy



Code of Practice for the Operation of **Mobile Catering**

This Code of Practice is based on good practice and is designed to help those seeking permission from the Highway Authority in granting a licence to trade on the public highway. Each application will be considered, taking into account its individual circumstances.

Central Bedfordshire welcomes well managed food establishments and may make an exception to the normal policy of keeping pedestrian areas clear because of the special activity and atmosphere they bring to an area. However it may also withhold or withdraw a licence at its discretion however, the Council will endeavour to be as fair as reasonably possible.

This Code of Practice covers Mobile Food Establishments who trade from the Public Highway, owned and managed by the Highway Authority. All the same procedures and rules apply, in the manner of consideration to the other users in the area who are not using the Food Establishment.

The aim of the Code of Practice is to ensure that Mobile Food Establishments are established in appropriate locations, are well designed/maintained and are managed so as to enhance the environment of the town centre or any other location for the benefit of all.

Licensing for all locations and style of establishment will depend on such factors as:

- Location
- Available space and other licence holders in the location
- Street furniture
- Anything else that the Council deems reasonable and practicable.
- No intention to sell Alcohol from the Public Highway

A prime consideration will be the availability of sufficient safe trading space (pavement or highway location) to accommodate, without causing obstruction to other highway user, i.e. normal vehicle or pedestrian flows.

The needs of all other users such as street cleaning machines, vehicular access, emergency service, special events, etc will also be taken into account.

A highway can be defined as a way over which the public have right of passage, be it on foot or otherwise, and it is an offence to wilfully obstruct such passage. The 'Highway Act 1980' has powers to deal with obstruction on the highway and will be used by Central Bedfordshire Council if it deems necessary.

Central Bedfordshire as Highway Authority is also able to give permission to locate and operate facilities for recreation and refreshment on the highway under powers contained in the 'Highways Act 1980'.

It must be noted that under the same Act, Central Bedfordshire can withdraw any agreed location by serving notice to the licence holder, Central Bedfordshire also has the authority to close trading areas, such as public Lay-bys if essential maintenance is required at that location. The licence holder will be notified in writing at least one week prior to works starting. They will then be able to return once the work is complete and the council will not be responsible for any loss of earnings whilst this work is carried out.



Size and Layout

The Mobile Food Establishment is expected to be of an average size for the type of catering provided and not too large for the proposed site location. The Highway Authority will have the final say whether a location is suitable or not.

If a licence is granted a marked area will be defined within the trading location (lay-by) and the licence holder will have the sole use of the marked area. In pedestrianised areas a clear pedestrian route should be maintained for those walking past the site to ensure that most pedestrians and particularly those with visual impairment can maintain a suitable route. This should be a minimum of 2m.

If tables and chairs are to be used, then a separate licence must be sought and an inspection for the suitability of the tables and chairs will be carried out. The layout of the tables, chairs, access points and means of enclosure needs to be considered. It is important that the layout of these areas does not provide any obstruction or inconvenience to customers with disabilities.

Any licence granted will include a plan showing the agreed dimensions and layout of the trading area.

The initial licence will be granted for one year and the site monitored before a renewal is considered for any licence in subsequent years.

The Council may request a CRB before issuing any licence

A copy of the plan and licence **must** be available at the premises for inspection on request.

Furniture

Reasonable quality seating and tables are expected if they are provided. A mixture of furniture is not recommended and would normally be rejected as a proposal as uniformity is essential in maintaining a pleasant streetscape. The materials and colours should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use, both for dining and navigation, this should also be considered for buggies and prams. (Picnic type benches are not suitable for people with disabilities and would be rejected, this may not be essential in public lay-bys; a site visit may be required).



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.

Environmental Implications

The approved trading area must be kept clean and litter free (with suitable covered bins being provided if a mobile food establishment) by the operator who should ensure that litter does not stray into neighbouring areas, especially if this is the public highway. Periodic checks will be carried out to ensure this and a warning system will be deployed, with the result being a loss of trading licence. Litter bins must be provided and emptied in the correct manner on a regular basis.

It will be the responsibility of the Holder(s) to ensure that all litter is picked up at the end of each working day. Any additional requirements from the Environmental Health Officer will need to be taken into consideration

Requirements for Submission of Applications

All applications should be accompanied by sketch plans (photo's preferred as well as plan) of the area to be used, along with dimensions of area, width of footpath and number of tables and chairs to be installed for which the licence is sought.

Full details of the envisaged use, including identification of whether hot food is to be served, whether a Justices Full On Licence is held, whether all serving of food/drink to the outdoor area will be by table service, or if not by table service, what measures are to be taken to ensure that the transfer of food and/or drink may be undertaken safely and how the area will be managed including litter control.

Photos of street furniture to be provided with application

Compliance with Conditions

Non-compliance with the conditions of consent granted for the street café use will be regarded as a serious matter, and may jeopardise that consent or renewal.

Particular emphasis is placed on the requirement to keep street café areas in a clean and tidy manner.

The terms and conditions are subject to change at any time, with notice only given in certain circumstances.

**Approved Fee Structure and Standard Conditions
In respect of Street Café Proposals**

Fee Structure

<u>Application to use the Highway</u>	£500 to be paid for the first 12 month period – payable on licence issue.
Site Visit	£50 (first applications only)

1. Permitted hours, between 10.00am and 11.00pm, unless otherwise indicated and agreed.

Permitted days – All week

Duration of permission, from 1st April to 31st March

Permitted location as shown highlighted on attached drawing

Permitted furniture or equipment – Tables, chairs and umbrellas, etc

2. The holder(s) of this Permission shall not exercise privileges granted by this Permission otherwise than strictly in accordance with this Permission.

3. The holder(s) shall produce this Permission on demand when so required by a Police Officer or a duly authorised Officer of the Central Bedfordshire Council.

4. The holder(s) shall return this Permission to the Offices of the Chief Executive at the Civic Offices, Priory House, Chicksands immediately on revocation of this Permission.

5. (a) The holder(s) shall not cause any unnecessary obstruction of the highways or danger to persons using it and shall not permit persons to gather so as to cause a nuisance or annoyance or danger to any persons lawfully using the highway.

(b) The holder(s) shall ensure by the means of signage of a type to be approved by the Director of Sustainable Communities that the permitted furniture or equipment is placed and remains within the permitted boundary at all times and shall inform the customers accordingly and shall immediately replace within the permitted boundary any furniture or equipment placed outside of the boundary by their customers.

(c) The holder(s) shall ensure, as reasonably as possible, that customers who purchase food or drink for consumption on the premises shall not consume such items outside of the permitted boundary.

(d) The holder(s) shall ensure that a copy of these conditions is at all times on prominent display somewhere within the permitted boundary or if this is not possible, they are available on request.

NON-COMPLIANCE with any Condition of this Permission resulting in any complaint to the Council and/or the Police will render the holder(s) liable to a written Notice under Section 115k of the Highways Act 1980 and failure to comply with any such Notice immediately AND ANY SUBSEQUENT breach or non-compliance as aforesaid shall render the holder(s) liable to a written Notice under Condition 20 hereof REVOKING this permission forthwith (see attached notes).

6. The holder(s) shall ensure that all drinking glasses in which drinks are served shall be of strengthened glass or served in plastic cups and that no drink shall be served in a glass bottle from which it is intended or likely that a customer will drink.
7. The holder(s) shall ensure that adequate supervision by means of waiter/waitress service is provided over the permitted boundary at all times of operation in order to comply fully with these conditions.
8. The holder(s) shall not suffer or permit any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio or television receiving sets whilst exercising privileges granted by this permission.
9. The holder(s) shall not make any excavations or indentations of any descriptions whatsoever in the surface of the highway or place or fix any equipment of any description in the said surface.
10. The holder(s) shall (if required) before exercising the privilege granted by the permission place removable physical barriers within the perimeter of the boundary highlighted in the attached plan to the satisfaction of the Director of Sustainable Communities and shall ensure that such barriers are removed at the end of each daily period of use and at the expiry, surrender or revocation of this permission.
11. The holder(s) shall not use the highway for any other purpose whatsoever nor at any time other than during permitted hours, other than lawfully passing or repassing there over as (a) member(s) of the public.
12. The holder(s) shall not place on the highway any furniture or equipment or advertisement other than is permitted by the Council and must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance to or exit from any premises.
13. The permission is a permission granted under Section 115E of the Highways Act 1980 and the holder(s) shall comply with and obtain all other necessary statutory consents and approvals required in connection with the exercise of a refreshment facility on the said highway and comply with the provisions of all such consents and approvals and all statutes and other obligations imposed by law with regards to the provision, maintenance and operation of the refreshment facility.
14. Notwithstanding the specific requirements in Condition 5 above, the holder(s) shall not do or suffer anything to be done in or on the highway which in the opinion of Central Bedfordshire Council may be or become a danger, nuisance or annoyance to or cause damage or inconvenience to the said

Council or the owners or occupiers of any adjacent or neighbouring premises or to members of the public.

15. The holder(s) shall not assign underlet or part with any interest or possession given by this Permission or any part thereof but the holder(s) may surrender at any time.
16. The holder(s) shall observe and comply with any directions in relation to the use of the highway given by the Chief Executive of the Director of Sustainable Communities for the time being of the Council.
17. The holder(s) shall maintain the boundary shown on the plan attached to this Permission and the immediately adjacent area in a clean and tidy condition during the permitted hours and shall leave the same clean and tidy condition and unobstructed at the end of each daily period of use and on revocation or surrender of this Permission.
18. The holder(s) shall provide litter bins or similar receptacles for the deposit of cartons, wrappers, containers and similar discarded items if required by the Director of Environment Services and ensure that the same are emptied daily. All litter is picked up at the end of trading hours.
19. The holder(s) shall remove all furniture or equipment, litter bins or other articles placed on the highway in accordance with this Permission at the end of each daily period of use and at the expiry, surrender or revocation of this Permission.
20. The holder(s) shall indemnify and save harmless the Council and their agents, servants and workmen from the against all proceedings, claims, damages, costs or expenses in respect of any injury (including personal injury) or damage which may be sustained by the Council or any person or persons, body or company whatever arising out of or in any way connected with the provision or use of facilities under the Permission (save where the injury, damage or loss is attributable to the negligence of the Council). The holder(s) shall inform the council of any defects to the highway likely to cause injury within five days of the defect appearing.
21. The holder(s) shall suspend the operation of any permission granted at the request of the Director Sustainable Communities for the time being of the Council to enable any street works to be carried out on or near the permitted location.
22. This Permission may be revoked in writing by the Council at any time and the Council shall not in any circumstances whatsoever be liable to pay any compensation or refund any fees to the holder(s) in respect of such revocation.
23. Nothing herein contained shall be constructed as the granting or purported by the Council of any tenancy under the Landlord and Tenant Act 1954, or any permission under the Town and Country Planning Act 1990 or any statutory modification or re-enactment thereof for the time being in force.
24. This permission shall tenure for a period of three (1) years from the date of issue subject to the requirements of conditions 19 and 20 above.

25. In cases where there is a perceived problem created by the smells generated by the preparation and cooking of food, a prohibition shall be placed on the cooking of onions or any such food as deemed necessary by the council.. If problems persist, the Permission Holder acknowledges that further consideration will be given to the siting of hot food stalls.
26. The Permission Holder shall ensure that the appearance of their stall/trailer shall be of a high standard and shall display a sign stating "Authorised Central Bedfordshire Street Trader" as supplied by the Council.
27. All Permission Holders shall have and maintain a proper insurance policy against public liability and third party risks. A minimum insurance cover of £5million (five million pounds) shall be obtained by the Permission Holder and shall cover the operators vehicle, van, stall, barrow or cart and any additional equipment under their control such as generators, etc. If food is sold, the insurance shall specifically include cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced before the Street Trading Consent is issued and at any other time during the currency of the Permission on demand.
28. Adequate precautions shall be taken by the Permission Holder to prevent the risk of an outbreak of fire at their vehicle, van, stall, barrow or cart. Where a power source or heating appliance is present, e.g. a generator or bottled gas container, then a suitable fire extinguisher shall be provided. In addition, a fire blanket shall be provided in vehicles selling hot food.
29. At all times the Permission Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Particular attention shall be paid to the requirements of the Health and Safety at Work Act 1974, the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966, the Shops Act 1950, the Food Safety Act 1990 and the Environmental Protection Act 1990.
30. If a trailer is used the Permission Holder is responsible for ensuring that the tow bar of the trailer is adequately covered to minimise any potential safety hazard to members of the public.
31. A street trading consent shall not be given if there is any intention to sell alcohol and revoked if alcohol is ever sold from the establishment.
32. In the normal course of the street trading, a Permission Holder shall not use any form of artificial lighting, electrical generator or gas cylinder without the prior consent of the Council.
33. The Permission Holder shall ensure that waste liquids arising at the stall are not disposed of into any highway channel, gully or manhole or any other manner likely to cause pollution of any surface water drainage system.

Notes:

1. Section 115K of the Highways Act 1980, provides as follows:-

(1) If it appears to a Council that a person to whom they have granted a Permission under Section 115E of this Act has committed any breach of the terms of that Permission, they may serve a notice on him requiring him to

take such steps to remedy the breach as are specified in the notice within such time as is so specified.

(2) If a person whom a notice is served under sub-section (1) of this Act fails to comply with the notice, the Council may take steps themselves.

(3) Where a Council have incurred expenses in the exercise of the power conferred on them by sub-section (2) of this Act, those expenses, together with interest at such reasonable rate as the Council may determine from the date of service of a notice of demand for the expenses, may be recovered by the Council from the person on who the notice under sub-section (91) of this Act was served.

2. Failure to comply with any Condition of the Permission and/or the issuing of any Notice under conditions 5 or 22 hereof will require the Council to consider whether any subsequent Permissions should be granted to the holder(s) of this Permission.
3. Any Notice hereunder shall be deemed to be sufficiently served if handed to holder personally or left addressed to him at the address given on page 1 of the attached Permission

**CENTRAL BEDFORDSHIRE COUNCIL
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
APPLICATION FOR A STREET TRADING CONSENT**

To: Traffic Manager

I/We apply under the provisions of the above act for a street trading consent.
(Please complete a separate application form for each location if you wish to be considered for more than one).

I/We submit the following particulars:-

1.(a) Full name(s) (Block Capitals) (b) Trading name (if any)			
2.(a) Address (b) Telephone Number			
3. Have you been convicted of any offence in the past 10 years? If 'YES', please give details (A CRB may be required if it involves fraud, dishonesty or violence)	YES / NO		
	Court Code and Date of Conviction	Offence Code and Date of Offence	Fine, Penalty or Sentence
4. Are there any prosecutions Pending against you?	YES / NO		
If 'YES' please give details	Alleged Offence	Date of Court Hearing	
5. Description of articles to be sold:			
6. Trading site (Please give details and mark the map attached).			

7. Proposed days and times of trading.	
8.(a) Type of Stall (b) Brief description of your proposed stall (please enclose a photograph of the stall, ID of the persons who will normally operate it in the appropriate dress)	
9. Address of premises used for storage/accommodation of stall and, if appropriate food.	
10. Will you be the sole operator(s) of the stall? If 'NO', how often will you operate the stall?	YES / NO
11. If answer to 11 is 'NO', please give details of persons who will operate the stall (include date of birth, proof of age, Birth certificate, passport or driving licence)	
12. Do you have Public Liability Insurance in the sum of £5 million? If 'Yes', please enclose a copy of the policy. If 'NO', give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance	YES / NO

FOOD CONSENTS	
13. Please give details about your food handling experience to date (if any).	
14(a) Have you ever attended a food hygiene course offered by a local authority? (b) If 'YES', where and when?	YES / NO
15. Are you at present registered with the Council as a food hawker? If 'YES', please give date of registration	YES / NO

BUSINESS INTERESTS	
16.(a) Present occupation (b) Previous employment during last five years	
17.(a) Have you ever traded in any part Bedfordshire before? (b) If the answer to the above is YES, please give details (e.g. dates, times and areas involved in trading).	YES / NO
18.(a) Have you traded in any other town/city? (b) If the answer to the above is YES, please give details (e.g. dates, times and areas involved in trading).	YES / NO
19.(a) Are you related to other street traders in the County? (b) If the answer to the above is YES, please give details	YES / NO
20. Do you have an interest in any other businesses?	YES / NO

If 'YES', please give details	
21. Are you related to any elected members or staff employed by Central Bedfordshire Council	

OTHER INFORMATION	
22. Names and addresses of two independent referees to whom reference may be made about you	1.
	2.
23. Please give any other details you wish to be considered when dealing with your application. (use a separate sheet if necessary)	

I/We declare that I am/we are not under 18 years of age and I/We certify that, to the best of my/our knowledge and belief, the above particulars are correct.

Fee of £..... accompanies this application. (Cheque to be made payable to Central Bedfordshire Council). Please note that in the event of your application being refused the fee will be returned to you.

Dated

Signed

Print

Meeting: Traffic Management Committee
Date: 26 September 2011
Subject: Disabled Bay Parking Policy
Report of: Basil Jackson, Assistant Director of Highways and Transport
Summary: The report provides the Traffic Management Committee with details relating to the proposed Disabled Bay Parking Policy for Central Bedfordshire. The proposed policy was written to deal with the increasing applications received for on street disabled parking bays.

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:

A cost will be incurred to the authority initially to deal with the back log of applications, however if the policy is adopted it will prevent the current situation getting worse, thus preventing more outlay to the authority. To ensure the disabled bays are enforceable, a Traffic Regulation Order (TRO) would need to be made. This process will have a cost attached, but may be something that could be recoverable through the grant received by the person applying. The cost of a TRO would be in the region of £4000 - £5000. The policy also states the opportunity to utilise applicants existing property frontage to install an off street parking area. If this is achievable then there would be a saving in cost of the TRO and again the grant received by the applicant could pay for the works.

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. 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. To be legally enforceable, parking services must be compliant with the Traffic Management Act 2004. Further to this, CBC must be compliant with the Disability Discrimination Act 2004 (DDA) and is allowed to positively discriminate toward disabled motorists when dealing with on or off street parking.

Risk Management:

The key risk revolves around not being able to clear the back log of applications if the policy is not adopted. This could further lead to risk of legal action from some applicants who may feel they have not been treated fairly.

Staffing (including Trades Unions):

None as a result of this report.

Equalities/Human Rights:

Full consideration must be given to the Disability Discrimination Act 2004.

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. Furthermore, implementation of disabled parking bays will improve the quality of life for those eligible applicants.

Sustainability:

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

RECOMMENDATION:

To approve the proposed Disabled Bay Parking Policy.

Appendices:

Appendix A – Disabled Bay Parking Policy

<u>Policy for Individual, On-Street Disabled Parking Bays</u>
Introduction
<p>The private car is an essential part of modern life and car ownership continues to be a lifestyle choice for most people and in particular those with mobility impairment. The number of cars in use continues to rise, an annual increase of 1.7%, and this inexorable rise brings with it the pressure to provide sufficient facilities to park when not in use.</p>
<p>Economic growth also generates associated traffic growth, and the continued success of the area requires that facilities are available to cater for vehicle users of all types which is essential to that success being achieved.</p>
<p>Central Bedfordshire Council (CBC) are reviewing the policy for individual disabled parking bays. The current disabled parking criteria has been used since the formation of CBC and is based on the old Bedford County Council (BCC) policy. Therefore, a revised criteria with some new rules to deal with each application fairly has to be agreed and put into place and is available for all residents to access, for an open and transparent policy.,</p>
<p>The revised policy and installation of residential disabled parking bays will not include disabled parking bays in town centres, car parks, new developments or at supermarkets.</p>
<p>Only the Director, Assistant Director or Head of Service of the Traffic Management Section will agree any variations of this policy.</p>
1 Background
<p>1.1 This policy provides guidelines when dealing with applications from disabled members of the public requesting Disabled Parking Bays, in particular, outside of their homes. Currently within Central Bedfordshire (excluding Luton) there are at least 40,000 Blue Badge Holders with 4500 new applications for 2010 and 11,700 badges issued since March 2010. Over 95% of these applications are approved. It is clear from these numbers and the ever increasing problem of on-street parking that this policy is necessary especially where parking is pressurised.</p>
<p>1.2 Appended to this policy (Appendix A) is the agreed application form which will be sent to all persons who apply in writing (letter, e-mail) and will also be linked to the Council's Website so individuals can apply directly. All applications will be assessed on the criteria laid out in this policy. In addition appended to this policy (Appendix B) is the Council's Disability Equality Scheme which shows how the Council has set out to improve the quality of life of the disabled, this in turn is echoed within this policy.</p>
<p>1.3 A number of other types of policy documents or information exist and guidelines can be found in sources such as The Department for Transport's (DfT) Traffic Advisory Leaflet 5/95 "Parking for Disabled People" or the DfT guide "The Blue Badge Scheme Local Authority Guidance (England)". Both of these documents deal with the subject of disabled parking but are not specific enough to adopt in regards to residential on street parking bays. This document draws on several other existing sources of information, including readily available policy information from other Councils and assistance from Central Beds Disability Equality & Access Officer.</p>

2 Policy
2.1 Disabled Parking Bays will be considered on the basis that any such facility will be available for use by any registered Disabled Blue Badge Holder although will not confer user rights on any specific individual. Any such application if approved will be subject to a Traffic Regulation Order (TRO), structured in a manner which will allow for easy relocation of the facility within any named street or its total removal if deemed necessary. It must be understood that the Parking Bay may be provided for the individual applicant, but at any point another legitimate Blue Badge Holder may use the Bay, as long as a valid Blue Badge is displayed at all times whilst using that Parking Bay
2.2 Bays will be provided by Traffic Regulation Order only and will be enforceable by the civil enforcement body employed under the decriminalised parking arrangements. Ad-hoc and non-enforceable bays will not be provided unless exceptional circumstances prevail and agreed by the Director, Assistant Director or Head of Service of the Traffic Management Section.
2.3 To be considered for a bay from the outset the following criteria must be met. The following criteria can be added to, changed or deleted as the Director, Assistant Director or Head of Service of the relevant division sees fit, this is done in discussion and agreement with the Disability Resource Centre and officers from Central Bedfordshire Council. .
2.4 An applicant must be a current Blue Badge Holder who is in receipt of the Higher Rate of the mobility component of the Disability Living Allowance (in receipt of £67 per week if receiving 24hr care and £46.75 for mobility allowance or both combined), War Disablement Pensioners Mobility Supplement or the Invalid Vehicle Scheme and has sufficient evidence to prove this. Those persons whom receive the Lower Rate of allowance will not be considered for a bay unless under exceptional circumstances, this being agreed by the Disability Resource Centre and officers from Central Bedfordshire Council. .
2.5 We will assess that the applicant's street has on going parking problems which causes more than reasonable difficulties for the applicant to park their vehicle and access their property. If there are no such parking problems then the application will be denied.
2.6 Applicants should have no alternative off-street parking facilities (narrow or sloping driveways would be considered unsuitable for persons with severe difficulties or wheelchairs, as would the necessity to use steps from the driveway, thus a bay would be considered unless other improvement works are to be carried out to improve the property layout by way of grant). In cases where applicants have a garage or rent a garage, then the application would be denied unless in the case of a rented garage, this is then forfeited in favour of the Disabled Bay. If the applicant has a garage and is unsuitable, it must be proven that this facility is unsuitable before a Bay will be considered. This will require an officer whether it be an Access Officer or an Engineer from Central Bedfordshire Council to visit the site, inspect and report his findings. Any decision made by the inspecting officer will be final and only changed by the Director or Assistant Director or Head of Service of the relevant division.
2.7 Whatever the personal situation of the applicant (higher or lower level grant receiver), under no circumstances will a Bay be provided in a position that compromises road safety (junction, bend, narrow street, etc). In some cases, a

Safety Audit may be carried out by Central Bedfordshire Council. This final decision will be made by the highway authority and there will be no opportunity for the applicant to appeal this decision. The road on which the Disabled Bay is requested must be at least 3.6m (3600mm) wide or immediately the application will be denied. This will be directly linked to liaising with the local emergency services that may have an input in the decision making. There will be no opportunity for the applicant to appeal this decision.

2.8 As with all Traffic Regulation Orders the council will advertise the provision of the disabled bay and seek comments from the public. Any objections will be reported back to the relevant council committee for decision. In addition, written consent from immediate neighbours may be required for consent for a bay to be granted. This may be required if the applicant lives in a traditional terraced property with recognised kerb side on-street parking. If the applicant lives in a semi-detached, detached house or bungalow then a decision will be made by the highway authority whether there is a need to gain written consent from the immediate neighbours or whether the initial public consultation is sufficient. Decisions made at council committee are full and final and cannot be overturned.

2.9 Before an on-street bay will be provided the opportunity for provision within the curtilage of the applicant's property will be investigated.

A survey of the applicant's property will be undertaken with the needs of the applicant being taken into consideration in conjunction with the Disability Resource Centre and Social Services. This will directly involve the applicant where their input at this stage is vital to ascertain what would make their life easier, but it must be clear that the applicant has the requirement to be realistic.

It must also be noted that a standard form of Off-Street bay will be recommended. This will be an area of Hard Standing decided upon by the Council depending on what resources are available at anyone time. The area will be no bigger than 18m². Unless under exceptional circumstances where the applicant requires extra room for loading and un-loading of a wheelchair or other necessary equipment. This will be taken into consideration and incorporated if possible. The final decision will fall with the Director, Assistant Director or Head of Service.

The Council will set a limit on the amount and type of works that can be undertaken in this process. Once a suitable design has been agreed the applicant will be required to pay for all materials that are to be used within the installation of the parking facility. This will entail an Estimate of works, a Quote for the works and the materials, Agreement to the Quote and then proceeding with the works. The Council are willing to provide the manual labour at no cost to the applicant providing it is below £500, subject to change at any time with no notice.

Should the applicant refuse to pay (their DLA funding can be used for this purpose) or feel they are unable to afford the Off-Street option or decide for what ever reason they are not willing to have an off street facility then the application will be rejected.

The applicant is then within their rights to appeal against the decision to the Director, Assistant Director or Head of Service.

2.10 If an Off-Street parking Bay is not feasible for constraints, such as land size (Unable to meet required Bay size from Traffic Signs Regulations and General Directions (TSRGD) (min 6.6m x 2.7m / 6600mm x 2700mm) or give extra room for wheelchair access, etc) or land topography then the option for an On-Street Bay will be taken into consideration.

To qualify for this, the criteria outlined within this Policy must be met fully at all times with no exceptions. Once all criteria have been satisfied then the process will begin with the application for a Traffic Regulation Order (TRO) which will enable the Bay to become a permanent fixture enforceable under parking regulations. Only those who have a Blue Badge may use the parking bay. Again it must be understood that the Bay may be installed under the specific application approval, any Blue Badge holder may use the bay at any time. At all times the On-Street Bay will be provided within the frontage of the applicant's property, unless un-manageable circumstances prevent this, road safety, etc. If this is the case, then the Bay will be provided at the nearest safe location. We, as the Council, understand that it will not always be possible to provide the On-Street Bay where it is desirable due to Road Safety implications, but it is felt that by providing a Bay in any location that the Council are not directly making the problem for the individual any worse and are offering a considerable improvement.

2.11 All applications will be treated on an individual basis and all applications will be reviewed and locations inspected before any Bays are granted. It will be judged on a street by street basis to the amount of On-Street Disabled Bays which are granted. If an existing Bay is found in any applicant's street then a review of this Bay will be carried out before any potential new Bays are installed. If it is found that any existing Bay has little or no use then the new applicant will be referred to use this Bay. If the existing Bay is found to be at full use then the criteria outlined in this Policy will be used to judge if a second Bay is appropriate, Road Safety being a key factor in this determination.

2.12 In regards to "Children" being covered within this policy, it applies to all who are receiving the Higher Rate of DLA as is with all others covered in the Policy. The Council understands that the Child will not own or be able to drive the vehicle registered to the property where the Bay is being applied for, but proof must be provided showing that the Parents or Guardians are indeed Legally Responsible for the child. Proof in written form must be provided to show that the child is receiving the Higher Rate of DLA and is the Blue Badge holder and needs constant care. In regards to this policy a "Child" will stay a "Child" until their 18th birthday where they will cease to be a "Child" and become a legally responsible Adult. To keep the disabled on street parking bay, the now Adult user must apply in writing to the Council asking to retain the bay. A decision will be made by the Council to either remove the Bay or review it on the continued use of the now Adult user.

2.13 This Council will endeavour to process all applications as quickly as possible, however, it will take time and the Council asks for applicants to be patient in waiting to hear about their request. The initial application process will take 6-8 weeks to be answered and if the applicant is successful then the process can be expected to take up to a Year. See Appendix C

3 Appeals Process

3.1 If your application has been denied then you are entitled to appeal against the decision. This will be dealt with in the normal manner with your appeal being presented to the Director, Assistant Director or Head of Service. We, the Council, as a matter of diligence have partnered with the Disability Resource Centre to assist in these matters. We, as the Council, also know that it is extremely important to have a

professional body that can help with the understanding of specific disability issues.
The following is the key contact:

Mick Dillon RIBA
Chief Executive

The Disability Resource Centre
Poynters House
Poynters Road
Dunstable
Beds LU5 4TP

www.drcbeds.co.uk

Tel 01582 470900

Fax 01582 470959

Textphone 01582 470968

Delivering services for Bedfordshire, Luton and now Milton Keynes

Nationally recognised by the Dept of Health & NCIL as providing Best Practice in
Direct Payments

Equality, access and independence for all disabled people.

Registered Charity No. 1041712 Company Limited by Guarantee No.289800

Central Bedfordshire Council, Technology House, Ampthill Road, Bedford MK42
9QQ
Tel: 0300 3008000 Website: www.centralbedfordshire.gov.uk

Dear

Re: On Street Disabled Parking Bay

Thank you for your enquiry concerning a Disabled Parking Bay outside your home in respect of the Disabled Persons Parking Scheme. I should be grateful if the attached application form could be completed and returned to us at the above address. This application should be accompanied by:-

Two photographs with the name and signature of the disabled person on the back, or in the case of a child or an adult who is unable to sign a parent, guardian, family member or representative may sign on their behalf. We are able to accept recent snapshots which can be cut to size if you are unable to get to a photo booth or photographer. In very exceptional circumstances, when due to a facial disfigurement photographs cannot be obtained, you **must** provide a Doctor's letter in support of this.

If the applicant is receiving Mobility Allowance or the **mobility** component (for help getting around) of the Disability Living Allowance at the **higher** rate, you **must** provide up-to-date proof, such as an official letter confirming the award of the Allowance or a current Vehicle Excise Exemption Certificate. If you do not have suitable proof, please request a letter confirming your Allowance from the Department for Work and Pensions (Tel: 08457 123456).

Upon receipt of your completed application form we will consider whether or not you are eligible for a Parking Bay. If necessary, we will contact your family doctor for further information about your disability, therefore you must read and sign the declaration at the end of the application form, giving us permission to contact your doctor.

Please Note: This initial process can take six to eight weeks to complete.

Should you have any queries, please do not hesitate to contact us.

Yours sincerely

Disabled Parking Bays
Highways and Transport

enc:

your reference

our reference Disabled Parking Bays/

please ask for Highways and Transport

direct line 0300 300 8000

e-mail @centralbedfordshire.gov.uk

date

**Disabled Parking Bays
Highways and Transport
Technology House
Ampthill Road
Bedford
MK42 9QQ**

Appendix A

Central Bedfordshire Council, Technology House, Ampthill Road, Bedford MK42 9QQ

Tel: 0300 3008000 Website: www.centralbedfordshire.gov.uk

Are you currently a badge holder? YES NO
If YES, please enter your current badge number:
and expiry date:

PART A If any of these details are not correct, please amend them

Full name of Applicant:

Mr/Mrs/Miss/Master

Address:

Telephone number:

Date of Birth:

Ethnicity:

(please tick the appropriate box)

Asian any other background **Bangladeshi** **Chinese** **Indian**

Pakistani **African** **Caribbean** **Black any other background**

White British **White Irish** **White any other background**

Mixed White and Asian **Mixed White and Black African**

Mixed White and Black Caribbean **Mixed any other background**

Other Ethnic Group **Information Refused**

Please complete this form and return it to:

Disabled Parking Bays
Highways and Transport
Central Bedfordshire Council
Technology House
230 Ampthill Road
Bedford
MK42 9QQ
Tel: 0300 3008000

Central Bedfordshire Council, Technology House, Ampthill Road, Bedford MK42
9QQ
Tel: 0300 3008000 Website: www.centralbedfordshire.gov.uk

PART B

1. Are you registered blind under the National Assistance Act?

Yes **No**

If **Yes** please give the name of the Local Authority with which you are registered

2. Do you receive Mobility Allowance or the **Higher Rate** of the **Mobility Component** of the Disability Living Allowance?

Yes **No**

IMPORTANT: If **Yes**, please supply up-to-date proof – e.g. an official letter confirming the award. Photocopies are acceptable.

3. Was your vehicle supplied by the Department of Health and Social Security, the Scottish Home and Health Department or do you receive a Government Grant towards your vehicle?

Yes **No**

If **Yes** please give details

4. Do you receive War Pensioners Mobility Supplement?

Yes **No**

IMPORTANT: If **Yes**, please supply up-to-date proof – e.g. an official award letter confirming an award of the supplement. Photocopies are acceptable.

If you have answered Yes to any question in PART B go straight to PART F Please read the following notes before completing PARTS C or D.

If you have answered **NO** to all the questions in PART B, you may still qualify for a bay if:

- you cannot walk
- you can walk but only with severe difficulty
- you hold a valid driving licence, have a severe disability in both upper limbs and are unable to turn by hand the steering wheel, even if that vehicle is fitted with a turning knob.

The intention of the Scheme is that only very seriously disabled people will qualify under these conditions.

It is essential that each application under PART C or PART D is considered carefully. You may be asked to provide medical evidence of your disability or have a medical examination.

People with temporary disabilities will not qualify.

If, after reading these notes, you think you may qualify for a badge please read PART C and PART D and complete as applicable.
PART E and PART F must be completed.

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9QQ
Tel: 0300 3008000 Website: www.centralbedfordshire.gov.uk

PART C Complete this part only if you consider that you have a **PERMANENT and SUBSTANTIAL** disability which causes inability to walk or very considerable difficulty in walking.

1. What is the nature of your disability?

2. What is the maximum distance you can walk without stopping, severe discomfort or help from another person?

3. Do you regularly use a walking aid?

Yes

No

If **Yes**, please state which type of aid:

Now go to PART E

PART D Complete this part if you have a severe disability in **both** upper limbs, regularly drive a motor vehicle but **cannot** turn the steering wheel of the motor vehicle by hand **even** if the wheel is fitted with a turning knob.

1. What is the nature of your disability?

2. Do you drive a specially adapted car?

Yes

No

If **Yes**, please state which type of adaptation:

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PART E Please complete this part if you have completed PART C or PART D

1. What is the name and address of your family doctor?

Name:	
Address:	
Postcode:	
Telephone number:	

2. Are you willing to have a medical examination to determine the extent of your disability, obtaining information to support your application?

Yes

No

PART F This part must be completed in all cases

Applications should be accompanied by TWO passport size photographs of the applicant, with the applicant's signature and name on the back. You may send photographs taken in a booth or any suitable photographs that can be cut down to 3.5cm by 4.5cm (1½ inches by 1¾ inches). Photographs will be returned if the application is unsuccessful.

I attach TWO photographs

Important as your badge will require a signature

PLEASE SIGN IN THE BOX PROVIDED

I declare that to the best of my belief all the statements I have made on this form are true and I agree to the Local Authority contacting my family doctor for the purpose of obtaining information regarding my application.

Please sign here	Date.....
Name (please print):	

**CRITERIA TO BE OBSERVED WHEN DEALING WITH REQUESTS
FOR DISABLED PERSONS PARKING BAYS**

It is necessary to ensure that disabled parking bays are only provided where they are considered essential, so as not to bring the scheme into disrepute and so as not to adversely affect existing on street parking.

It is intended that a specific bay which is likely to be used by just one individual should only be provided if the following criteria and guidelines be observed.

1. DISABLED APPLICANTS:

Bays should only be for disabled drivers or those with qualifying children who must be:-

- (a) Registered Disabled
- (b) Holder of a valid Blue Badge
- (c) In receipt of the higher rate of the Disability Living Allowance (DLA)

Exceptions may be considered in cases where the disabled person is not the driver but is a passenger who needs constant daily transport; e.g. to hospital or school. In this instance, consideration will only be given where the driver permanently resides at the same address (with the vehicle being registered to the same address). The use of Taxi, School Buses or Ambulances does not comply with this condition.

2. PARKING DIFFICULTIES:

It must be shown that there is an on-street parking problem at the applicant's home.

3. EXISTING WAITING RESTRICTIONS:

Disabled parking bays will not be provided where existing single or double yellow lines apply. In cases where waiting restrictions apply, a disabled person who is not the driver may be picked up or set down at the appropriate location. The driver could then move the vehicle to a more suitable parking place.

4. PARKING FACILITIES:

Applicants with adequate off street parking will not be considered under this policy. Where space is available off street but the physical facilities are not ideal a separate assessment will be made by the Highway Authority. Applicants should have NO alternative adequate off-street parking facilities (narrow or sloping driveways would be considered unsuitable for persons with severe difficulties or wheelchairs, as would the necessity to use steps from the driveway). In cases where the disabled person or driver rents a Council garage, this would have to be given up in favour of a disabled parking bay. If an applicant has a garage and considered unsuitable, it must be proven that this facility is unsuitable. An engineer or an Access Officer visit will decide the feasibility of driveway space and the problem with garage access.

5. ROAD SAFETY:

Whatever the personal situation of the applicant, a disabled bay will NOT be provided in a position hazardous to road safety or for other highway users.

6. USE:

It should be noted that a disabled parking bay cannot be reserved for a particular person and no guarantee can be given that a particular bay will always be available for the specific applicant. Legally it may be used by any Blue Badge Holder. The bays are permanent bays and therefore enforceable against those using them who do not display a valid Blue Badge.

7. BAY SIZE:

The standard bay size for on-street use will be 6.6m x 2.7m / 6600mm x 2700mm and laid in minimum 50mm white lining as shown in Figure 1 appended to this policy.

8. FUNDING:

No charge will be made for the manual labour to the applicant for providing an on-street bay, to a maximum of £500, however applicants will be asked to pay for all materials used when constructing off-street parking facilities.

9. ANNUAL REVIEW

The need for the disabled parking bay will be reviewed annually and may be surveyed at any time without notice. We will endeavour to contact all known Bay Users where consideration is being given to the removal of a bay.

10. BAY REMOVAL

The applicant must undertake to notify the Council immediately if the person ceases to be a resident on the area, or ceases to be eligible for a Blue Badge. If there are any changes in the applicant's circumstances or information is brought to the Councils attention whereby the applicant no longer meets the criteria on which approval of the bay was granted, then the bay may be removed without any notice.

This list is a guide whilst applying for a bay. The full explanations are listed in the complete Council on Street Disabled Bay Parking Policy.