



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 10th May 2017 at 7.40pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were several members of the public present who wished to observe and take part in discussions regarding agenda items FC17/125 and FC17/128. Cllr Lloyd stated his wish to bring both agenda items forward (FC17/128 would be discussed first, after FC17/111). All members were in agreement. No members of the press were present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hall, Hensher, Martin, Noakes, O'Dell, Quirk, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC17/109	Apologies for absence. Cllrs Bennett, Doggrell, Groves, Hudson and Wallace.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/110	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/111	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FC17/112	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received.	Clerk to keep on file.	N/A.

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	- Bedford Borough Council – email advising Wootton Parish Council’s request for the following to be considered by the Overview and Scrutiny Committees’ Work Programme Consultation will be taken to their annual workshop on 9th May 2017: - Traffic Management in Bedford Town to be expanded to include the entire Borough; - Investigation into the effect of planning on local communities. - Marcol Industrial Investments LLP and Bedfordia Developments Ltd. To receive crime figures for April 2017. (Appendix 1a).	BBCllr/Cllr Wheeler confirmed both suggestions were being taken forward. No further comments received. No further comments received		
FC17/113	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to take forward and keep on file.	N/A.
FC17/114	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12th April 2017. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 29th March 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 29th March 2017.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC17/115	Matters arising from the minutes to include Issues log review – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC14/117 + FC15/217 – Bedford Borough Council’s Local Plan 2032 (now 2035). Refer to agenda item FC17/127. • FC14/192 + FC15/114 + FC15/132 – Submission of sites for consideration as Local Green Spaces. Information detailing all sites currently put forward as part of the call for sites (Local Plan 2035) remain as Local Green Spaces has been submitted to BBC. Refer to agenda item FC17/127. • FC15/39 + FC16/247 + FC17/81 + FC17/132 – Neighbourhood Plan. Resolved 8th March 2017 to appoint Bedfordshire Rural Communities Charity to produce a Housing Needs Survey and Green Infrastructure Plan. See agenda item FC17/107 + FC17/108. Refer to agenda item FC17/132. • FC17/135 – Community Centre at Berryfields. Refer to agenda item FC17/135. • FC16/159 – RoSPA inspection reports. Resolved 13th July 2016 (FC16/159) the Clerk take findings forward with the relevant contractors for remedial action. Ongoing works include infilling a MUGA goal mouth, removal of compacted earth adjacent to the kick wall and re-aligning an ill-closing gate at the Memorial Hall recreation area. Contractors have been appointed and the Clerk is awaiting start/finish dates. • FC16/169 + FC16/251 + FC17/53 + FC17/75 – Wootton in Bloom. Sites have now been determined as Bedford Road, Cause End Road/Bedford Road junction and Mepham Road/Bedford Road junction. Street licences are in place with Bedford Borough Council – Cllr Lloyd is overseeing ground preparation works before proceeding further. Question has also been raised over amount of watering required and whether this may be too much for one person to take on. • FC16/222 + FC16/242 + FC17/20 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk assessment ahead of any other course of action. A Health & Safety risk assessment and covering letter have been sent to members of Bedford Borough Council, Persimmon Homes and RoSPA. Resolved 11th January 2017 (FC17/20) to note the			
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	disappointing content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. • FC16/271 – Community Infrastructure Levy Funds (£22,346.57). Resolved 9th November 2016 (FC16/271) and 14th December 2016 (FC16/304) to consider the following: •Memorial Hall replacement flooring; •Neighbourhood Planning costs. Refer to agenda item FC17/132. • FC17/43 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 8th February 2017 (FC17/43) that the following be considered/investigated by Bedford Borough Council: •Traffic Management in Bedford Town – to be widened to include the entire Borough; •Investigation into the effect of planning on local communities. The Clerk was instructed to request other parish/town councils ask for the same investigations. Refer to agenda item FC17/112. • FC17/77 +FC17/90 – Request that Bedford Borough Council agree to use s106 developer contributions to upgrade bus stops in the village – making them disable-friendly. Not possible as those monies relate to a specific Transport Contribution. Refer to agenda item FC17/133.			
FC17/116	Chairman's report – for information only.	N/A. First Full Council meeting after the appointment of the Chairman for this municipal year.	N/A.	N/A.
FC17/117	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 3).	No further comments received.	Clerk to keep on file.	N/A.
FC17/118	To receive the Project Action Plan from the (advisory) Roads & Footpaths committee and to resolve a suitable course of action. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC17/119	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/120-122 below.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

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FC17/120	Schedule of receipts and payments – statement(s) 37 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only. (Appendix 5). The clerk is unable to provide a schedule of receipts and payments until the previous year end accounts have been closed down.	The clerk was unable to provide a schedule of receipts and payments until the previous year end accounts had been closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/121	To receive and verify the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories). The clerk is unable to provide any further bank reconciliations until the previous year end accounts have been closed down.	The clerk was unable to provide bank reconciliations until the previous year end accounts had been closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/122	To receive and verify the Income & Expenditure report for all cost centres for 2017-18, to date. The clerk is unable to input income & expenditure figures for 2017-18, until the previous year end accounts have been closed down.	The clerk was unable to provide the Income & Expenditure report for all cost centres until the previous year end accounts had been closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/123	To receive and review the Strategic Action Plan for 2016-17/2017-18 and receive an update from all relevant councillors regarding ongoing projects for 2016-17/2017-18. (Appendix 6).	Cllr Lloyd confirmed bat boxes were now in place at Keeley End Pond. The duck house could now be taken forward. No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/124	To receive and review all Risk Assessments for 2016-17 and to allocate the same to councillors for 2017-18. (Appendix 7).	Outstanding Risk Assessments were noted. Resolved to allocate Risk Assessments and undertake action required (as necessary) as detailed in, and in accordance with Appendix 7. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/125	To revisit Planning Application Ref 17/00666/MAO (Marston Vale Innovation Park proposals) and to resolve a suitable course of action.	This agenda item followed FC17/128. Cllr Lloyd opened up discussions to members of the public initially and all present were brought up-to-date with latest developments following a “workshop” meeting with Goodmans. A petition objecting to the proposal had been lodged with Bedford Borough Council. Goodmans stated the large logistics building (unit 6) would fund the remaining development so	Clerk to take forward.	Stakeholder Consultation. Town & Country Planning Act 1990 & Subsequent.

		had to remain as was, in terms of size and location. Grounds for objection had to centre on lack of a separate access (and therefore traffic safety), pollution concerns and the visual impact of unit 6. A request that Goodmans consider a separate entrance/exit to the Innovation Park further along the A421 was rejected on the grounds it did not fit within Highways England policies. This was an unsatisfactory response, and proposed “cosmetic” changes (30MPH speed limit and anti-skid surfaces) were inadequate, given the size and location of the proposal. BBCllr/Cllr Wheeler confirmed the planning application would NOT be determined at Bedford Borough Council’s Planning Committee meeting on 22nd May 2017. It was understood other issues had been identified by Bedford Borough Council’s planning department and the proposal was likely to be determined in June or July 2017. BBCllr/Cllr Wheeler stated he would clarify that information at the earliest opportunity. He added he had met with the Borough Council’s Chief Executive to activate ideas and plans. S106 Developer Contributions would be used to improve the Fields Road pavement and 2-3 crossings were planned (in addition to those near the lower school and medical centre). Comment was made that lorries were entering the village – BBCllr/Cllr Wheeler confirmed a 7.5 ton limit would be imposed from the Berryfields roundabout.		
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		Cllr Lloyd stated the parish council should seek to challenge Goodmans/Highways England on their refusal to consider a separate entrance/exit from the A421, by employing an independent highways engineer. The clerk had contact details for one who previously worked for Highways England but now acted independently. Their refusal needed to be evidence-based and challenged if possible and it was noted no risk or movement analyses had been evidenced to date. Cllr Noakes stated an independent highways engineer report would at best enable the access point to be changed. In his view the complete development should be stopped as unit 6 would seriously damage the village and have an adverse impact on the street scene. Cllr Lloyd suggested employing a planning consultant to produce the necessary documentation to undermine and challenge the planning application. Reference was made to Bedford Borough Council's Local Plan 2002 which documented their wish to combat pollution and ensure good air quality for people and natural ecosystems. This was at odds with plans drawing large numbers of heavy goods vehicles into the village. BBCllr/Cllr Wheeler then referred to a Borough Council Executive Decision, signed by the Mayor in February 2016. That document stated BBCllr/Cllr Wheeler and the parish council were not unhappy with the workshop cluster, but were concerned		
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		the park should NOT include heavy industry, distribution centres or be a retail park. Cllr O'Dell suggested any independent highways engineer or planning consultant could reference these documents with the aim of stopping the development – it was crucial to ensure they were given as wide a remit as possible. The clerk confirmed she had two points of contact. It was hoped the parish council would have time to seek to appoint a professional (with a wide-ranging remit to produce a report challenging as many aspects of the proposal as possible) – given the planning application was expected to be determined either in June or July 2017. If the proposal appeared in Bedford Borough Council's Planning Committee agenda for June then the parish council would seek an extension, given its wish to view and understand Goodmans/Highways England documented evidence-base. Next Full Council (Wootton Parish Council) was 14th June 2017, however an extra-ordinary meeting could be called if necessary. After further discussion it was resolved the clerk seek to obtain quotations and fuller information from her contacts and report back at the earliest opportunity. Cllr Quirk raised concerns over cost implications however it was noted the parish council could make use of earmarked reserves given the importance. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves.		
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		Resolved by majority vote. Cllr Quirk abstained from voting due to cost concerns. (All members of the public present were urged to lodge their objections online, via Bedford Borough Council's website. They were thanked for attending the meeting and left).		
FC17/126	To receive insurance quotations from Came & Company (Insurance Brokers) and to resolve to select a suitable quotation.	Resolved to accept Came & Company's recommendation (Inspire) and enter into a 3-year binding agreement. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/127	To receive the Internal Best Practice Review findings for 2016-17 and to resolve a suitable course of action.	Resolved to receive the Internal Best Practice Review findings without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/128	To consider a response to Bedford Borough Council in relation to its consultation as part of ongoing Local Plan 2035 works – to include comments on a preferred development strategy and views regarding the merits of allocating one or more new settlements as part of this plan.	This agenda item followed FC17/111. Cllr Lloyd opened up discussions to members of the public initially. A resident of Hollies Walk was concerned over rumours The Crown Estate intended to develop land behind that area. It was noted they had submitted large areas of land as part of Bedford Borough Council's "Call for Sites" process, however at this stage, it was not known what areas would be taken forward as part of their Local Plan 2035. The clerk stated it was unlikely that area would be taken forward at this stage, but could not rule it out at some future stage. Cllr Hensher detailed the area of land behind Potters Cross (within Kempston	BBCLlr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8. Stakeholder Consultation.

		Rural) which was being proposed at this stage. Between that and Wootton an area of woodland was proposed. He then detailed an anomaly between the Borough Council's Local Plan 2035 Development Strategy and Site Selection Methodology paper (April 2017) and Local Plan 2035 Consultation Paper 2017. The former proposed 250-350 dwellings for Wootton – the latter proposed no further development. It was crucial to know which document was correct and whether a mistake had been made/further development was being proposed. BBCllr/Cllr Wheeler agreed to make urgent enquiries *. The question was then raised on whether the parish council wished to join Kempston Rural Parish Council in objecting to development proposals within their parish. BBCllr/Cllr Wheeler confirmed he was sending a joint letter of objection to the Borough Council, alongside BBCllr Mark Smith (Kempston Rural Borough Councillor). Cllr Lloyd stressed to all present the need to complete an upcoming Housing Needs Survey as part of the Neighbourhood Plan consultation. An adopted Neighbourhood Plan would give the parish a greater say and control over any future development. He mentioned upcoming workshops which would be open to all – then added other issues would also be addressed, such as transport and green space issues. Concerns were raised over educational		
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		implications. BBCllr/Cllr Wheeler confirmed Phase 2 building works at the lower school were coming forward but he couldn't speak on middle school proposals, given the middle school came under the remit of Central Bedfordshire Council. He believed Wootton would move to a two-tier system at some point, but didn't know timescales. Lack of finance was a determining factor. Resolved, subject to BBCllr/Cllr Wheeler's findings as above *, the following course of action be taken: • Were Wootton facing further development, request an extension to the deadline of 9th June 2017 (to 15th June 2017) to allow further discussion at next full council on 14th June 2017; • Were a mistake made and Wootton was NOT facing further development, the clerk submit a response objecting to the proposal for development within Kempston Rural – especially given the close proximity to Wootton. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC17/129	To consider a request from the payroll provider (A J Bookkeeping Services) that monthly fees increase from £30 to £35 and to resolve a suitable course of action.	Resolved to accept the monthly fees increase without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC17/130	To consider a request from the grass cutting contractor (A R Worboys Ltd) that a standing order be implemented to cover the grass cutting season 2017-18 and to resolve a suitable course of action.	Resolved to implement the standing order in accordance with A R Worboys Ltd's wishes. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/131	To consider how to proceed with utilising the paddock in light of three months' notice having been served by Mesdames Spelman and Lovell on 19th April 2017 and to resolve a suitable course of action.	Resolved to advertise its use as a paddock in the newsletter, website and Facebook page. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/132	To consider the following recommendations from the (advisory) Roads & Footpaths Safety Steering Group and to resolve a suitable course of action: •Addition of a pedestrian crossing on Bedford Road (between Mephram Road and Cause End Road roundabout); •Siting of "black boxes" along Bedford Road and Fields Road, to collect speed statistics – as an evidence base for the potential installation of Average Speed Cameras within the village. Malcolm Chalmers (Speed Watch) recommended boxes by Keeley Grange (Wootton side) on Bedford Road and just before the medical centre on Fields Road (Wootton side).	Resolved to accept the recommendations without further amendment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/133	To consider the following recommendations from the (advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action: •To receive and adopt the draft Project Plan and Work Programme;	Resolved to accept the recommendations without further amendment. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/134	To consider using CIL (Community Infrastructure Levy) monies to upgrade some/all bus stops within Wootton, making them disabled accessible and to resolve a suitable course of action.	Resolved that CIL monies be used for that purpose and to upgrade ALL bus stops. Proposed: Cllr O'Dell. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/135	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).

FC17/136	To appoint a contractor to undertake remedial works to footpaths at several areas within the village and to resolve a suitable course of action.	Concerns were raised over the kissing gates on both footpaths leading from the recreation ground to Tithe Barn Road. Cllr O'Dell agreed to look at revised designs which would accommodate wheelchair users. Cllr Noakes had previously recommended the gates be repositioned at the other end of the footpaths to prevent dogs entering the site and he stated his wish for this to be considered again. Resolved to delay a decision pending Cllr O'Dell's findings. Those and this proposal would then be taken either to a Roads & Footpaths Safety Steering Group/Full Council meeting – whichever was earliest. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Cllr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/137	To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.	No further information had been received from Persimmon Homes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.35pm.

FC17/112

Borough Councillor Update: May 2017

Children's Services Inspection

At the beginning of April, Ofsted published its report on the Council's Children's Services function following an inspection undertaken in January – February.

Overall, the Council requires 'improvement to be good', although adoption performance and the experience of care leavers was judged to be 'good'.

The Council has produced an action plan in response to the report and is seeking to employ more social workers in the coming years.

Special Constables

Bedfordshire Police is undertaking a recruitment drive to bolster its cohort of Special Constables.

Special Constables are volunteers who have the same powers as Police Constables, including powers of arrest and the ability to stop vehicles. They must volunteer for a minimum of 16 hours a month. There are currently 250 Special Constables in Bedfordshire.

Further details of the role, including an opportunity to meet current Special Constables, will be set out at an information evening at 7.30pm on the 8th May at Bedfordshire Police Headquarters in Kempston.

For more information call 07590465193 or email BeSpecial@bedfordshire.pnn.police.uk. Further details can also be found at http://www.bedfordshire.police.uk/recruitment/special_constables.aspx

East West Rail

A planned consultation on the implementation of the East West Rail scheme has been deferred in the midst of the General Election on the 8th June. A consultation was originally to be held between the 5th May – 16th June on the planned rail link but this will now be held at a later date.

The western section of the East West Rail scheme will connect Oxford, Milton Keynes and Bedford. In addition to this, a central section is planned which will extend the line to Cambridge.

Mobile Library Consultation

The Council is currently holding a public consultation on the future of its Mobile Library and Library Link services.

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Appendix 1

The Mobile Library currently visits 40 communities with 182 stops per month. The Library Link service has 20 routes and visits housebound individuals' homes, residential homes and sheltered accommodation units.

According to the consultation page on the Council's website, a proposed new timetable 'will mean some stops will be more frequent and some less frequent'. The timetable and further information can be viewed via www.bedford.gov.uk/mobileconsultation.

The consultation will end on the 9th June. You can respond to consultingbedford@bedford.gov.uk or by writing to the Council at: Consulting Bedford, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Local Plan 2035

As a reminder, a consultation will be held from the 24th April - 9th June on the Council's Local Plan 2035 which sets out proposed sites for housing and employment growth. For more information see www.bedford.gov.uk/localplan2035

Report on Manor Road

I attended a meeting on 19th April at manor road with both residents, B.P.H.A. and highways to discuss the parking issues. After a long meeting we did come to some possible solutions, these were to look into putting concrete sections onto the verge by the flats and move the disabled bay back a few feet, this will give extra parking for at least 7 cars and a total of around 14 cars using both sides and leaving room for dust carts e.t.c.

Mr. Flynn said he would look into building a small parking bay at the end of manor road to take 5 cars if B.P.H.A. let him use their land which they could not see a problem with. The other plan which would cost a lot is to widen the car park by the flats which will add an extra 12 cars, also installing a barrier, however this will mean removing bushes and re-routing drains which I cannot see happening

Since this meeting Mr. Flynn has applied for planning re the parking Ref 17/01128/Ful, I have looked into putting concrete sections onto the verge but this will cost over £5000.00 which I cannot justify using my ward funds for.

John Wheeler

FC 17/112a April 2017		
Offence Class Description	First Committed	Address
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	27/03/2017 08:00	ST. MARYS ROAD WOOTTON BEDFORD
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	26/04/2017 17:00	LAMBERT STREET WOOTTON BEDFORD
CRIMINAL DAMAGE - THREAT TO COMMIT	14/04/2017 17:00	POTTERS CROSS WOOTTON BEDFORD
DOMESTIC	02/04/2017 11:30	
DOMESTIC	02/04/2017 13:30	
DOMESTIC	16/04/2017 18:00	
HARASSMENT	07/03/2017 10:11	
THEFT FROM SHOPS AND STALLS	16/04/2017 15:50	CAUSE END ROAD WOOTTON BEDFORD
THEFT FROM SHOPS AND STALLS	18/04/2017 16:00	CAUSE END ROAD WOOTTON BEDFORD
THEFT FROM SHOPS AND STALLS	19/04/2017 13:49	CAUSE END ROAD WOOTTON BEDFORD
THEFT OF MOTOR VEHICLE	15/04/2017 21:00	FIELDS ROAD WOOTTON BEDFORD

FC17/113 Schedule of correspondence			
Date received	Type	From	Brief details
6.4.17	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 27th March 2017 - 31st March 2017
8.4.17	Letter and enclosure	Bedford Borough Council	Monthly Electoral Register updates - April 2017
10.4.17	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 3rd April 2017 - 7th April 2017
11.4.17	Email	Bedford Borough Council	Planning weekly list - revised format
18.4.17	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 10th April 2017 - 14th April 2017
20.4.17	Email	Bedford Borough Council	Planning weekly list - revised format
21.4.17	Email	Bedfordshire Police	Rural Community Newsletter
25.4.17	Email	Bedfordshire Association of Town & Parish Councils	Bedfordshire Bugle May 2017 and ParkRun consultation document
25.4.17	Email	Bedford Borough Council	Planning weekly list - revised format
26.4.17	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 17th April 2017 - 21st April 2017
28.4.17	Email	Mr Skipper	Comments to Bedford Borough Council re their proposed 30 MPH speed limit for Cranfield Road
28.4.17	Email	Bedfordshire Police	North Community Newsletter Issue 2
2.5.17	Email	Bedford Borough Council	Planning weekly list - revised format

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FC17/117

Planning & Environment Committee report

12th April 2017

Matters arising from the minutes – for information only

See 26th April 2017.

Planning Applications – for resolution

17/00874/FUL – 98 Bedford Road – two storey extension to rear and side of property.
Resolved **NO OBJECTIONS**.

Resolutions

P17/81 – Resolved to appoint Cllr Neera Regmi as a member of this committee.

P17/90 – To consider a request received at the last meeting of this committee to seek a review of the height and materials used in the construction of fencing within the new play area currently being developed within the Berryfields Estate. Resolved to defer this agenda item until it was known who would own the land.

26th April 2017

Report from outside organisations – for information only

Bedford Borough Council – proposed temporary road closure – Manor Road, Kempston Hardwick. From a point approximately 20 metres south of the level crossing to a point approximately 20 metres north of the level crossing - to enable a level crossing inspection. The closure is anticipated to be in operation between 2300hrs Saturday 20th May 2017 and 1200hrs Sunday 21st May 2017. Specific dates will be advertised locally closer to time. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.

Matters arising from the minutes – for information only

- P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – clerk and BBC/Cllr Wheeler continue to chase.
- P16/150 + P16/177 +P16/269 +P17/13 + P17/36 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Works have been completed bar cabling. The fallen ash tree at St. Mary's churchyard is ongoing.
- P16/175 – Popes Way. Bedford Borough Council have completed works to overhanging trees and are investigating the infill of an adjoining ditch near the entrance to Cause End Road. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of Wootton Parish Council (WPC). The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process.

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Appendix 3

Bedford Borough Council are currently liaising with a local resident regarding the piping and infilling of the ditch.

- P16/216 + P16/256 – Tithe Barn Road footpaths. Resolved 12th October 2016 (P16/256) that remedial works be undertaken to both footpaths – to include cutting back all overhanging shrubs, new tarmac surfaces and new kissing gates to be sited at the Tithe Barn Road end of both footpaths. Clerk is still awaiting quotations. The Clerk also aims to register both footpaths in the name of WPC. The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process.
- P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments. The Clerk and Cllrs Quirk and Wheeler met with BBC Highways on 16th January 2017 – a proposal including costings for Bedford Borough Council to take over all street lighting columns now cannot be considered by them until March 2018. Clerk is seeking quotations from other contractors to undertake risk assessments.
- P16/244 – Remedial works to footpaths at St. Mary's Church cemetery. Resolved 28th September 2016 (P16/244) to seek quotations to re-lay the surface tarmac or use a cold finish surface on the one footpath leading from Church Road to St. Mary's Church North Entrance. Clerk is still awaiting quotations.
- P16/268 + P17/50 – New bench opposite the Cock Inn PH, Bedford Road. Bench is now in situ. Clerk is awaiting plaque inscription details from the family of the late Bill Brady.
- P17/51 + P17/69 – Potentially dangerous ditch alongside the "Little Wootton" development, Hall End. Resolved 22nd February 2017 (P17/51) to send Bedford Borough Council a copy of Cllr Quirk's findings. Bedford Borough Council responded stating it had no intention to erect fencing in the area. Cllr Quirk responded 29th March 2017 stating a danger had been presented now the hedge had been cut back – ditch was deep enough for someone to fall in (particularly those with limited mobility). Cllr O'Dell was asked to investigate and find fuller information ahead of asking Bedford Borough Council to undertake a risk assessment. A further report has been drafted and sent to Bedford Borough Council.
- P17/53 – Appointment of a contractor to undertake tree works at Lorraine Road cemetery. Albion Tree surgeons have completed the works. Neil Gates has been appointed to undertake further clearance works. Clerk is awaiting a start date.
- n/a – Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council's Highways department and the owner of 50 Cause End Road, to resolve ongoing issues regarding the infilling of a ditch alongside Popes Way Green and placement of his front/side boundary fencing. Bedford Borough Council instructed the owner to take down the fence panels (possibly pending an application to purchase highways land) and gave recommendations on how best to infill the ditch to ensure surface water continued to drain appropriately. Bedford Borough Council are now implementing an enforcement order as the owner has taken no further action.
- P17/90 – Request to review the height and materials used in the construction of fencing within the new play area on the Berryfields Estate. Resolved 12th April 2017 (P17/90) no action can be taken until the management entity is known. Clerk to keep on file.

Planning Approvals (by Bedford Borough Council) – for information only.

17/00736/TCA – 17 Jenkyn Road – works to hedge. 5 silver birch – crown reduction of 20% and 6 apple – crown clean.

Works not previously advised to this council.

Resolutions

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Appendix 3

P17/102 – To consider a response to Bedford Borough Council in relation to its proposal to introduce a 30MPH speed limit on an additional length of Cranfield Road. Resolved to accept the proposal and request Bedford Borough Council implement some enforcement (possibly a mobile speed camera) as soon as practicable after implementation, to ensure the limit is adhered to.

P17/103 – To receive a report from Cllr Quirk with regard to the War Memorial on Church Road. In the absence of Cllr Quirk it was resolved to carry this agenda item forward to the next meeting of this committee.

P17/104 – To consider a request from J Dennis Garden & Property Management that their recently renewed contract (1st April 2017 – 31st March 2020) be extended at the same price per annum for a period of two further years (31st March 2022). Resolved to permit the request without amendment.

Sue Playford MILCM

Clerk to the Council

30th April 2017

FC17/118**ROADS AND FOOTPATHS SAFETY STEERING GROUP PROJECT ACTION PLAN 2016-17**

Wootton Parish Council (WPC) publishes a Strategic Action Plan annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year.

The Roads & Footpaths Safety Steering Group committee will produce its own project plan, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the Strategic Action Plan.

The Roads & Footpaths Safety Steering Group committee's projects for 2016-17 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields footpath via Potters Cross – lack of continuity between Potters Cross and Bedford Road	Committee discussion and TI	Mar 17	TBC	Pavement to be installed at the Berryfields entrance/exit in Potters Cross – as far as Bedford Road. Persimmon will tarmac and add bollard(s) – unclear as yet whether they or Bedford Borough Council (BBC) will install lighting. Following a meeting with Andy Prigmore (AP - Service Manager, Highways, BBC) on 15 th March 2017, it remained unclear whether the footpath would now extend as far as Bedford Road due to width restrictions and who would install lighting	To be appointed
Bus stops – upgrade to ensure stops are disable-user friendly	SO	TBC	TBC	WPC resolved 8 th March 2017 (FC17/77) to request s106 Developer Contributions be used at six bus stops for all necessary works (including tactile paving and raised kerbs). WPC also requested an additional bus stop near the proposed pedestrian crossing on Fields Road (medical centre side)	To be appointed

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Appendix 4

Cranfield Road footpath – too narrow to accommodate pedestrians exiting via Barnes Road	Committee discussion and GL	Mar 17	TBC	Pinch point is outside the old cottages just before the new double mini-roundabout and the Fields Road South (FRS) development will see many pedestrians existing onto Cranfield Road via Barnes Road. AP confirmed the pinch point had been identified but works at present were simply to access the site. Trigger points and therefore timescales were not yet known. JW expected to know more about schedules and timings in a week	To be appointed
Church Road footpath – too narrow in parts	Committee discussion and CB	Mar 17	TBC	Andy Prigmore to be questioned at the committee meeting on 15 th March 2017. AP confirmed the pinch point had been identified alongside the one above – the same information applied. He added land would be taken from highway NOT privately owned land	To be appointed
Fields Road footpath – concerns over shared access space between vehicles and pedestrians	Committee discussion and TI	Mar 17	TBC	GL detailed how the new development at Fields Road South (FRS) would see residents exiting the development via Summerfield Drive onto Fields Road, which they would have to cross to reach the only footpath. Was it possible to have a footpath on the south side of Fields Road, ideally from the Murco garage to the medical centre. AP explained Riparian Law did not cover ditches (it was disputed whether this was a ditch rather than a watercourse), meaning BBC were only responsible for the land to the north edge of the ditch. That, and the risk of pedestrians falling into the ditch meant a footpath in that area was not an option as it wouldn't be wide enough either. GL added a request from WPC to pipe and	To be appointed

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Appendix 4

				infill the ditch had been rejected by BBC in the past. s106 Developer Contributions would be available for works to improve the existing footpath, however	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	N/A	TI previously detailed his wish for a safe route between both sites via Monoux Road. It was previously noted Monoux Road residents were already concerned with littering and a good number had attended WPC meeting(s) to strongly object to any such proposal. TI had then stated the possibility of a gated area with a Public Space Protection Order. Now Potters Cross was open, agreed to leave this on file for 12 months. Any further spend should be put towards ongoing improvements to the Potters Cross route, rather than creating further one(s)	N/A
Pedestrian crossing on Bedford Road between Mephram Road and Cause End Road roundabout	Gerald Bygraves (non-committee member)	Mar 17	TBC	Request was made by residents from Hanover Court as they struggle to cross Bedford Road due to speeding traffic. AP confirmed BBC could survey the area and look at the potential for demand, and assess those likely to use one. It was noted in addition to residents at Hanover Court, a crossing would be used by children walking to Bizzy Bees and also Harris Way lower school (via Potters Cross). Costs would be in the region of £10k for an island, £40k for a zebra crossing and £85k for an electronic-style crossing. WPC would have to formally approve any proposal before taking further action	To be appointed

Appendix 4

Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Mar 17	TBC	Previously resolved to action: • Sort survey page (GL); • Add information to WPC's Facebook page (SP); • Add information to WPC's website (SP); • Add information to "Stop Proposed Housing" and "Wootton Past & Present" Facebook pages (GL); • Add information to "Berryfields" Facebook page (TI). Further information on speed restrictions was needed before actioning the above (see *) after which discussions were needed regarding petitions/consultations ahead of completing this PAP	To be appointed
Speed restrictions – identifying what would work best and in what areas	Committee discussion	Mar 17	TBC	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing information on surface treatments, kerb buildouts and 'change in priority' markers (like chicanes). The preferred speed restriction for Wootton was Average Speed Cameras (ASC's). It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety.	To be appointed

Appendix 4

				AP recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and also Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's (john.loughlin@bedfordshire.pnn.police.uk)	
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To be reviewed at each committee meeting.

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STRATEGIC ACTION PLAN 2016-17

WPC¹ will publish an action plan annually in May. The Plan will be drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year.

WPC will review the action plan on a monthly basis and will amend it as necessary. It will be formally reviewed by FC² also on a monthly basis – to include an update on issues detailed, the addition of new issues identified and sign off of any completed issues.

Wootton Parish Council's objectives for 2016-17 are:

Action	How identified?	Timescale	Budget	Update	Project Manager
CCTV	Budget/precept discussions January 2017	2017	£5,000	To coincide with regeneration of Jubilee Garden area	CLlr Lloyd
Christmas street lighting	Budget/precept discussions January 2017	2017	£10,000	- Feb 17 – obtain specification and ongoing maintenance/installation fees (Clerk continues to chase BBC³); - Apr 17 – Clerk has received an email objecting to the proposal and asking that WPC reconsider the style of lighting (suggestion was made to have something along the lines of Woburn's street lights). The clerk is sourcing pictures and has asked the objector for examples – no response to date	Clerk
Community Centre Contingency	Budget/precept discussions January 2017	TBC	£10,000	Recommendation made to ring-fence monies to contribute towards costings if WPC take it on	All

¹ Wootton Parish Council

² Full Council

³ Bedford Borough Council

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Appendix 6

Conversion of paddock into additional allotments/parking	Commencement of lease agreement between WPC and Wootton Poor's Land Charity	Annual review during precept discussions	£8,000	To be take forward when sufficient demand identified	Clerk
Keeley End Pond regeneration	Following transfer to WPC from Persimmon Homes	2017	£6,808	All tree works and clearance has been completed and the area has been sprayed with round-up. • Apr 17 – bat houses installed; • Apr 17 – consider purchasing wood for insect housing? • Apr 17 – remaining grass seed and bark chippings spread; • May 17 – duck house to be installed	Cllr Doggrell
Lorraine Road cemetery extension	Local Plan 2035	TBC	£7,000	Recommendation made to ring-fence £5,000 per year. Clerk is seeking a formal valuation for the land in question for ongoing budgeting purposes	Clerk and Cllr Quirk
Neighbourhood Plan	Local Plan 2035	TBC	£30,000	Please refer to agenda item FC17/133	Cllr Lloyd
Noticeboards	New development – Fields Road North* and South**	*2018 **2021	£2,000	Locations at both sites to be identified as development draws to a close	Clerk
Recreation ground footpaths	Budget/precept discussions January 2017	2017	£20,000	Please refer to agenda item FC17/136	Clerk
Recreation ground remodelling works – Jubilee Gardens	Budget/precept discussions January 2017	2017	TBC	• Mar 17 – equipment identified; • Apr 17 – contractor quotations awaited; • May 17 – consultation/fundraising	Cllr Lloyd
Recreation ground remodelling works – Phase Two	Budget/precept discussions January 2017	2018	£5,000	To follow after the works to the Jubilee Gardens have been completed	Cllr Lloyd.
Replacement trees	Ongoing commitment	N/A	£500	To be actioned as need arises	Clerk

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Appendix 6

St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	Please refer to agenda item FC17/136	Clerk
St. Mary's stone and railing cemetery wall	Cemetery Risk Assessment 2015	N/A	£15,000	Recommendation made to ring-fence additional monies (£5,000 for 2017/18) to repair/replace as needed	Cllr Quirk
Speed cameras	R&FSSG Committee ⁴	2018	£10,000	Mar 17 – BBC Highways engineer attended R&FSSG Committee meeting and the following was noted: It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. The Highways engineer recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and also Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of	Cllr Lloyd

⁴ Roads & Footpaths Safety Steering Group
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				residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's • May 17 – Clerk to establish best locations for the black box(es) and take to FC	
Transfer of street lights (ownership) to BBC	Discussions on record anomalies between WPC and BBC in 2012 and 2016	2018	£20,000	BBC were to provide costings to transfer ownership of all street lights from WPC to BBC. Deadline has now been put back to March 2018 as officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient. Hope is BBC will see if testing required ahead of the transfer can be brought forward	Cllr Quirk

Appendix 6

Wootton in Bloom	Budget/precept discussions January 2016	2017	£10,000	Resolved FC16/251 to purchase 3 x 3 tier planters. - Feb 17 – determine appointment of Village Planter Office (completed 8th February 2017); - Feb 17 – place order for planters (order ongoing); - Apr 17 – BBC street licences are now in place; - Apr 17 – Cllr Lloyd is overseeing ground preparation works before proceeding further. Question has also been raised over amount of watering required and whether this may be too much for one person to take on. - Apr 17 – anticipated delivery of planters; - Dec 17 – review additional sites	Clerk and Cllr Lloyd
Wootton village entrance sign	Old sign was removed as part of ongoing development along Fields Road	2017	£10,000	- Mar 17 – receipt of specification for the “chimney” sign received from Barry Sullivan. Further quotations are now being obtained; - Jun 17 – consultation in Wootton News to favour one of two designs; - Aug 17 – end date for consultation; - Sep/Oct 17 – tender process for winning design; - Nov 17 – award contract and determine build date	Cllrs Bygraves and Lloyd

To be reviewed monthly at Full Council.

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FC17/124**RISK ASSESSMENTS PLAN 2017-18**

WPC⁵ assigns and reviews all Risk Assessments annually in May. This plan details who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Where indicated, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736

Wootton Parish Council's Risk Assessments still outstanding for 2016-17 are:

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
Changing Rooms and Toilet Block	CLlr Bygraves	Not yet identified	N/A	Mar 17	N/A
Keeley End Pond	CLlr Groves	Not yet identified	N/A	Mar 17	N/A
Memorial Hall Play Area	CLlr Groves	Not yet identified	N/A	Mar 17	N/A
Work Station (Clerk)	CLlr Lloyd	Not yet identified	N/A	Mar 17	N/A

Wootton Parish Council's Risk Assessments for 2017-18 are:

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
Benches *	CLlr Hensher	Periodic visual checks needed to the areas around benches and benches themselves			

⁵ Wootton Parish Council
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Bus Shelters *	TBC				
Cemeteries *	TBC				
Changing Rooms and Toilet Block	TBC	Still with Cllr Bygraves 2016-17 – not available via the website			
Christmas Tree *	Cllr Hensher				
Defibrillator *	TBC				
Generator	Cllr Hensher?	Not yet available on the website			
Keeley End Pond	TBC	Still with Cllr Groves 2016-17 – not available via the website			
Litter & Dog Bins *	Cllr Hensher	Contractors and MOP ⁶ impacting with the bin due to bad siting	Full Council	Jun 17 – formal inspection regime required	
		Health hazard due to dropped or overflowing faecal matter	Full Council	Jun 17 – consider health hazard signage on bins	
Litter Picking *	Cllr Hensher	Lone Working – contact designated person to advise on shifts being worked (start and finish times) – advise any incidents/observations	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO Dancer. Charlotte has confirmed it will be difficult to inform a designated person to notify her shifts. Alison informs her husband, Lorna her mother. Clerk is awaiting equipment requirements from Lorna.	

⁶ Members of the public
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				Others to complete a disclaimer stating they have no requirements.	
Lone & Isolated Working *	Cllr Hensher	Lone Working – contact designated person to advise on shifts being worked (start and finish times) – advise any incidents/observations Issues staff with protective equipment where appropriate	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO Dancer. Charlotte has confirmed it will be difficult to inform a designated person to notify her shifts. Alison informs her husband, Lorna her mother. Clerk is awaiting equipment requirements from Lorna. Others to complete a disclaimer stating they have no requirements.	
Marquee	Cllr Hensher?	Not yet available on the website			
Memorial Hall Play Area	TBC	Still with Cllr Groves 2016-17 – not available via the website			
MUGA (Multi Use Games Area) *	Cllr Hensher	Injury through confrontation with MOP - consider issuing personal alarms to lone workers	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO Dancer	
Recreation Ground Play Area *	Cllr Hensher	MOP – accident risk of slipping, tripping or falling due to damaged fencing or surface	Full Council	Jun 17 – consider future installation of safety surfaces around equipment (needs further review following the works to the jubilee garden area)	

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Appendix 7

Skate Park *	Cllr Hensher	MOP – accident risk of falling from height into skate park	Full Council	Jun 17 – consider erecting safety fencing around raised areas	
		MOP – accident risk of slipping/falling due to wet or icy surface	Full Council	Jun 17 – consider signage advising area should not be used in bad conditions and is done so at individuals own risk	
		MOP – accident risk slipping, falling or impacting due to poor visibility	Full Council	Jun 17 – consider installing time-controlled flood lighting	
		MOP – accident risk of slipping, tripping or falling from height	Full Council	Jun 17 – consider providing stair or step access to raised areas	
Street Furniture	Cllr Hensher?	Is this needed? Will this accommodate bins, benches and street lights or should they remain separate? Not available via the website			
Street Lighting	Cllr Quirk	Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Not available via the website			
Trees *	Cllr Hensher	MOP – accident risk of slipping on surrounding surface	Full Council	Jun 17 – consider a programme of foliage clearing during autumn	

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Appendix 7

Village Planters	Cllr Hensher?	Not yet available on the website			
Village Sign(s) *	Cllr Hensher	Contractor or MOP – fall resulting from climbing onto plinth (village sign at junction of Bedford/Cause End Road	Full Council	Jun 17 – consider placing no climbing sign on plinth	
Volunteers for Gardening *	TBC				
War Memorial *	TBC				
Work Station (Clerk)	TBC	Still with Cllr Lloyd 2016-17 – not available via the website			

To be reviewed monthly at Full Council.