



**BEDFORD**  
BOROUGH COUNCIL

# Foxgloves

# Traffic Management Plan

91 Bromham Road  
Bedford, Mk40 4BS

📞 01234 718108

## Foxgloves Short breaks 2022/25

Review: October 2025

Date:	Amendment:	Reviewed by:	Authorised by:

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# 1. Introduction

This document has been prepared to inform and instruct young people, staff, parents and others who come on the site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Foxgloves takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when on site or within the vicinity and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the management team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein.

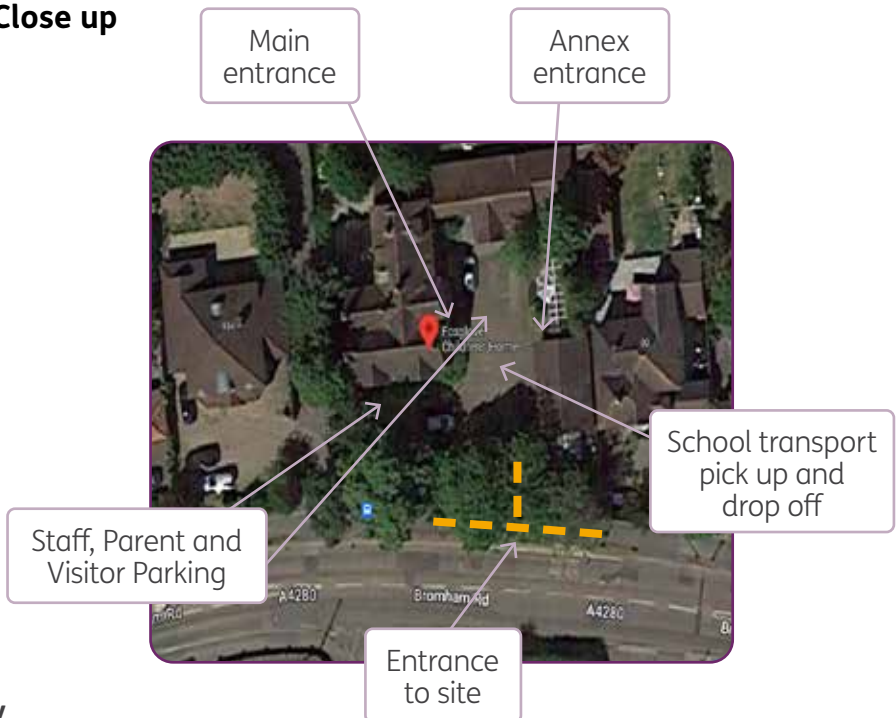
This document will be reviewed every 3 years.

## 2. Layout/Access

### A. Wide View



### B. Close up



#### Key

— Pedestrian access

### 3. Environment



Foxgloves is situated on Bromham Road (A4280) and is set back from the roadside. It has a large frontage and off-road parking for a number of vehicles. There are high walls and fencing which are original to the home around the perimeter with a large wrought iron gate to the front so that the grounds can be

fully enclosed. It has a large L shaped car park, which is to the front and side of the main house. The surrounding area is largely residential and consists mainly of detached and semi-detached large properties with their own driveways. However, there is also on road parking. There is parking on Hurst Grove, Cutliffe Grove and West Grove, which are located across the road. Beverly Crescent is for permit holders only.

### 4. Pedestrians

There is a pavement, which runs along Bromham Road, which contains the entrance to Foxgloves. Pedestrians are only able to enter the site via the main entrance. If the gates are closed and Taxi's or School buses are present, pedestrians are advised to wait until staff have re-opened the gates to enter the site.

Once Pedestrians have entered the site, they are to move across the car park and towards the main entrance. If they require the Annexe, Pedestrians are to move across the car park to the Annexe.

**As foxgloves only has one entrance to the site, vehicle and pedestrian routes cannot be separated.**

## 5. Young People & Parents

### Drop off

Young people are dropped off to Foxgloves at 15:00, all young people are accompanied by parent/ career. Those who are arriving on foot should enter via the entrance to the site and then come to the main or annexe entrance. Parents should then leave via the same route.

Those who travel by car should park their vehicle in the car park without blocking the entrance. If the specific young person's risk assessment states the gates must be closed, then this is done prior to any young people exiting a vehicle. Parents should accompany their children from the car to either the main entrance or annexe entrance. All parents should wait for their children to be received by Foxgloves staff before leaving via the same route.

### Pick up

This ranges as follows:

- 14:00 if only one night
- 10:00 if two nights for more

All children are picked up by parent/career who will collect their children from the main entrance or annexe entrance. If young people are collected by someone who is not a parent/career, they must state the password for that specific young person. If the specific young person's risk assessment states the gates must be closed, then this is done prior to handover of the young person. All young people will leave via the same route that they entered.

There is parking on-site however, parents can access on street parking on Hurst Grove, Cutliffe Grove and West Grove. Car users are reminded to park considerately and to drive safety with an awareness of pedestrians who may be using the footpaths or entering/exiting the site. Parents are responsible for their own children whilst they are with them. If the gates are closed during drop off and pick up times parents are advised to wait until staff have re-opened the gates to enter the site. Young people may be dropped off and collected outside of the hours stated above. In this instance, the same procedures are to be followed.

## 6. Staff

There is a car park in front and to the side of the main house. The car park does not have any marked spaces; however, it is large, and staff can find a space to park. Drivers should always proceed slowly within the car park. Please bear in mind that our client group may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly when parking and accessing Foxgloves. If you are aware of unauthorised use of the car park, this should be reported to management who will inform/remind the offending driver that they are not entitled to park at Foxgloves. There should be no cars parked on Foxgloves grounds other than those who have authorisation or permission.

**If staff are transporting young people in their vehicles, they should accompany the young people to and from their car.**

## 7. Visitors

Visitors are welcome to park within the Foxgloves car park as long as they park appropriately. The car park is often busy, and as there is no marked bays visitors are not to park in the middle or in a way that blocks the site entrance. This will allow unrestricted movement of other vehicles at peak times such as school drop off. If visitors park behind another car which blocks their exit route, they must be available to move their car if required.

Visitors are required to sign in via the main entrance. On departure, visitors must sign out the same way they came in and leave via the main entrance. If visitors require any advice on access or parking before their visit, they can call Foxgloves on 01234 718108.

**If the gates are, closed visitors are advised to wait until staff have reopened the gates to enter the site.**



## 8. Servicing / Deliveries

Delivery drivers enter via the main entrance and they will park in an appropriate space within the car park. Where they are just dropping off one or a few items they can park in the middle of the car park as long as they move if a car needs to exit. They should come to the main entrance, once delivered they will leave via the same route.

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the main entrance to advise the nature of visit, and gain clarity on whether they have parked appropriately.

Supermarket deliveries occur usually on a Tuesday and the delivery driver will park the vehicle close to the main entrance.

Contractors are advised when making appointments, that they must attend after 09:00 and be finished by 15:00 this means they avoid peak traffic times.

If service vehicles require any advice on access or parking before their visit, they can call Foxgloves on 01234 718108.

**If the gates are, closed service drivers are advised to wait until staff have re-opened the gates to enter the site.**

## 9. Taxi's and Mini Buses (School Transport)

### **Drop off**

Young people are dropped off between the hours of 15:30 and 17:00, school transport enter via the site entrance and then park in the middle of the car park. If the specific young person's risk assessment states the gates must be closed, then this is done prior to the young person getting off transport.

Transport staff will then support the young person off the bus and take them to the main entrance or annexe entrance. Transport staff will stay with the young people until they have been received by Foxgloves staff. Transport will then leave via the same route.

### **Pick up**

Young People are collected between the hours of 07:30 and 09:00, school transport enter via the site entrance and then park in the middle of the car park. Transport staff then go to the main entrance or annexe entrance depending on the young person they are collecting.

If the specific young person's risk assessment states the gates must be closed, then this is done prior. Transport staff then support the young person to the vehicle. Once transport have received the young person, they have responsibility. Transport then leave via the same route.

### **Additionally,**

Where young people have specific risk assessments around transport, staff may need to support with the transition on and off transport. In this instance staff to follow risk assessments and care plans.

If the car park is busy then mini buses may struggle to turn the bus around before exiting the site. In this instance, they reverse the bus out onto the main road. Staff are available to support if required. School transport drivers need to be considerate and to drive safely with an awareness of pedestrians who may be using the footpaths or entering/exiting the site. Transport are responsible for the young people when on-board.

## 10. Disabled Access

Disabled access to the site is by pedestrians (via entrance to the site); if by vehicle then it is via parking in the car park. Foxgloves does not have a marked disabled bay. Both entrances can be used for disabled access. If visitors, staff or young people require information on access or any other considerations please contact Foxgloves on 01234 718108.

## 11. Gritting/Salting and Snow Clearance

During freezing conditions, salt is placed by staff on the pedestrian walk way and around the car park. Staff do not do any snow clearance, and depending on the severity of the snowfall, a decision on the feasibility of the service during this period would be made.



## 12. Management Practice and Guidance

### **a. Supervision**

Staff will be supervising the car park and transport when they are transitioning young people. Apart from these times, the car park is unsupervised and one's safety and those they care for is their own responsibility.

### **b. Monitoring of Compliance**

In addition to the supervision arrangements in place, management will carry out a review of the Traffic Management Plan every 3 years. This inspection will be recorded in this plan. Young people who have Risk Assessments relating to transport have their assessments reviewed every 4 month.

### **c. Non-Compliance**

Where any issues or risks become apparent, the plan may be reviewed and updated earlier. Where young people may require additional support around transport risk assessments can be reviewed earlier or created.

### **d. Events at Foxgloves**

Foxgloves ensures that there are appropriate personnel on shift for large events. During training days, the car park can become full however; no school transport attends on these days as the building is closed.