



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 14th June 2017 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There was one member of the public present who wished to speak under Open Forum and also observe and take part in discussions regarding agenda items FC17/159. Cllr Lloyd stated his wish to bring that agenda item forward, for discussion after FC17/140. All members were in agreement. The resident spoke regarding agenda item FC17/159 to inform members of his and other residents' wish to attend both a Full Council and Planning Committee meeting of Bedford Borough Council (BBC). He believed if Wootton Parish Council (WPC) and residents were successful in stopping the distribution centre, plans would be resubmitted in an attempt to still drive it through. An alternative access route from the A421 would be better than present plans, but still not ideal and unlikely to be granted. There were other sites locally that would better suit a distribution centre operating 24/7 and it was his/residents wish to present BBC with a brochure setting out an alternative recommendation that would benefit all parties. It was noted BBC had received £2.5m in grant monies for the Innovation Park but it was not known whether that funding stipulated the distribution centre had to be sited in Wootton. BBCllr/Cllr Wheeler confirmed he had asked BBC if they owned other areas of land adjacent to the proposed distribution centre – he was also making enquiries regarding Mill Farm, as it was understood proposals were previously put forward for two warehouses within that site, but it was unclear if they were still being built. At present, only the developer and BBC were benefitting from the distribution centre proposal. The brochure would make recommendation it be sited opposite Maypole Farm. It would still be close to Wootton, but would be afforded better road links with the A421 and A6 and Wootton would no longer be directly impacted. Wootton would therefore benefit also, as would the proposed canal route. Remaining units within the innovation park would also benefit through not having the distribution centre traffic – including the hotel, which would invariably receive complaints from guests given the expected traffic noise levels. The brochure would ensure BBC had to respond and it was hoped BBC would agree to delay proposals in Wootton in order to assess the alternative proposal.	Public Bodies (Admissions to Meetings) Act 1960, s1(1).
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	No other members of the press were present and so the meeting continued without further adjournment.			
Present	Cllrs Lloyd (in the chair), Doggrell, Hall, Hensher, Hudson, 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)	Cllr Groves.			
Agenda no	Agenda item title	Resolution	Action	Power
FC17/138	Apologies for absence. Cllrs Bennett, Bygraves and Wallace.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/139	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/140	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.
FC17/141	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for May 2017. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received. Cllr Martin had been made aware of 'vigilante' groups within Berryfields – given a recent spate of crime in the area. A couple were reported within the crime figures, however it was unclear whether all were being reported. Cllr Lloyd had explained to residents via the Berryfields Facebook page that Street Watch existed in the village – Cllr Noakes had yet to receive any enquiries. Cllr Martin also wished to note her disappointment with PCSO Dancer's response to the Clerk, following vandalism at the Memorial Hall play area. It was noted police no longer attended parish council meetings, due to lack of resources.	Clerk to keep on file.	N/A.
FC17/142	List of correspondence received (copies of correspondence can be	No further comments received.	Clerk to keep on file.	N/A.

	requested from the Clerk) – for information only. (Appendix 2). - Bedford Borough Council. Confirmation that Howe & Co have withdrawn their application to trade in Wootton. - Forest of Marston Vale. Confirmation that items of wild play equipment have been removed from the Gateway Woods as deterioration was so severe they could not be repaired. Wootton Parish Council alongside Kempston Rural Council were involved in the design process. - Ringhouse Developments. Information regarding a proposal for Wyboston Garden Village, as part of Bedford Borough Council's emerging Local Plan 2035.			
FC17/143	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk. Members of Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on 10th May 2017. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10th May 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 26th April 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 26th April 2017 and 17th May 2017.	Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Doggrell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: BBCllr/Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC17/144	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 + FC17/128 – Bedford Borough Council’s Local Plan 2032 (now 2035). Resolved 10th May 2017 (FC17/128) (subject to clarification that Wootton currently faced no further development – which has since been confirmed) to object to proposals to develop within Kempston Rural, given its proximity to Wootton. - 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. Now encompassed within the Local Plan 2035 consultations. Move to close. - FC15/39 + FC16/247 + FC17/81 + FC17/132 – Neighbourhood Plan. Now a monthly agenda item for the purposes of accepting a report and formal approval of any issues arising. Move to close. - FC17/135 – Community Centre at Berryfields. Refer to agenda item FC17/167. - 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. Clerk has now received 2017 reports and will start the process again. Move to close. - 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. The planters’ officer has agreed to trial watering and assess the situation as needed. - FC16/222 + FC16/242 + FC17/20 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk			
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	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 disappointing content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. • FC16/271 + FC17/134 – Community Infrastructure Levy Funds (£22,346.57). Resolved 9th November 2016 (FC16/271) and 14th December 2016 (FC16/304) and 10th May 2017 (FC17/134) to consider the following: •Memorial Hall replacement flooring; •Neighbourhood Planning costs; •Upgrade of all bus stops in Wootton, to make them disable-friendly. • FC17/43 + FC17/112 – 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. Items have been taken forward for consideration by Bedford Borough Council and a further update awaited. • 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 FC17/134. CIL monies now being used for that purpose. Move to close. • FC17/125 – Marston Vale Innovation Park (17/00666/MAO). The parish council has employed a professional planner to assist with a robust response to the proposal. A draft response is currently being circulated. Refer to agenda item FC17/159.			
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	FC17/136 – Remedial works to several footpaths within the village. Resolved 10th May 2017 (FC17/136) Cllr O'Dell would investigate revised designs for the kissing gates at Tithe Barn Road, ahead of appointing a contractor to undertake footpath works.			
FC17/145	Chairman's report – for information only. Cllr Lloyd will provide a verbal report at the meeting.	Cllr Lloyd asked for further volunteers to attend councillor surgeries at the library (first Saturday monthly). • Cllr Regmi – July; • Cllr Hall – August. Cllr Lloyd then reminded all present about the Green Infrastructure Plan (GIP) workshop (Memorial Hall, Thursday 15 th June 2017 – 7.30-9.30pm). He asked for members to consider joining the Neighbourhood Plan Steering Group – Cllrs Doggrell and Martin agreed to join. Cllr Lloyd then asked all present to see if they could recruit members of the public to the same.	N/A.	N/A.
FC17/146	To receive and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues arising. (Appendix 3).	BBCllr/Cllr Wheeler confirmed he had passed the request for a prospective A level student (as of September 2017) to assist with the Neighbourhood Plan (NP). The school had asked for further details in return. Cllr Lloyd confirmed it was still his intention to replicate the GIP workshop with A level students – going into the school after the NP launch in September. Cllr Lloyd added the link from WPC's website to the NP website was not yet live as there was insufficient information available. Resolved to receive, review and adopt the report and to approve all actions therein, without further amendment.	BBCllr/Cllrs Lloyd and Wheeler to take forward. Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.		
FC17/147	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC17/148	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths committee and to resolve a suitable course of action on any issues arising. (Appendix 5).	Resolved to receive, review and adopt the plan and to approve all actions therein, subject to the following amendment: • Note the ownership dispute between BBC and WPC regarding the footpaths from the recreation ground to Tithe Barn Road; • Remove the kissing gates reference from St. Mary's footpath repairs. Clerk confirmed she would bring all quotes bar Tithe Barn Road footpaths back for consideration. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/149	To receive, review and adopt the Strategic Action Plan for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 6).	Cllr Doggrell confirmed he had planted lilies at Keeley End Pond which would reduce algae and oxygenate the water. All other works were done – the duck house needed to be installed. Cllr Lloyd stated the village sign project had been placed on hold, given other pressing issues including the Marston Vale Innovation Park proposal. Resolved to receive, review and adopt the report and to approve all actions therein, without further amendment. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler.	Cllrs Doggrell and Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC17/150	To receive, review and adopt all Risk Assessments for 2016-17, to review all allocated to councillors/clerk for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 7).	It was noted three risk assessments were still outstanding. Cllr Bygraves (Changing Rooms) and Cllr Groves (Keeley End Pond and Memorial Hall play area). Users of the generator were confirmed as: Cllr Lloyd; Mark Atkins as an authorised user, for Fun Fest purposes. Resolved to receive, review and adopt the report and to approve the risk assessment for the generator, without further amendment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Cllrs Bygraves and Groves to take forward. Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/151	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/120-122 below.	N/A.	N/A.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/152	Schedule of receipts and payments – statement(s) 37 + 38 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only. (Appendix 8).	The clerk was unable to provide a schedule of receipts and payments until the previous year end accounts had been closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/153	To receive and approve the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	The clerk was unable to provide a schedule of receipts and payments until the previous year end accounts had been closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/154	To receive and approve the Income & Expenditure report for all cost centres for 2017-18, to date and to resolve a suitable course of action.	The clerk was unable to provide a schedule of receipts and payments until the previous year end accounts had been closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/155	To receive and approve the Internal Audit report for year-end 2016-17 and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Hall.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England

		Seconded: Cllr Quirk. Resolved by all present.		2017.
FC17/156	To review the effectiveness of the Internal Audit for year-end 2016-17 and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Hall. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/157	To receive and approve the Annual Governance Statement 2016/17 (Section 1 – Annual Return for the year ended 31st March 2017 – Local Councils, Internal Drainage Boards and other Smaller Authorities in England) and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Hall. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/158	To receive and approve the Accounting Statements 2016/17 (Section 2 – Annual Return for the year ended 31st March 2017 – Local Councils, Internal Drainage Boards and other Smaller Authorities in England) and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/159	To revisit Planning Application Ref 17/00666/MAO (Marston Vale Innovation Park proposals) and to resolve a suitable course of action.	Cllr Hensher asked if BBC were obliged to respond to all points detailed in WPC's proposed letter of response. BBCllr/Cllr Wheeler confirmed BBC would have to consider all issues raised, adding BBC's Planning Committee members would each receive a copy of the letter plus petition. A site visit would almost certainly take place (given the size of the proposal). This would be requested to discuss the plan within the brochure (as detailed under Open Forum), in any event when it was presented. The wish was for residents and parish councillors to be present during that site visit. The resident asked when was best to present the brochure and was advised to inform BBC of the intention to present it at the	BBCllr/Cllr Wheeler to take forward. Clerk to take forward and bring back to next Full Council (12 th July 2017).	Stakeholder Consultation. Town & Country Planning Act 1990 & Subsequent.

		Planning Committee meeting (expected to be Monday 24th July 2017). With recent amendments to a letter of objection drafted by Andrea Pellegram (Andrea Pellegram Ltd) it was suggested Andrea be asked to attend that planning meeting (24th July 2017) to make representation on behalf of WPC. If Andrea was unable to attend, it was suggested she be asked to prepare a draft statement to be presented by a parish councillor and hopefully the same for BBCllr/Cllr Wheeler to present. Andrea would be briefed on issues to put across and she would also be asked to permit her name to be referenced in the letter of objection. BBCllr/Cllr Wheeler then referenced a BBC executive decision (signed by the Mayor) – ED1286 25th January 2016 – to approve acceptance of £2.5m capital from SEMLEP to construct an incubator workshop cluster of 12 units focused primarily at the advanced technology and engineering sector at Marston Business park – no reference of a distribution centre. It was agreed residents would speak first, detailing information from the brochure. Cllr Martin asked if brochures could be sent to BBC Planning Committee members before the meeting, however BBCllr/Cllr Wheeler warned against that approach as it could mean them having to declare an interest at the committee meeting.		
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		The appointment of (at least) two parish councillors to attend BBC's Planning Committee meeting would be determined after Andrea's response was known. BBCllr/Cllr Wheeler confirmed he would let all know as soon as the relevant agenda was published. That agenda would show a document was being presented at that meeting. Resolved the Clerk reference Andrea and sign the letter of objection, with the Chairman (to be sent as soon as possible). Further resolved the Clerk contact Andrea to see if she could present objections on behalf of WPC. If she was unable to attend, she would be asked to draft objections as detailed above. Proposed: Cllr O' Dell. Seconded: Cllr Hall. Resolved by all present.		
FC17/160	To consider a response to Bedford Borough Council in relation to its consultation to finalise its Highways Maintenance Schemes 2018-2022 and to resolve a suitable course of action.	Resolved the entire length of Bedford Road be put forward for BBC's Highways Maintenance Schemes Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC17/161	To consider recommendations from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action.	Resolved a sum of £25k be set aside from s106 developer contributions towards the cost of play equipment at the recreation ground. It was noted the working group would seek funding for the majority of the cost. The Clerk stressed the need for future additional CCTV cameras in the area – Cllr Martin agreed to obtain more	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		information regarding registering cameras with the police. Proposed: Cllr Hall. Seconded: Cllr Doggrell. Resolved by all present.		
FC17/162	To receive and approve a quarterly inspection report from Dura Sport (Leisure Care) Ltd with regard to the MUGA (Multi Use Games Area) flooring and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/163	To consider a request to Bedfordshire PCC Kathryn Holloway for a policing 'hub' within Wootton and to resolve a suitable course of action.	Resolved not to take the request forward. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/164	To consider the formation of a planning liaison group to meet on a regular basis with developers and members of Bedford Borough Council, to determine members and to resolve a suitable course of action.	Resolved the liaison group form part of the Planning & Environment Committee – meeting every fourth meeting. Members of the public would be in attendance but would not be permitted to speak. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/165	To receive a recommendation from the (Advisory) Finance & General Purposes committee that all relevant staffing pay scales be increased in line with the National Living Wage hourly rate and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/166	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).
FC17/167	To receive a report from Cllrs Bygraves and Wallace on the community centre at Berryfields and to resolve a suitable course of action.	It was noted Persimmon Homes would not make any further financial contributions – to pitch maintenance or to resolve the ventilation issue (by installing air conditioning units).	Cllrs Bygraves, Regmi, Wallace and Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was noted WPC would need to appoint a solicitor – both BBCllr/Cllr Wheeler and Cllr Regmi had contacts. Resolved to accept Cllr Bygraves report, recommending WPC be appointed the management entity for the community centre (on the proviso it is freehold) and to prepare a suitable business plan to be submitted to Persimmon Homes, then by them to BBC. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 9.10pm.

FC17/141

Borough Councillor Update – June 2017

Overview and Scrutiny Committees

The Borough Council has 4 overview & scrutiny committees which are tasked with reviewing Council services, as well as those provided by external organisations such as the NHS.

The committees are comprised of councillors from all political groups in proportion to their overall number on the Council. Members of the Mayor's Executive are prohibited from membership of any of the overview & scrutiny committees, given that the remit of the committees is to scrutinise the services for which each Executive member is responsible within their respective 'portfolio'.

Each committee has now determined or is finalising their respective work programme for the year ahead by choosing the issues they wish to explore. They have the opportunity to request and receive reports on services and subsequently to question Council officers at committee meetings.

The Children's Services Committee is responsible primarily for reviewing services provided in relation to Looked After Children (LAC) (including fostering and adoption services) and education. In the coming year it will undertake a review of services offered to LAC, assess education performance and receive regular updates on the conversion of the Borough's education system from 3 tier to 2 tier.

The Corporate Services Committee is responsible for scrutinising the Council's role in fostering economic development in the Borough, as well as the Council's finances, corporate operations and procedures (e.g. customer services and procurement). Included in its 2017/18 work programme are regular updates on the Council's 'Bedford Borough 2020' project to overhaul its processes and staffing structure, the River Festival and empty shops in the town centre.

The Environment and Sustainable Communities Committee will review (amongst many other items) traffic in the town centre, the implementation of fortnightly bin collections, progress on the Council's Housing Strategy and the performance of Fusion Lifestyle (the organisation responsible for managing the Council's leisure services).

The Adult Services and Health Committee is responsible for holding health service providers and commissioners to account, including the NHS and the Council's own adult social care function. This year it will continue to receive performance reports on specific health services (such as GP provision and stroke services), homelessness issues and support for carers. It is likely that a separate committee will be formed with neighbouring local authorities to review the local Sustainability and Transformation Plan (STP) which will determine the future of health and social care services in Bedfordshire and Milton Keynes.

More information on the respective committees, their meeting dates and agendas can be found under the 'Council and Democracy' section of www.bedford.gov.uk

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Dog Control Orders

The Council is consulting on implementing a number of Dog Control Orders across the Borough, namely 'Dog Exclusion Orders' (preventing dogs from entering certain areas) and 'Dogs on Leads Orders'.

More information on the relevant areas proposed to be subject to either of the Orders can be seen under the 'Council and Democracy' and then 'Consultations' section on www.bedford.gov.uk.

'Mindful Sport'

During Mental Health Awareness Week in May, the Council sought to promote its 'Mindful Sport' initiative.

Mindful Sport is sponsored by the Council, NHS and mental health charity MIND amongst others. It provides sports classes designed to improve attendees' wellbeing through social engagement and being active, as well as giving them the opportunity to discuss issues such as anxiety disorders, eating disorders, panic attacks and stress should they wish to do so.

The scheme began in 2016 with yoga but now also includes swimming, table tennis and walking. Each session costs £2.

For more information see www.bedford.gov.uk/sport, email robert.lindsay@bedford.gov.uk or call 01234718829.

The schedule is as follows:

Yoga: Bedford Central Library, 1pm - 2pm, Wednesdays

Wellbeing Walk: Bedford Central Library 11am Fridays

Table Tennis: Bedford Central Library Third Floor, 2.15pm – 3pm, Wednesdays

Swimming: Robinson Pool, 3pm – 4pm, Mondays

Kite Festival

The annual Kite Festival is to take place on the 10th – 11th June in Russell Park from 10am – 5pm on both days.

The event will also include music, entertainment and food and drink stalls. Representatives from across Europe and as far afield as the USA, China and Japan will attend.

CLlr John Wheeler

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FC 17/141a May 2017		
Offence Class Description	First Committed	Address
cc	13/5/2017 05:05	JUFFS LANE WOOTTON BEDFORD
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	19/5/2017 12:00	CANONS CLOSE WOOTTON BEDFORD
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	25/5/2017 16:30	WOOTTON GREEN WOOTTON BEDFORD
DOMESTIC	09/5/2017 21:30	
HARASSMENT	01/12/2015 00:00	
HAVING AN ARTICLE WITH A BLADE OR POINT IN A PUBLIC PLACE	13/5/2017 05:05	JUFFS LANE WOOTTON BEDFORD
INTERFERENCE WITH MOTOR VEHICLE	13/5/2017 23:45	JENKYN ROAD WOOTTON BEDFORD
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS (POA 1986 S. 4A)	07/5/2017 18:30	BEDFORD ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	03/5/2017 22:30	ASHPOLE AVENUE WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	03/5/2017 16:30	LORRAINE ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	03/5/2017 18:00	LORRAINE ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	03/5/2017 22:34	TITHE BARN ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	03/5/2017 18:00	MEPHAM ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	13/5/2017 17:00	FOLKES ROAD WOOTTON BEDFORD

FC17/142 Schedule of correspondence			
Date received	Type	From	Brief details
6.5.17	Letter and enclosure	Bedford Borough Council	Monthly Electoral Register updates - May 2017
6.5.17	Magazine	Society of Local Council Clerks	The Clerk May 2017 Volume 48
6.5.17	Magazine	War Memorials Trust	Bulletin May 2017 No 73
8.5.17	Magazine	Clerks & Councils Direct	May 2017 Issue 111
11.5.17	Email	Campaign to Protect Rural England - Bedfordshire	Bedfordshire's AGM and public meeting reminder - Monday 15th May 2017
30.5.17	Email	Bedford Borough Council	Learning Disabilities Accommodation Strategy 2017-2022
31.5.17	Email	Home Instead Senior Care Bedford	Newsletter June 2017
31.5.17	Email	Bedfordshire Archives & Records Service	Newsletter No 111 Spring 2017

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Neighbourhood Plan Steering Group report

(Please note items highlighted yellow require formal approval by members under this/an alternative agenda item)

17th May 2017

Resolutions

NP17/51 – To complete the short-term Project Plan and agree key stages up to and including launch on 8th/9th September 2017 and to make recommendation to Full Council as necessary.

No resolution made.

NP17/52 – To review stages, dates and resources for the Launch Event on 8th/9th September 2017 and to make recommendation to Full Council as necessary.

Resolved more information was required.

NP17/53 – To review stages, dates and resources for the Housing Needs Survey and to make recommendation to Full Council as necessary.

Resolved to produce 3,500 copies of an A4 double sided poster. 2,500 to be delivered with Junes Wootton News, 1000 to be handed out at the polling stations. The Survey to be distributed by 19th June and returned 7 July.

NP17/54 – To review stages, dates and resources for the Neighbourhood Plan website and to make recommendation to Full Council as necessary.

No resolution made.

NP17/55 – To review stages, dates and resources for the Green Infrastructure Plan and to make recommendation to Full Council as necessary.

Resolved to produce a letter asking for volunteers to help on the Green Infrastructure Plan and circulate it to all known groups within Wootton. The aim was to run the first workshop on 15th June 2017, with an additional workshop a few weeks later at the upper school, run by those councillors who attended the first workshop. Remaining dates to be decided at a later stage.

NP17/56 – To review and approve the draft Housing Needs Survey and to make recommendation to Full Council as necessary.

Resolved to keep the “tick two items” and to remove the word “young” and “older” from question 10.

NP17/57 – To review and approve revised Terms of Reference for this committee and to make recommendation to Full Council as necessary.

Resolved to remove secretary and treasurer from the document and to state that workgroups may be formed. The document version should be 2.0 and the front cover changed.

NP17/58 – To review and approve a Neighbourhood Plan publicity poster and to make recommendation to Full Council as necessary.

No resolution made.

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Chairman.....

Date 12th July 2017

NP17/59 – To assign members (two per theme) to the Neighbourhood Plan Theme Groups and to make recommendation to Full Council as necessary.

Resolved that SJ would work on Environment, SO to work on Village Facilities and BH to work on Housing. All to review examples sent by TR and decide which areas to work on at the next meeting.

NP17/60 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No resolution made.

NP17/61 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No resolution made.

NP17/62 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

Resolved all to review the Community Engagement Report and Engagement Strategy ahead of their adoption at next meeting. TR to confirm how both documents would be used and give fuller information about the launch event.

31st May 2017

Resolutions

NP17/68 – To review and approve revised Terms of Reference for this committee and to make recommendation to Full Council as necessary.

Resolved to approve without amendment and to make the same recommendation to Full Council.

To be approved at Full Council under agenda item FC17/146.

NP17/69 – To receive clarification from Regeneration Positive on the document “Community Engagement Strategy” and to clarify its target audience.

TR stated the document was complete – policies and governance were in place and the document would ensure a strong consultation strategy statement. He recommended it now be endorsed by Wootton Parish Council (WPC).

To be approved at Full Council under agenda item FC17/146.

NP17/70 – To receive clarification from Regeneration Positive on the document “Community Engagement Report” and to clarify its target audience.

The report was for consideration by this steering group and would form the basis of the launch event, providing background, identifying the strapline, vision, core objectives (draft only, at this stage) and likely actions. It would build the presentation and display boards.

NP17/71 – To receive clarification from Regeneration Positive regarding the launch event (8th/9th September 2017) including its purpose and intended outcome.

The launch event would highlight progress made so far, with the vision and core objectives. It was hoped it would encourage interaction and dialogue on the shape of the village to come – without leading the public. For many, it would be their first introduction to the Neighbourhood Plan process. Refreshments would be needed.

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SP had yet to contact CVS Bedford (Martin Trinder) to request hire of their display boards but would do so. TR confirmed they would be large enough to carry Google Map photos of all key sites, which would provide a good visual aid. SO added Bedford Borough Council (BBC) may also be able to provide display boards, if additional were needed, stating tables would also be needed for each theme group (5 in total) in order to explain what each focus was. The intention was for the exhibition to 'lead' people through a display – with housing the final theme.

NP17/72 – To receive fuller information from Regeneration Positive before completing the short-term Project Plan and agreeing key stages up to and including launch on 8th/9th September 2017 and to make recommendation to Full Council as necessary.

TR explained green meant an event/process was complete, amber was in progress and red was not started. He then provided GL with details on each step (Appendix A). GL – can you provide this please?

GL queried how best to ensure good attendance at the Green Infrastructure Plan (GIP) workshops (first one – 15th June). BH confirmed he would send his draft letter asking for volunteers to SP for circulation to all known groups within the village. SJ agreed to send two documents in her possession from Bedfordshire Rural Communities Charity (BRCC) to BH.

It was thought worthwhile considering inviting key people an hour ahead of official opening (4pm on 8th).

NP17/73 – To determine the final Housing Needs Survey draft before printing.

Agreed to change the return date to 14th July 2017 – copies unchanged at 2,300.

GL confirmed he had placed the survey online and would inform BRCC. SJ reported a few issues during testing and it was agreed they would speak outside this meeting to resolve them. The online version needed to be advertised on Facebook (all relevant Wootton pages) and WPC's website and reference was needed on the document.

NP17/74 – To receive a report from GL on the Neighbourhood Plan "awareness" poster and to determine volunteers to distribute the same on Election Day.

GL confirmed he would take forward all amendments before printing.

Leaflets would be handed out on Election Day (8th June 2017) as follows:

Memorial Hall: GL and SO (times to be determined by them);

Village Hall: GB, SJ and JW (times to be determined by them).

JW to see if the lower school will include the same in book bags.

NP17/75 – To receive an update with regard to reviewing stages, dates and resources for the Green Infrastructure Plan and to make recommendation to Full Council as necessary.

The Memorial Hall was booked for the first workshop – Thursday 15th June 2017.

SP to send the letter when received from BH to all known contacts (including schools, other employers, churches, Forest of Marston Vale and Pamela Stevenson).

All present agreed to publicise the event.

NP17/76 – To review and adopt the Community Engagement Strategy.

Resolved to adopt without amendment.

To be approved at Full Council under agenda item FC17/146.

NP17/77 – To review and adopt the Community Engagement Report.

Resolved to adopt without amendment.

To be approved at Full Council under agenda item FC17/146.

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NP17/78 – To review and adopt all Exhibition Board posters.

Agreed to feedback all observations and review again at the next meeting of this steering group (28th June 2017).

NP17/79 – To review the assignment of members (two per theme) to the Neighbourhood Plan Theme Groups.

SP agreed to include an agenda item at next Full Council calling for more volunteers and it was hoped members of the public would also come forward after the first GIP workshop – as two themes were not yet covered (Local Economy/Sustainable Communities).

TR suggested asking a prospective A level student, so SS agreed to provide SP with suitable wording before asking JW to take that request forward with the upper school.

GL added the hope was to replicate the first GIP workshop at the upper school.

To be approved at Full Council under agenda item FC17/145.

NP17/80 – To receive an update from APC Planning (Sally Stroman) regarding assignment of the “Site Assessment” deliverable and to make recommendation to Full Council as necessary.

SS had discussed site assessment with TR – her current appointment covered preparation of the Neighbourhood Plan only.

SS asked if WPC wanted more housing as the emerging Local Plan indicated none was coming forward at the present time. She added however, there were proposals which could be risky in terms of future development, not least as The Crown Estate had, and intended, to keep putting all their land forward. In that instance, it would be better if WPC chose sites rather than have proposals forced upon it.

SS stressed any site assessment would have to be unbiased.

After further discussion it was thought a site assessment would be a valuable piece of work, however SS needed to understand in greater detail WPC’s aspirations. It was thought best to allow the launch to take place before delivering any findings which would allow SS time to gain a better understanding and also submit her fee proposal. Delivery was thought best by the end of Sep/early Oct to promote questions within the Neighbourhood Plan questionnaire.

SP agreed to include an agenda item at next Full Council to formally approve SS’s appointment.

To be approved at Full Council under agenda item FC17/146 – fee proposal awaited.

NP17/81 – To receive a report from GL regarding the Neighbourhood Plan website.

GL confirmed the website was live but not yet advertised as he was waiting on fuller information. An events list would be included.

NP17/82 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No resolution made.

NP17/83 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No resolution made.

NP17/84 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No resolution made.

Sue Playford MILCM
Clerk to the Council
2nd June 2017.

FC17/147

Planning & Environment Committee report

10th May 2017

Report from outside organisations – for information only

Bedford Borough Council – Pertenhall and Swineshead Parish Council and Turvey Parish Council. Bedford Borough Council has designated Pertenhall and Swineshead Neighbourhood Area and Turvey Neighbourhood Area which is the whole civil parish for both parishes. Further information and a copy of the Council's decision statements, including a map of the Neighbourhood Area can be viewed on the Council's website at:

www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Pertenhall and Swineshead Parish Council and Turvey Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.

Matters arising from the minutes – for information only

See 31st May 2017.

Planning Applications – for resolution

17/00988/FUL – Bourne End Farm. Erection of new grain store.

Resolved **NO OBJECTIONS**.

17/01128/FUL – 10 Manor Road. Hardstanding to existing grassed area to provide vehicular access to front garden.

Resolved **NO OBJECTIONS** but to request the following condition be implemented: the access strip was to remain for access only, with no parking allowed.

17/01164/FUL – 23 Elmsdale Road – first floor side extension.

Resolved **NO OBJECTIONS**.

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

16/02444/AOC as part of 15/02060/MAF – Land South of Fields Road and East of Cranfield Road. Condition 24 – Environmental Noise Assessment (Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works).

Resolutions

P17/105 – Resolved to appoint Cllr Quirk as Chairman.

P17/106 – Resolved to appoint Cllr Regmi as Vice-Chairman.

P17/118 – Noted a course of action (including a site assessment) would be required following the removal of a fallen ash tree at St. Mary's Churchyard.

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P17/119 – Resolved to monitor a crack identified in the base of the War Memorial on Church Road and await the annual risk assessment (to be undertaken by Cllr Noakes). The crack was considered unworthy of remedial works at present.

31st May 2017

Open Forum

A representative (Paul Taylor) from Taylor Keogh Communications (on behalf of Millbrook Power Ltd) was present to make a brief presentation regarding proposals for a gas-fired electricity generation plant on land located in Rookery South Pit. Paul was welcomed to the meeting and spoke during Open Forum.

He reminded all present of the proposal to build a gas-fired power station within Rookery South Pit, which originally began in 2014. The project would use natural gas via a turbine, which would feed into the national grid. It would operate only during peak demand times (most likely winter months).

Although the proposal was based in Stewartby, the consultation zone encompassed all parishes within a 5km radius and so Wootton Parish Council was a statutory consultee. Closing date for comments was 2nd July 2017.

Several changes had been made since the original 2014 proposal. Cables from the station would now be underground and connect to existing powerlines near the Millbrook Proving Ground. The chimney stack height has reduced to 35metres, of which 15metres will be within the pit. Drax were now owners, having bought from Noble Group and a number of their representatives would be at the open evenings, as detailed in leaflets delivered to all houses in Wootton. A timeline of events was also detailed in the leaflet.

Paul stated all reports for this proposal had taken the proposed Covanta project into account. Cllr Noakes queried pollution levels and was told gas was considered a clean fossil fuel – there would be no significant emissions just water vapour. The major impact would be construction traffic, only 15 people would work on 2-3 shifts at the site as it wouldn't operate every day and the stack would not be visible from Wootton.

Cllr Noakes asked if proposed diesel engines at Hoo Lane would now be needed and Paul recommended WPC request they be gas not diesel when that consultation took place.

Question was asked why more power stations were needed. The national grid had noticed a need for them in southern England – pipelines came south from Norfolk and so Rookery South Pit was ideally located. Cllr Martin asked why gas was considered over renewables. Paul explained the UK was as yet unable to rely on renewables.

Cllr Lloyd asked if the proposal were granted, would it make Covanta's application more favourable. Paul confirmed that would not be the case – only the access road should be shared.

Paul was then thanked for attending the meeting and left at 7.35pm.

Report from outside organisations – for information only

Bedford Borough Council – proposed temporary road closure – Manor Road, Kempston Hardwick. The whole road for carriageway patching and resurfacing work. The closure is anticipated to be in operation between 8am and 6pm on 10 weekdays from Monday 5th June 2017 to Friday 16th June 2017 – specific dates will be advertised locally

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closer to the 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 + P17/118 – 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 has now been cleared and further works to damaged headstones, wall et al are to be taken forward.
- 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. Bedford Borough Council are currently liaising with a local resident regarding the piping and infilling of the ditch.
- P16/268 + P17/50 – New bench opposite the Cock Inn PH, Bedford Road. Bench is now in situ. Clerk is working with the family of the late Bill Brady on a plaque inscription.
- 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 hat 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.
- 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 Applications – for resolution

17/01326/FUL – 77 Lorraine Road – single storey rear extension, two storey side extension and rear dormer to serve loft conversion/extension and new rear garden store.
Resolved **NO OBJECTIONS**.

17/01196/LBC – Demolition of four former brickwork chimneys and associated kilns – STEWARTBY BRICKWORKS, BROADMEAD ROAD, STEWARTBY.

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Resolved **NO OBJECTIONS** but to request consideration be given in keeping the one chimney with the Stewartby logo and associated kiln.

Planning (other – including Bedford Borough Council and the Secretary of State) – for information only

17/00375/FUL – 41-43 Cause End Road – refurbishment and extension of the existing cottages and the construction of 3 additional detached dwellings, together with off-road parking, private amenity space and associated landscaping.

Notification received that the above proposed development is for inclusion on the agenda for Bedford Borough Council's Planning Committee meeting on 22nd May 2017. Officer recommendation is to **GRANT PERMISSION (CIL LIABLE)**.

This council previously recorded **NO OBJECTIONS**.

Resolutions

P17/132 – Resolved to monitor parking at the entrance to Lorraine Road cemetery and report again as needed.

P17/133 – Resolved to fell a tree growing close to railings at Lorraine Road cemetery and plant a replacement elsewhere in the cemetery – on advice from Pamela Stevenson.

Sue Playford MILCM
Clerk to the Council
2nd June 2017.

FC17/148**ROADS AND FOOTPATHS SAFETY STEERING GROUP PROJECT ACTION PLAN 2017-18**

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 2017-18 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). Bedford Borough Council has confirmed s106 Developer Contributions	To be appointed

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				cannot be used to upgrade bus stops as they form part of a specific transport contribution. Resolved at Full Council 10 th May 2017 (FC17/134) to use CIL ¹ monies to the same effect.	
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	To be appointed

¹ Community Infrastructure Levy
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				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 infill the ditch had been rejected by BBC in the past. s106 Developer Contributions would be available for works to improve the existing footpath.	
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).	To be appointed

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				Costs would be in the region of £10k for an island, £40k for a zebra crossing and £85k for an electronic-style crossing. Resolved at Full Council 10 th May 2017 (FC17/132) to take the proposal forward, starting with Bedfordshire Police.	
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 be appointed

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				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. 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	
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Appendix 5

				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) Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment	
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To be reviewed at each committee meeting.

STRATEGIC ACTION PLAN 2017-18

WPC² 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 FC³ 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 BBC⁴); - 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

² Wootton Parish Council

³ Full Council

⁴ 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	2017	£30,000	Now a monthly Full Council report agenda item	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	Quotations have been obtained – awaiting information from Cllr O'Dell on revised designs for the kissing gates at Tithe Barn Road.	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

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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
St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	Quotations have been obtained – awaiting information from Cllr O'Dell on revised designs for the kissing gates at Tithe Barn Road.	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 ⁵	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 Mephram Road and also Mephram Road to	Cllr Lloyd

⁵ Roads & Footpaths Safety Steering Group
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				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 • May 17 – Clerk to establish best locations for the black box(es) and take to FC. Clerk has been informed by John Loughlin that data captured in 2015 is still valid and is taking that information back to the Roads & Footpaths Safety Steering Group	
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Appendix 6

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
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;	Cllrs Bygraves and Lloyd

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Appendix 6

				• Sep/Oct 17 – tender process for winning design; • Nov 17 – award contract and determine build date	
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To be reviewed monthly at Full Council.

FC17/150**RISK ASSESSMENTS PLAN 2017-18**

WPC⁶ 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

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	Merged with Street Furniture	N/A	N/A

⁶ Wootton Parish Council
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Bus Shelters	N/A		Merged with Street Furniture	N/A	N/A
Cemeteries	N/A		CLRs O'Dell and Quirk	Review monthly until complete	
Changing Rooms and Toilet Block	CLr Bygraves	Still with CLr Bygraves 2016-17 – not available via the website	CLr Bygraves	Review monthly until complete	
Christmas Tree	CLr Hensher		Clerk	December 2017	
Defibrillator	CLr Quirk		Wootton Community First Responder Group	Review monthly	Ongoing – monthly checks required
Generator	CLr Hensher	To be signed off at this meeting	CLr Hensher	To be determined at this meeting	
Keeley End Pond	CLr Groves	Still with CLr Groves 2016-17 – not available via the website	CLr Groves	Review monthly until complete	
Litter & Dog Bins	CLr Hensher		Merged with Street Furniture	N/A	N/A
Litter Picking	CLr 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 (caretaker – recreation ground) has confirmed it will be difficult to inform a designated person to notify her shifts. Alison (allotments officer) informs her husband, Lorna (litter picker) her mother.	

Appendix 7

				Clerk is awaiting equipment requirements from Lorna. Others to complete a disclaimer stating they have no requirements. Recommendation made at Full Council (FC17/124) 10th May 2017 that Hi-Viz jackets and suitable footwear (supplied by WPC – Hi-Viz jackets to contain WPC details) must be worn by both Charlotte and Lorna. Review monthly until complete	
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 (caretaker – recreation ground) has confirmed it will be difficult to inform a designated person to notify her shifts. Alison (allotments officer) informs her husband, Lorna (litter picker) her mother. Clerk is awaiting equipment requirements from Lorna. Others to complete a disclaimer	

Appendix 7

				stating they have no requirements. Recommendation made at Full Council (FC17/124) 10th May 2017 that Hi-Viz jackets and suitable footwear (supplied by WPC – Hi-Viz jackets to contain WPC details) must be worn by both Charlotte and Lorna. Review monthly until complete	
Marquee	Cllr Hensher	Not yet available on the website	Cllr Hensher	Review monthly until complete	
Memorial Hall Play Area	Cllr Groves	Still with Cllr Groves 2016-17 – not available via the website	Cllr Groves	Review monthly until complete	
MUGA (Multi Use Games Area) *	Cllr Hensher	Injury through confrontation with MOP - consider issuing personal alarms to lone workers	Cllr Bygraves	Review monthly until complete	
Recreation Ground Play Area *	Cllr Hensher	MOP – accident risk of slipping, tripping or falling due to damaged fencing or surface	Cllr Bygraves	Jun 17 – consider future installation of safety surfaces around equipment Wootton Play Equipment Working Group is obtaining quotations to add surfaces within the existing play area Review monthly until complete	

Appendix 7

Skate Park *	Cllr Hensher	MOP – accident risk of falling from height into skate park MOP – accident risk of slipping/falling due to wet or icy surface MOP – accident risk slipping, falling or impacting due to poor visibility MOP – accident risk of slipping, tripping or falling from height	Cllr Bygraves	Jun 17 – consider erecting safety fencing around raised areas Jun 17 – consider signage advising area should not be used in bad conditions and is done so at individuals own risk Jun 17 – consider installing time-controlled flood lighting Jun 17 – consider providing stair or step access to raised areas All findings above noted at Full Council (FC17/124) 10th May 2017. No further action required. Review monthly until complete	
Street Furniture	Cllr Hensher	To include: Benches; Bus Shelters; Litter and Dog Bins*:	BBCLr/Cllr Wheeler	*Litter and Dog Bins – formal inspection regime required; *Litter and Dog Bins – consider health hazard signage on bins (JW to establish frequency bins are emptied). Bins are emptied weekly (Wednesday) and the	

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		Contractors and MOP ⁷ impacting with the bin due to bad siting; Health hazard due to dropped or overflowing faecal matter. Street lighting**		clerk has a schedule which includes locations. Paul Pace has confirmed BBC don't include signage as bins are emptied asap if noted as overflowing **Street lighting - Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Review monthly until complete	
Street Lighting	Cllr Quirk	Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Not available via the website	Merged with Street Furniture	N/A	N/A
Trees	Cllr Hensher	MOP – accident risk of slipping on surrounding surface	Clerk	To be reviewed alongside a regular tree inspection regime, including a visual inspection report	Ongoing – regular checks required as determined by a visual inspection report
Village Planters	Cllr Hensher	Not yet available on the website	Cllr Hensher	Review monthly until complete	

⁷ Members of the public
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Village Sign(s)	Cllr Hensher	Contractor or MOP – fall resulting from climbing onto plinth (village sign at junction of Bedford/Cause End Road	Clerk	Jun 17 – consider placing no climbing sign on plinth All findings above noted at Full Council (FC17/124) 10 th May 2017. No further action required.	
War Memorial	Cllr Noakes				
Work Station (Clerk)	Cllr Lloyd	None identified	N/A	Mar 17	Mar 17 GL

To be reviewed monthly at Full Council.