

Flitwick Town Council

Planning Committee

Minutes of the 363rd Meeting of the Planning Committee held on Thursday 27th January 2022 at The Rufus Centre.

Open Forum

There were no items.

Committee Members Present :- Councillor Chacko
Councillor P Earles
Councillor J Gleave (Vice Chairman)
Councillor Hodges (Virtual)
Councillor M Platt
Councillor Roberts
Councillor R Shaw

Also in Attendance :- Cllr A Snape
Environmental Services Manager
Environmental Services Officer

2963 To note declaration of interest

Cllr Shaw declared a non-pecuniary interest in item 6.3, 73 Amptill Road.

Cllr Hodges declared a non-pecuniary interest in item 6.2, 24 Trafalgar Drive.

2964 To Accept Apologies for Absence

None.

2965 Chairman's Announcements

None.

2966 Minutes

Members requested that Cllr Badham be added to Members present. Members also advised of two typos.

2967 Matters Arising

Cllr Gleave asked for an update on the Speedwatch scheme. Cllr Shaw advised that several volunteers had withdrawn their interest leaving the number of volunteers low. A date had been set to carry out training on the equipment.

Cllr Gleave asked if the response had been submitted to CBC in relation to the Windmill Road consultation. The Environmental Services Officer advised that a response had been sent and confirmed as received.

Cllr Gleave asked for an update on the Committee priorities actions from the last meeting. The Environmental Services Manager advised that no priorities had been set at the last meeting and it was due to be discussed later on the agenda.

Cllr Chacko asked if the budget for the next financial year had been reconsidered. Cllr Snape advised that this had been set at £5,000.

2968 Planning applications for consideration

2968- 1	21/00560/TRE	Plot Ref :-	Type :-	TRE
	Applicant Name :- Mrs Faridah Webb		Date Received :-	10/01/2022
	Location :- 4 Villa Gardens High Street Flitwick MK45 1DS		Date Returned :-	31/01/2022
	Proposal : Works to trees protected by a Tree Preservation Order: MB/TPO/96/00025/T2, T4, G1 & G2 - Prune Robina Tree by 30% (T2), prune Sycamore Tree by 30% (T4), prune Oak Tree by 30% (G1) and fell Lime Tree by three quarters, down to the stub (G2)			
	Observations : FTC - Support			

2969 Planning Appeal - APP/P0240/D/21/3283449

Members noted the planning appeal outcome for 2 Arundel Close, Flitwick.

2970 Planning Enforcement Case - CB/EN/22/0009

Members noted the planning enforcement case that had been created for 53 Osprey Close, Flitwick.

2971 To note planning decisions from Central Bedfordshire

Planning decisions from CBC were noted.

2972 Neighbourhood Plan

Cllr Gleave advised that the working group had met prior to the Planning meeting and agreed that a report would be presented at the February Town Council meeting.

2973 Highways

Cllr Gleave advised that as part of the Central Bedfordshire Council plan the footway works in Townfield Road had started.

2974 Proposed stopping up of Highway at 8 Robin Close, Flitwick

Members considered the proposal and had no objection to the application for Robin Close however several concerns had been raised around selling pieces of highway/amenity land.

It was RESOLVED to write to CBC to clarify their policy on stopping up or selling Highway/Amenity land.

2975 CBC Consultation on the Bus Enhanced Partnership

Members discussed the proposed response that had been previously circulated. Cllr Shaw suggested referencing the Station Interchange currently being developed within the response.

It was RESOLVED to accept the response to the Bus Enhanced Partnership consultation with the suggested additions referencing the Station Interchange.

2976 Budget

Members noted the budget.

2977 Planning Committee Priorities 2022/23

Members discussed suggested priorities for the committee and agreed the following;

1. Neighbourhood Plan
2. Protection against over-development
3. Preserving Green Space
4. Campaigning for better infrastructure with development
5. Ensure Highways Standards

2978 Street Trading License

Members considered the application and had several queries in relation to the application. Members felt the vendor would not be suitably located and queried why this had been open for comment due to the land being privately owned.

It was RESOLVED for Officers to contact the licensing department and establish if there would be any legal grounds to object to the application based on compatibility of having street food on the grounds of a Leisure Centre, final decision to be delegated to Officers.

2979 Exempt Items

Planning Minutes - 8th December 2021

The Meeting closed at : 21.15

Signed : _____ Chairman Date: _____

On behalf of :- _____ Flitwick Town Council

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2979 Exempt Items

Planning Minutes - 8th December 2021

Members discussed the exempt section of the planning minutes and asked Officers to review the recording and amend minutes accordingly. These would then be considered at the next Planning meeting.

It was RESOLVED for Officers to review the recording of the Planning Meeting and reconsider the minutes with the amendments at the next Planning meeting.

The Meeting closed at : 21.15

Signed : _____ Chairman Date: _____

On behalf of :- _____ Flitwick Town Council

Rural Match Funding - Integrated Programme 2022/23 and 2023/24

Dear Town and Parish Councils

The Rural Match Fund (RMF) application process is now open for inclusion for the 2022/23 and 2023/24 programme of works.

Please see attached guidance, along with the application form to be completed for scheme submissions. Please read the guidance carefully as the RMF process has altered from previous years. Our Speed Indicator Device (SID) guidance document is also attached for your information. Once again, please read this document before submitting any relevant bids to ensure proposals are in line with this guidance.

We have reviewed how the RMF has operated in previous years and have made some changes to improve the process. While speeding is often seen as a key priority for residents, the costs associated with many traffic calming schemes can be significant and proposals have previously fallen outside of the RMF affordability envelope. This year, we would like to encourage consideration of a broader range of schemes to improve health and wellbeing, enhance sustainability and the overall environment so that investment through RMF reaches a wider section of our community.

Any suggestions for large-scale schemes which fall outside of RMF affordability should be discussed separately so we can determine whether there are safety critical issues that need to be investigated through a longer-term programme of works.

We have included a rough guide of potential RMF opportunities, along with some indicative costs, to enable Town and Parish councils to consider a broader range of improvements. It is important to note that the costs are indicative only and are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.

Please consider providing supporting information, which should include a summary of the positive outcomes that will be delivered for local communities, photographic evidence or, in the case of speed-related proposals such as SID's, any data collected through local Speed Watch activities within the last 3 years.

To improve engagement, we kindly request that Town and Parish councils review the information provided and return any general queries related to the RMF process by **Friday 11 February 2022**, via this Inbox:

HighwayImprovementSchemes@centralbedfordshire.gov.uk.

Officers will review these general queries, with the intention of holding a video conference meeting at the beginning of March to provide answers to any submitted questions. These additional Q&A's will also be provided by email to Councils following this meeting.

The closing date to submit final applications is **Friday 8 April 2022** and should be sent to: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Once received, the Traffic Management team will review submissions to assess the benefits and risks. Proposals will be scored against a set of evaluation criteria to determine which schemes will be progressed. We expect to let you know the outcomes of our evaluation in June 2022. A brief explanation will be provided to those who have not been successful.

Thank you for your cooperation and, as discussed above, please do not hesitate to contact us directly by this email address by **Friday 11 February** if you have any questions related to the RMF process.

Kindest regards

Jenny Goddard

Senior Highways Officer | Traffic Management Team – Community Services

Title:	Central Bedfordshire Local Transport Plan
Date:	12 January 2022
Subject:	Request for schemes - LTP Integrated Programme - Rural Match Funding 2022/23 to 2023/24
Summary:	<p>Town and Parish councils are invited to submit <u>two</u> small-scale highway improvement proposals for consideration.</p> <p>Proposals will be reviewed and ranked. The highest scoring schemes will be included in the Integrated Schemes Programme of Works for the following financial years: 2022-23 and 2023-24 (dependant on delivery timescales of each scheme).</p> <p>Funding for selected schemes will draw on the funding allocated within the Highways Programme for Rural Match Funded schemes.</p>
Overview	
1.	<p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for up to two small-scale highway related improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by Friday 8 April 2022 via the following Inbox:</p> <p>HighwayImprovementSchemes@centralbedfordshire.gov.uk</p>
What is the Local Transport Plan?	
2.	<p>The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention where schemes are identified, and improvements made to the transport network.</p>
What is the “Rural Match Fund”?	
3.	<p>The Rural Match Fund is a mechanism through which local Town and Parish Councils can request small-scale improvements to the highway in their area.</p>
4.	<p>Towns and Parishes may submit up to <u>two</u> scheme requests. There is a requirement for a 50% contribution towards each scheme cost.</p>
5.	<p>All proposals will be assessed using a matrix scoring-based approach, taking account of available evidence on traffic speeds, flows and collisions, if applicable.</p>
6.	<p>Please note that the issues below are considered unsuitable and do not form part of the RMF:</p> <ul style="list-style-type: none"> • Parking restrictions (a holistic approach should be maintained) • Speed limit change (high level of risk to delivery through RMF) • Pedestrian Crossings (outside of RMF funding envelope) • Weight limit change (high level of risk to delivery through RMF) • Junction re-design (outside of RMF funding envelope)

	<ul style="list-style-type: none"> • Maintenance issues (Revenue function managed through Maintenance team) • Street Lighting (outside of RMF funding envelope)
What are the benefits of the fund?	
7.	<p>The ring-fenced funding for small-scale improvement schemes operated by Central Bedfordshire Council benefits Town and Parish councils by:</p> <ul style="list-style-type: none"> • Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised • Delivering positive outcomes for local communities
How much is provided to Town and Parish Councils through the fund?	
8.	The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget which underpins the Local Transport Plan.
9.	Each scheme will involve a maximum spend of no more than £25,000, with costs matched by each Authority, to a maximum of £12,500 each (50/50 split of total costs). You will not receive the final invoice until the works have taken place.
10.	<p>Town and Parish Councils will be requested to pay 50% of the costs in advance for any design work (if required) if a submission is accepted.</p> <p>A meeting will be held with respective Councils prior to any design work (if required) to ensure a greater understanding and acceptance in principle of the likely solution to be designed.</p>
11.	Section 106 Agreements can only be spent to resolve matters detailed in a specific legal S106 agreement and will not form part of the RMF.
How does the scheme work?	
12.	Schemes are typically designed in one year and constructed in the subsequent year. The budget in any one year includes both the cost of schemes in design and those in construction.
13.	We may contact you to obtain further information about your scheme. A meeting or site visit may be arranged to discuss your scheme in more detail.
14.	The Traffic Management team can deliver some smaller-scale schemes without the need for statutory consultation or detailed design. Schemes that require this additional work may not be delivered until 2024.
15.	<p>For any small-scale speed related submissions, Town and Parish Councils should provide details of the speeding issue they wish to address, rather than specifying a solution, unless they wish to directly request a SID which meets the criteria set in the SID guidance document.</p> <p>Survey work must demonstrate that there is an identifiable problem before further consideration is given. If a problem is identified, an appropriate design solution will be determined by an experienced Highways engineer.</p> <p>The costs associated with any speed survey works for successful schemes will be split 50/50 and included within the final invoice once the scheme has been delivered.</p>

How will schemes be assessed and prioritised?	
16.	Projects which clearly demonstrate local need will be prioritised. Requests will be assessed in respect of policy compliance, affordability, stakeholder support, tangible benefits to communities, environment enhancement, deliverability, and value for money. Supporting evidence will be taken into consideration.
How much do different schemes cost?	
17.	<p>Please refer to Appendix B for indicative costs for various schemes. It is important to note that this example list is not exhaustive, and costs are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.</p> <p>Design costs can vary dependant of the type of scheme being considered but can cost more than £5000.</p>
Which authorities can submit a request?	
18.	<p>The RMF programme is open to all Towns and Parishes, though priority will be given to rural areas for the following reasons:</p> <ul style="list-style-type: none"> • Most Local Transport Plan funding flows to urban areas. • The small-scale nature of requirements in rural areas often means that schemes do not score highly through existing scheme prioritisation processes and are less likely to secure funding through typical mainstream allocations.
Closing date for applications	
19.	We welcome requests from town and parishes up to Friday 8 April 2022 . Requests should be made using the application form in Appendix A and emailed to: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Is there assistance to help authorities understand what schemes are likely to be successful?	
20.	If you require additional guidance prior to submission, please contact us on: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Notification of Successful Requests	
21.	Every Town and Parish Council will be notified of the outcome of their application by June 2022. This date may be subject the change, however we will inform Councils if there are any delays.
22.	If we accept your submission for RMF, we will make a conditional offer. This offer will detail the funding we will award, along with any conditions attached. The conditional offer will be subject to you achieving other sources of funding (50% split cost).

Appendix A: Application Form

Council:	Name of town or parish
Scheme location:	Location of scheme proposal (please provide a map if possible)
Priority 1:	Describe the opportunity or issue
Priority 2:	Describe the opportunity or issue
Contact:	Name Email address Contact phone number
Supporting statement	In no more than 200 words, please explain why the above opportunities or issues would be beneficial to the Town/Parish, demonstrating the local need.

Appendix B: Examples of some Highway improvement schemes (indicative costs only)

Type of scheme	Description and some indicative costs
Gateways for Villages or Towns	<ul style="list-style-type: none"> Create 'a sense of place' when drivers enter a Parish or Town. Costs can vary significantly and can exceed £25,000 when physical measures are included, falling outside the scope of RMF. Minimum costs for gates with signage and planters would be approx. £12,000 without physical measures
Benches and Planters	<ul style="list-style-type: none"> Typical bench can cost approx. £1000 Should be at least 450mm back from kerb line and should maintain 1.6m footpath width when placed on footway Should not be in locations where cars are prone to leave carriageway Avoid materials like stone or cast iron, as they can break on impact and be thrown like projectiles
Tree / shrub / bulb / seed planting	<ul style="list-style-type: none"> Costs very dependent on scheme size and any required accommodation works (i.e., excavation) For instance, a roadside verge wildflower habitat creation project would likely cost up to the maximum £25,000
Bollards	<ul style="list-style-type: none"> Installation of 4 wooden bollards approx. £1500 Costs are dependent on location and type of bollard provided Bollards should be in keeping with local environment
Safety railings	<ul style="list-style-type: none"> Example scheme of 6 metres in length cost approx. £1500
Cycle parking	<ul style="list-style-type: none"> Costs are dependent on scheme size and any required accommodation works (i.e., excavation) An example cycle hanger cost £12,500 to purchase and install
Dropped kerbs	<ul style="list-style-type: none"> To improve accessibility for pedestrians, including people with mobility issues A pair of dropped kerbs each side of the road can cost approx. £5000 Costs depend on the traffic management required
Multi-modal transport	<ul style="list-style-type: none"> To promote walking, cycling, public transport facilities Costs can vary dependant on nature of the scheme
New footways	<ul style="list-style-type: none"> Footway construction approx. £150 per square metre Drainage, utility diversion, traffic management and lighting requirements involve significant additional costs
Speed Indicator Devices	<ul style="list-style-type: none"> Approximately £5000 each (dependant on location / excavation etc.). Please refer to the SID guidance document for further information
Warning signs	<ul style="list-style-type: none"> Estimated approx. £200 for a new post and sign only (without traffic management) Must be in line with Regulations Total costs depend on the traffic management required
Slow road Markings	<ul style="list-style-type: none"> £800 minimum charge, not including Traffic management costs Must be in line with Regulations Total costs depend on the traffic management required
Dragon's teeth	<ul style="list-style-type: none"> At gateways to give effect of road narrowing £800 minimum charge, not including Traffic management costs Must be in line with Regulations Total costs depend on the traffic management required

Appendix C: Key contact

Jenny Goddard

Senior Highways Officer

Traffic Management team

Email: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Central Bedfordshire Council

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



Speed Indicator Device Guidance Document

A great place to live and work.

Revision History

Version	Description	Date	Initials
1	Final version	December 2021	CD, AS & JG

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Guidance Documents

National Guidance

[Traffic Advisory Leaflet 1/15 Variable Message Signs](#)

[Traffic Advisory Leaflet 1/03 Vehicle Activated Signs](#)

[The Traffic Signs Regulations and General Directions, 2016](#)

[Traffic Signs Manual Chapter 4: Warning Signs](#)

[ACPO Speed Enforcement Policy Guidelines](#)

[DfT Circular 1/13 Setting Local Speed Limits](#)

[DfT Speed Limit Appraisal Tool](#)

Local Guidance

Speed Management Guidance Document

Glossary of Terms

Vehicle Activated Signs (VAS)

A vehicle activated sign (VAS) is a type of road traffic sign which displays a message when a vehicle passes it. It helps drivers by alerting them to a danger, or that they are driving too fast. A vehicle activated sign should conform to EN12966:2014 to ensure that it is fit for use on the public highway. A vehicle activated sign should also use the design standards in the *Traffic Signs, Regulations and General Directions, 2016*.

Speed Indicator Device (SID)

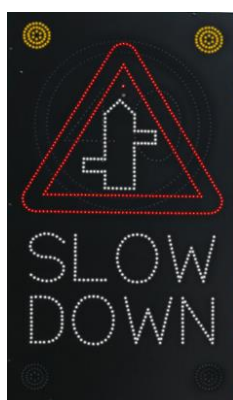
A variation of a vehicle activated sign is a 'Speed Indicator Device' (SID). They are a tool to remind drivers of the speed limit and can be useful when there is a disparity between the posted limit and observed speeds. They are informational repeater signs only, and do not provide any enforcement function.

A Speed Indicator Device (or vehicle activated sign) triggers when an approaching vehicle exceeds a pre-set speed. The speed limit and/or a warning message will illuminate on the sign to remind the motorist to slow down.

The sign displays the speed of the vehicle, and either a happy or sad face in red or green, depending on the vehicle speed in relation to the speed limit. The sign displays 'slow down' when a vehicle is travelling much higher than the speed limit. The sign can be effective where there is a history of non-compliance with the speed limit in residential areas.

Hazard Warning Signs

Hazard warning signs highlight a hazard such as a bend, or junction. The sign displays a warning message and /or an image of a road sign. The purpose is to alert drivers that they may be travelling too fast for the road environment. The sign is effective at a small number of locations where standard signs alone are not enough. Hazard warning signs are usually used where the speed limit is 40mph or above.



Examples of a vehicle activated sign (VAS), a Speed Indicator Device (SID) and a vehicle activated Hazard Warning Sign.

Mean speed

The speed at or below 50% of all vehicles travel under free-flowing conditions.

85th percentile speed

The speed at or below that 85% of vehicles do not exceed under free-flowing conditions.

National Police Chiefs' Council Enforcement Tolerances

The National Police Chiefs' Council sets a tolerance of speeds above the set speed limit. This is set out in the ACPO Speed Enforcement Policy Guidelines. To calculate the tolerance, add 10% to the speed limit, plus a further 2mph. For example, in a 30mph limit, add 10% to the speed limit and an extra 2mph = 35mph). The table below shows the tolerance of speed for each speed limit. It also shows at what speed it will be appropriate to consider a Speed Indicator Device.

Speed limit	Minimum 85 th %ile speed (mph) before a Speed Indicator Device will be considered
20	24
30	35
40	46
50-70	Not recommended

Introduction

Central Bedfordshire Council manages all public roads in the authority and is responsible for deciding where to install Speed Indicator Devices. The council receives requests for new Speed Indicator Devices in the following ways:

- From a Town or Parish Council, an Elected Member, or member of the public.
- As part of a larger highway safety improvement scheme.
- As part of a housing / commercial development, usually as part of a wider package of works.

This guidance document outlines the use of Speed Indicator Devices in Central Bedfordshire.

Objectives of the Speed Indicator Device Guidance Document

This document will provide information on all aspects of Speed Indicator Devices, from their source and operation through to the policy and procedures that govern their deployment. The objectives of the Speed Indicator Device Guidance Document are:

- To set out guidance to assess vehicle activated signs when they reach the end of their life.
- To assess and prioritise requests for new Speed Indicator Devices.
- To achieve consistency in the implementation of Speed Indicator Devices, using national guidance. *Traffic Advisory Leaflet 1/03 Vehicle Activated Signs.*
- To maintain the effectiveness of Speed Indicator Devices to prevent overuse.
- To install Speed Indicator Devices in appropriate locations.
- To continue to work towards reducing the authorities carbon footprint by replacing wired units when they reach the end of their life with solar powered systems

Background

There are approximately 120 vehicle activated signs or speed indicator devices installed in Central Bedfordshire (2020). Some are old, wired signs and have reached the end of their working life. Others are newer solar powered signs, and a few are hazard warning signs, with the majority aimed at speed reduction.

From 2005, Bedfordshire County Council (which became Central Bedfordshire Council in 2009), installed many vehicle-activated signs across the region. These signs were part financed through the 'Parish Partnership' fund, funding made available for each town or parish to have a set number of vehicle activated signs. This required the Town or Parish Council to contribute towards the cost of the sign and the technology proved to be very popular.

Each sign powered by a cable, was usually wired into the nearest lamp column. Battery-operated and solar powered alternatives were emerging; however, these technologies had a limited lifespan at this time. The preferred location for each sign was often suggested by the Town or Parish Council. The practicalities of installation were investigated by a Highway Engineer; however, many signs were installed in locations that did not follow Department for Transport guidance.

Many of the original wired units had a life expectancy of approx. 7 years and although some may appear to still function, many no longer trigger at the correct speed. Also, the effect that they have is likely to have reduced over time as motorists have become accustomed to them.

Speed Indicator Devices

Speed Indicator Devices (SIDs) are a more recent and reliable version of a vehicle activated sign and show the speed a vehicle is travelling, displaying 'happy' and 'sad' faces. SIDs are self-contained units mounted into a standard retention socket and are partially mobile. They can be uplifted, swiveled, rotated, or placed in a similar socket. They house a rechargeable battery within the sign which is charged by the solar panel and provide more flexibility as they don't need to be installed near to a power supply, although they do need to be positioned to absorb sufficient sunlight.

Their relatively low cost, high visibility and simple installation has made these signs attractive to Members, Town, and Parish Councils as they are considered to address community fears over safety and localised speeding issues. This has led to a significant increase in new requests for SID installations. Too many Speed Indicator Devices can diminish effectiveness over time and this guidance document has been produced to ensure that the maximum benefits are achieved across Central Bedfordshire through appropriate provision of Speed Indicator Devices.

Assessing new requests for Speed Indicator Devices

New SID requests will only be successful when the 85th Percentile speed is above the NPCCs guideline values i.e., 10% of the posted limit and an additional 2mph. In the case of a 30mph speed limit, this would be an 85th percentile exceeding 35 mph.

Requests will be assessed by a Central Bedfordshire Client Officer or Highway Engineer completing work for the Council to determine if there is an issue with excess speed at the specified location. The process for assessing new speed indicator device requests is as follows:

- A review of the Traffic Master data for the road will be conducted in the first instance and the 85th percentile speed will be checked. The results will be compared to the National Police Chiefs' Council Enforcement Tolerances for the speed limit.
- If the outcome is that the 85th percentile speed is within the speed limit tolerance the request for the new SID will be declined.
- If the 85th percentile speed is higher than the prescribed tolerance, a speed and volume survey will be arranged by CBC over a seven-day period.
- Historical data (no older than 3 years) may also be used if there has been no significant change to the environment.
- A single speed and volume survey costs approx. £300.
- The accident history in the proposed location of a requested new SID will also be assessed to determine whether alternative safety measures are required.
- If the assessor considers that alternative measures are required, the SID request will be declined, and the road will be included in the forward plan for further safety assessment.
- In some circumstances where the 85th percentile speed is higher than the tolerance for the speed limit, the assessor may decide that a Speed Limit Assessment should be held.
- The speed limit will be checked in relation to road characteristics, set by the Department for Transport for each speed limit to ensure that the speed limit is consistent with other roads with the same speed limit. See *Speed Management Guidance Document* for further details.

Location Requirements

For all SID requests, the following location criteria must be met:

Daylight	The proposed location must receive a high level of daylight and should be free of existing / seasonal vegetation. The solar panel should be facing as close to due south as possible
Footway clearance	At least 1.2m footway clearance is available for pedestrians. Shared use paths should be avoided where possible, or at least 1.5m clearance with post at back of footway
Visibility	There is forward visibility of at least 50m (20-30mph limit) or 75m (40mph limit) and visibility splay at any junctions
Highway land	The proposed location is on highway land
Multiple detection vectors	SIDs will not activate for other roads running adjacent to the site
Operational distance	The SID has no large obstructions (gates / fences, buildings, railings) within 100m
Property boundary	The SID should not interfere with existing or potential access.
Set back	The proposed location of the pole is set back a minimum of 1 metre from the kerb edge and 0.5 metres from the edge of the sign
STATs	The site is clear of utility or manhole covers
Structures	The proposed location is at least 5 metres from a bridge, culvert, or other structure
Vertical clearance	There is at least 2.4 metres vertical clearance or 2.5 metres if the sign is within a cycle track or shared use footway
Visibility splay of other signs	The sign is clear of the visibility splay of other highway signs

When a Speed Indicator Device will not be installed

A new or replacement Speed Indicator Device will not be installed in the following circumstances:

- Where the speed limit is higher than 40mph.
- When the recorded 85th percentile speed is below the tolerance for the speed limit.
- When the proposed location is not on the public highway.
- When the proposed location will be included in the 4-year capital works program for an alternative speed reduction scheme.

- When the proposed location has existing physical traffic calming features within 100 metres.
- When the proposed location is within 100 metres of a speed limit change.
- Where the assessor determines that the existing speed limit is not clear / incorrectly signed.
- When site constraints determine that it is not possible to install a Speed Indicator Device.

Vehicle Activated Signs in the form of Hazard Warning Signs

Requests for hazard warning vehicle activated signs will only be considered where the speed limit is 40mph or above and will only be installed where the assessor recommends. It may form part of a wider scheme. The assessment will be completed by an assessor using the following metrics and information:

- The collision history
- Speed data
- The highway features on each approach to the hazard, including street lighting, road surface, road markings and signage.

Assessing existing vehicle activated signs for replacement or removal

Existing vehicle activated signs will be reviewed when they reach the end of their operating life. Where a sign does not meet the assessment criteria described above, it will not be replaced.

Specification of Equipment

- All new Speed Indicator Devices will be solar powered.
- All new Speed Indicator Device will be installed on a new post set in a retention socket.
- Speed Indicator Devices will not be attached to existing street furniture.
- The preferred type of sign is Truvelo TruSign 30CR.
- All speed indicator devices will incorporate the message 'slow down' when triggered at the upper threshold. This is to prevent any drivers attempting to trigger the device by travelling at higher speeds to 'test' the performance of their vehicle.

Data Validity

Speed Indicator Devices are used as an educational tool only. It is not the Council's intention to use Speed Indicator Devices for data collection purposes as data is not considered accurate due to the following:

- Multiple records being created for single vehicles
- Non-vehicular traffic (pedestrians, cyclists, wildlife) creating data records
- Local foliage obscuring/triggering the radar sensor
- Receding rather than approaching vehicles being detected and creating false records
- Vandalism of the sign, including altering the direction and obscuring the visible panel
- Obstruction of the sign by parked vehicles
- Sporadic periods of in-operation owing to loss of power or device defects

Ownership

Speed Indicator Devices will remain in the ownership of Central Bedfordshire Council, regardless of the funding mechanism. New signs must be installed by CBC approved highways contractors. No third party is authorised to instruct installation of a Speed Indicator Device on the public highway.

Maintenance

Central Bedfordshire Council is responsible for the maintenance of all Speed Indicator Devices. Third parties such as a Town or Parish Councils are not permitted to remove, move or install a Speed Indicator Device on the public highway.

Effectiveness

Permanent Speed Indicator Devices have a novelty effect which wears off over time. Evidence suggests that SIDs are most effective in their first six months of operation and the primary benefit of mounting a SID in a retention socket is the ability to relocate the SID at some point in the future.

By changing the location periodically, one SID can potentially serve multiple sites and deliver better targeted speed reduction than a permanent device. When requests are made for new SIDs, requesters should consider whether it is appropriate to identify additional sites for new sockets to be installed so that the SID can be moved in the future. The cost of approximately £500 associated with moving a SID to an alternative socket will be paid for by the third party.

Funding

The following funding mechanisms will be available for new Speed Indicator Devices:

- Rural Match Funding scheme – biennial (every 2 years) scheme for Town and Parish Councils to apply for match-funded highway improvements for their community
- Third Party funding – funded through Town and Parish Council budgets with support from ward members.
- Section 278 agreement (s278) - A section of the Highways Act 1980 where developers enter into a legal agreement with CBC to make permanent alterations to the public highway.

A commuted sum of £5,000 will be charged for a new SID & socket, which will include installation, annual maintenance costs for a five-year period and replacement if the SID reaches the end of its life within the five-year period. In year 6, an additional £1,000 commuted sum will be required for each SID to ensure funds are available for ongoing maintenance. The commuted sum will be subject periodic review and any changes will be communicated with affected parties.

All new SID applications must meet the same criteria regardless of funding source, including recent speed and volume surveys identifying a speed compliance issue and the SID location criteria. The core budget will only be available when there is a proven benefit to replacing an existing redundant VAS.

Applications

Town and Parish Councils can request a maximum of 2 new SIDs and 6 sockets (if they require the devices to be mobile) via the Rural Match Fund (RMF) scheme. The RMF currently operates every

2 years and the next RMF will be launched in 2022. The criteria described above will be used to determine if a SID is a suitable provision in each instance.

There will also be an opportunity each year (between December and February) for third parties to request and fully fund an additional 2 new SIDs and 6 sockets or request to move existing SIDs to another socket.

Once new SIDs, sockets or re-location requests have been approved, any works will be batched together to ensure a cost-effective approach and value for money for the Council.

Appendix 1: Speed Indicator Device Assessment Form

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Email: Highwayimprovementschemes@centralbedfordshire.gov.uk

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

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Thu 17 February 2022

District Ref

' C ' Contrary to District 'CD' Contrary Delegated

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

21/05217/FUL	Approved	MANOR PARK SOUTH GATE
21/05218/LB	Approved	MANOR PARK SOUTH GATE
E 21/05324/FUL	Approved	20 PRIMROSE CLOSE
E 21/05414/FUL	Approved	33 Gardeners Close
E 21/05521/FUL	Approved	6 Byron Close



Flitwick Town Council - Marketing & Communications Plan 2021/22

Status - FEBRUARY 2022

Committee: Planning

COMMITTEE	ACTIVITY	PURPOSE	TARGET AUDIENCE	ACTIONED BY	REGULARITY	STATUS	NOTE
INFORMATIVE							
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Agenda and Minutes	Publish link to documents for each meeting - agenda, minutes, supporting papers, draft minutes	Residents/Local Organisations/ Businesses	CMM/RT	Pre and Post each meeting		Document links shared on website. Tie in with committee meeting previews and post meeting summaries on social media under 'Engagement'
ENGAGEMENT							
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Previews and Summaries	To promote greater awareness of the subjects being discussed at next planned meeting and post meeting to confirm recommendations. Create a better understanding of each committee's responsibility. Encourage residents to attend meeting if subject is of interest to them and make them aware of the opportunity to speak.	Residents	CMM/Committee Chair (Except Personnel)	Pre/Post each meeting		Continue to push agenda items and post meeting outcomes of public interest. Ties in with document links on website under 'Informative'.
Planning	Getting consent	Promote the process for Planning applications, with links to any relevant background info on CBC Planning website. Inform the role that FTC play in the planning process	Residents	Planning Committee Chair	Quarterly		Story included in Winter Flitwick Papers with the Neighbourhood Plan story.

KEY



Completed/
Ongoing
In Process

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **February 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
31 st Jan	Community	Big Knit at Flitwick Market 4 th Feb	Social media, website, flyers, noticeboards
	Community	Wool donations – we need your help	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Come and see us at Flitwick Market 4 th Feb	Social media
	Community	Community Engagement Morning – multi agency 4 th Feb	Social media, website, noticeboards, flyers
	Community	Dance Fitness – Thursday class push	Social media, website, noticeboards, flyers
	Community	Over 60's Lunch Club – 8th Feb menu, everyone welcome	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any agenda highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Office space/tenant vacancies	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Town/Business	Recruitment – Rendezvous Café & Bar vacancies	Social media, website, noticeboards, flyers
7 th Feb	Community	Family Fun Day 11 th June – stall/food court online bookings open	Social media, website, noticeboards, flyers, Stall Finder
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website

	Community	Forget Me Not Group Feb meeting – 14 th Feb Valentine's theme	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any outcome highlights of public interest	Social media
	Community	Tree work in preparation for Heritage works in Manor Park	Social media
	Community	Flags and bunting for Queen's Platinum Jubilee	Social media, website
	Business/Community	Comedy Night push – 5 th March	Social media, website, flyers, noticeboards, What's On listings, Eventbrite
	Business/Community	Lionel Richie Tribute Night now on sale – 23 rd April	Social media, website, flyers, noticeboards, What's On listings, Eventbrite
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Virtual offices push	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Business	New inclusive Wedding package	Social media, website, flyers, online platforms
	Business	Committee Meeting 10 th Feb – any agenda highlights of public interest	Social media
	Town/Business	Recruitment – Rendezvous Café & Bar vacancies	Social media, website, noticeboards, flyers
	Town	Murder Mystery Evening – in aid Town Mayor's charities limited tickets available	Social media, website, noticeboards, flyers, What's On listings
	Town Council	Outcome of Casual Vacancy for Councillor – period ending for interest 1 st Feb	Social media, website
14 th Feb	Community	Men's Club – drop in – first session free	Social media, website, flyers, noticeboards
	Community	Manor Park new footpath – P3 work progress with images	Social media, website

	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Explore Flit Valley Walk this half term	Social media, website, new Flit Valley leaflet
	Community	Beds Police Bike Marking session 17th Feb	Social media, website, flyers, noticeboards
	Community	CBC Tree Grant success – Queen's Green Canopy	Social media, website
	Community	Come and see us at Flitwick Market 18 th Feb	Social media, website
	Business/Community	Lionel Richie Tribute Night – 23 rd April on sale now	Social media, website, flyers, noticeboards, What's On listings
	Business	Valentines – tie in with new inclusive Wedding package	Social media, website, flyers, online platforms
	Business	Valentine's treats in the Rendezvous Café	Social media, website, flyers
	Business	Committee Meeting 10 th Feb – any outcome highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Bring the family to Rendezvous Café this half term	Social media, website
	Planning	Committee Meeting 17 th Feb – any agenda highlights of public interest	Social media
	Town	Outcome of Councillor vacancy notice – period ending 11 th Feb	Social media
	Town	Town Council Meeting 15th Feb– any agenda highlights of public interest. Public welcome to attend all Council meetings	Social media
	Town	Chat to a Councillor session at Flitwick Market 18 th Feb	Social media, website
	Town	Murder Mystery Afternoon Tea – in aid Town Mayor's charities still chance to book	Social media, website, noticeboards, flyers, What's On listings
21 st Feb	Community	Painting Circle – spaces available	Social media, website, flyers, noticeboards,
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website

	Community	Eyes down for bingo – 25 th Feb	Social media, website, flyers, noticeboards
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Tenant Vacancies – further push – highlight any success – welcome new tenants	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Town Council	Committee Meeting 15 th Feb – any outcome highlights of public interest	Social media
28 th Feb	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website, flyers, noticeboards
	Business	Friday Nights@Rendezvous – survey outcome – next events planned	Social media, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

Note:

Timings to be confirmed once additional information received for the following:

Community:

Green Wheel

Queen's Green Canopy – resident trees initiative

Planning:

Speedwatch update/training session completed?

Neighbourhood Plan – next steps following promotion for residents to get involved

Business:

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

Committee meeting agenda highlights/outcomes – content dependent on agenda items

This an evolving document. There will be activities for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities. In addition, some activities may move w/c allocation. Each time this document is an agenda item for a committee meeting it will have the latest version.

V4