



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 14th March 2018 at 7.35pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were two members of the public present who wished to observe and comment on agenda items FC18/082, FC18/091 and FC18/092. Cllr Lloyd proposed all be heard after FC18/067. Resolved by all present. No other members of the public or 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, Gibbons, Hall, Hensher, Hudson, Lewis, Martin, Noakes, O'Dell, Quirk, Regmi, Wallace 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
FC18/064	Apologies for absence.	No apologies received.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/065	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/066	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.	Localism Act 2011, Ch 7, s33.
FC18/067	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. Cllr Noakes requested an update regarding the flooding along Cranfield Road and	Clerk to keep on file.	N/A.

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	To receive crime figures for February 2018. (Appendix 1a). To include a report from Cllr Noakes in relation to a Police Parish Meeting recently attended.	BBCllr/Cllr Wheeler reported engineers were due on site on 14th March 2018. He added Bedford Borough Council Highways Department were authorised to undertake remedial works to repair the road and resolve the flooding issue and charge the costs to either Concept or Developers. BBCllr/Cllr Wheeler added gas works were proposed for Payne Road (via Bedford Road alley), Beauchamp and Fields Road, down to Berryfields. Works were expected to start in Easter 2018 and he had requested regular updates which would be passed to members and the Clerk for publication. It was noted figures were a 50-50 split between domestic and other crimes. No further comments received.		
FC18/068	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	Nothing significant to report.	N/A.	N/A.
FC18/069	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 14th February 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Fun Fest Committee meeting held on 19th July 2017.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Wheeler. Seconded: Cllr Regmi. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	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 31st January 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 17th January 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 6th September 2017.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC18/070	Matters arising from the minutes – for information only. - FC18/50 – 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. Further resolved 14th February 2018 (FC18/050) that the plan was sound and would not impact on Wootton. - FC18/063 + FC18/096 – Community Centre at Berryfields. Refer to agenda item FC18/096. - FC17/229 – 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 disappointing content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. A follow-up report	No further comments received.	Clerk to keep on file.	N/A.

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	was submitted 31st August 2017 to Bedford Borough Council and Persimmon Homes (Northampton and Peterborough), requesting further remedial works. The Clerk met with Alex Kenny on 7th December 2017 and he agreed to take the matter forward. The ditch now comes under the remit of Greenbelt and Alex Kenny has passed the report on. • FC18/061 + FC18/085 – Community Infrastructure Levy (CIL) Funds (£194k). 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 (now approved FC18/060); •Neighbourhood Planning costs; •Upgrade of all bus stops in Wootton, to make them disable-friendly (now approved FC17/228). Plans are now in place to produce a CIL policy to determine how future sums should be allocated/spent. Refer to agenda item FC18/085. • FC17/172 + FC18/087 – 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 has been informed both will be taken forward by Bedford Borough Council’s Environment and Sustainable Communities Overview and Scrutiny Committee – but that Traffic Management WILL focus only on Bedford Town. Refer to agenda item FC18/087.			
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	• FC18/059 + FC18/082 – Marston Vale Innovation Park (17/00666/MAO). The parish council has employed a professional planner to assist and a robust objection has been submitted to Bedford Borough Council. The planning application has been approved and the parish council were advised by both a planning professional and solicitor there were no grounds for appeal or an Ombudsman intervention. Arrangements are ongoing to create a liaison group consisting of residents, parish councillors and officers from Bedford Borough Council to work on this and other large-scale developments coming forward within the village. Refer to agenda item FC18/082. • FC17/225 + FC17/315 – Upgrading CCTV system at the recreation ground. Resolved 8th November 2017 (FC17/315) to upgrade the existing system and add further cameras. Works are now complete. Move to close. • FC17/226 – Bottle Bank. The Clerk is sourcing a contractor to mark out two bays in the car park and has asked the caretaker to ensure it is monitored at least twice weekly to prevent it overflowing. • FC17/231 – Football policy. The Clerk has circulated the policy to all teams. All have now been returned. Move to close. • FC17/259 + FC17/288 – Allocation of s106 monies. Resolved 13th September 2017 (FC17/259) that monies be allocated to the Jubilee Garden regeneration project, Public Art and Community Centre (subject to WPC being appointed as the Management Entity). Resolved 11th October 2017 (FC17/288) that £32k identified for sports facilities be earmarked for outdoor gym equipment at the recreation ground. BBCllr/Cllr Wheeler to make			
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	enquiries at Bedford Borough Council who operate a “green gym” scheme. • FC17/283 – Emergency lighting checks – changing rooms/toilet block. Steve Brown (electrical contractor) will install trip switches and provide the Clerk with a guide on undertaking weekly checks. • FC17/284 – Cranfield Road village sign. The Clerk has requested a risk assessment from Concept/Bedford Borough Council on dangers identified due to the signs’ positioning, asked why the parish council was not consulted ahead of its installation and requested clarification on whether the 30MPH speed limit is yet legally enforceable. The Clerk has since established that limit is not yet enforceable (due to a lack of repeater signs) and that Bedfordshire Police do not support a reduction from 40MPH to 30MPH in Wootton Green. The Clerk has also established Bedford Borough Council were not consulted over the village sign installation and they are taking that forward with the relevant developer(s). • FC18/019 – Apex360. Resolved 11th October 2017 (FC17/290) to agree in principle to Apex360 hosting children’s sports clubs in Wootton but to aim to hold them at the community centre (Berryfields) should the parish council be appointed the Management Entity. Resolved 10th January 2018 (FC18/019) to go ahead with the proposal and authorise Apex360 to apply for an Awards for All grant. The Clerk and Cllr Lloyd are checking that grant application ahead of submission. • FC17/312 – Criminal damage to the Multi-Use-Games-Area. A financial offer from the defendant is no longer an option – the defendant has agreed to litter pick during the upcoming Fun Fest as part of a community service resolution. Move to close.			
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	• FC17/344 – Millennium Quest. Resolved 13th December 2017 (FC17/344) that Cllr Hensher and the Clerk speak to Millennium Quest in January 2018 to see if refurbished lighting might be available to extend the scheme to/along Fields Road. • FC18/024 – Community First Response – Paediatric Deployment. The Clerk wrote to Messrs Morton, Boulton and Patten (East of England Ambulance Service) requesting they reconsider changes made to deployment criteria. • FC18/049 – Manor Road parking issues. Cllr Lloyd has delivered a letter explaining the parish council's position alongside a potential parking solution. • FC18/053 – Bellway Homes Management Entity letter. The Clerk has written to the Chief Executives of Bellway, Bovis Homes and Taylor Wimpey stating the parish council had never been consulted on the appointment of a management entity to manage open spaces and play facilities within the Berry Wood development.			
FC18/071	Chairman's report – for information only.	Cllr Lloyd confirmed he and the Clerk were working to complete the first Annual Report – it was hoped it would be ready for distribution in May 2018. They were also working on VAT issues following the Clerk's recent training course. Cllr Lloyd then read a letter received at the start of this meeting from Cllr Hall, who had taken the decision to resign with effect from 15th March 2018, after 15 years on the parish council. Cllr Lloyd stated he was sorry to learn of his decision and Cllr Quirk led all present in thanking Cllr Hall for his years of service.	All to take forward.	N/A.

		Volunteers to attend councillor surgeries were required from April 2018 onwards – the following was noted: • Cllrs Lloyd and O'Dell were possibilities for April; • Cllr Lewis was a possibility for June. It was noted the surgery was now just one hour – 11am-noon on the first Saturday monthly.		
FC18/072	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).	Resolved to receive and adopt the report (including the continuation of Regeneration Positives' services to ensure completion of the draft Issues and Options Analysis Document only). Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/073	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.
FC18/074	To receive and adopt a report from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action on any issues arising. (Appendix 5).	It was noted funding totalling £75k had been received from Veolia. Resolved to receive and adopt without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/075	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths Safety Steering Group and to resolve a suitable course of action on any issues arising. (Appendix 6).	No report available as this committee had not met since 17 th January 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/076	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 7).	Resolved to receive, review and adopt the Strategic Action Plan with the following comments:	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		• CCTV upgrade was complete. Broadband had also been upgraded and costs lowered; • Cllr Hensher and the Clerk were meeting with Millennium Quest on 16th April 2018 to discuss lighting for Christmas 2018; • The project to convert the paddock into additional allotments would be taken out of the SAP in the next financial year and other projects could be determined as CIL projects at the same time. Proposed: Cllr O'Dell. Seconded: Cllr Hall. Resolved by all present.		
FC18/077	To receive, review and adopt all Risk Assessments for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 8).	It was noted the Clerk would liaise with Cllr Gibbons in the coming weeks to ensure all Risk Assessments were actioned for 2018-19 under his co-ordination. Resolved to receive, review and adopt those for 2017-18 without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Cllr Gibbons and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/078	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC18/079-081 below – for information only.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/079	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and O'Dell. Proposed: Cllr Wheeler. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

FC18/080	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/081	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.	Queried whether SAGE might be a better accounts package – it detailed month by month breakdowns and surplus/deficits. Cllr Lloyd confirmed he and the Clerk were investigating alternatives with RBS and the Clerk was drafting an investment policy. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/082	To approve Terms of Reference for the Wootton Development Liaison Group and to receive a report from BBCllr/Cllr Wheeler regarding an initial meeting between that group and members from Bedford Borough Council/appropriate developers and to resolve a suitable course of action.	This agenda item was debated after FC18/092. A second resident present expressed the need to get an initial meeting together with all relevant parties. He was concerned over Central Government's plans for the Cambridge/Oxford corridor, despite Bedford Borough Council's Draft Local Plan 2035 detailing no further development for Wootton. BBCllr/Cllr Wheeler confirmed he had spoken to all concerned and was now waiting on dates. Bedford Borough Council had nominated an officer to attend and it was understood Goodmans wished to send 2-3 directors. Cllr Wallace asked for an update regarding literature on the appointment of a Management Entity within the Berry Wood development. The Clerk confirmed all developers were reviewing their literature (which had incorrectly detailed the parish council's wish NOT to take on green space/play area management). A	BBCllr/Cllr Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		formal response had not yet been received. Resolved to accept the Terms of Reference and await further news from BBCllr/Cllr Wheeler regarding the first meeting. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.		
FC18/083	To approve a Car Park(s) Usage Policy and to resolve a suitable course of action.	It was noted until the legal documentation in respect of the Community Centre had been reviewed and agreed, it was not possible to determine how that car park would be shared/utilised with the lower school. Resolved to remove all reference to the Community Centre car park and approve and adopt the policy without further amendment. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/084	To approve amendments to Financial Regulations and to resolve a suitable course of action.	Resolved to approve amendments and adopt without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/085	To receive, review and adopt a Community Infrastructure Levy (CIL) policy and to resolve a suitable course of action on any issues of recommendations arising.	Cllr Lloyd distributed papers which had been used to test a scoring mechanism for future CIL bids. He detailed an advisory CIL committee would be formed (at the Annual Council Meeting) to individually and independently mark bids. The Clerk would then collate all findings and the committee would meet to resolve significant variances. Final scores would be added to the Project Priority List which	Cllrs Gibbons, Hensher, Lloyd and O'Dell to take forward.	Community Infrastructure Levy Regulations (2010) & subsequent.

		would determine ranking before being formally discussed at Full Council. It was noted the Project Priority List provided a baseline and was a guide document only, which could be honed as needed. The scoring system was approved, and it was resolved to bring the CIL policy back to next Full Council for formal approval (to be worked on by Cllrs Gibbons, Hensher, Lloyd and O'Dell). Proposed: Cllr Quirk. Seconded: Cllr Wallace. Resolved by all present.		
FC18/086	To consider formation of a diversity pledge following correspondence received from the Bedfordshire Association of Town and Parish Councils and to resolve a suitable course of action.	Resolved to note for the records but take no further action. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by majority vote.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/087	To consider a response to Bedford Borough Council in relation to its consultation on items for consideration/investigation by its four Overview and Scrutiny Committees in the 2018/19 Municipal Year and to resolve a suitable course of action.	Resolved the following issues be taken forward for consideration: • Create/improve a green/tranquil area along the Cambridge/Oxford corridor; • Investigate/reduce traffic problems along the same corridor; • Investigate the impact on existing/proposed schools given the level of ongoing/proposed development (including air pollution). Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC18/088	To consider additional signage at Keeley End Pond and to resolve a suitable course of action.	Cllr Lloyd detailed some responses from the Neighbourhood Plan Questionnaire which indicated many residents did not know the pond's name, it's wildlife or history.	Cllr Quirk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		After discussion it was resolved Cllr Quirk would design a draft signpost with that information, possibly based on similar signage used by the Forest of Marston Vale. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.		
FC18/089	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to continue using Bespoke Media's services for a further 12 months and review as necessary. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/090	To consider the removal of additional kissing gates at entrances to the Recreation Ground, Church Road and to resolve a suitable course of action.	Resolved to remove three kissing gates in the following areas: • Near the lower school; • Tithe Barn Road entrance; • Near the MUGA (Multi Use Games Area). Cllr Hensher added works were needed to the main entrance gate to prevent it being lifted and Cllr Hudson agreed to take that forward. Proposed: Cllr Martin. Seconded: Cllr Noakes. Resolved by all present.	Cllr Hudson and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/091	To receive a report and factsheet from the Environment Agency following its decision to grant an Environmental Permit to Covanta Energy Ltd (Rookery Pit, Stewartby) and to resolve a suitable course of action.	This agenda item was debated after FC18/067. One resident who regularly attended BACI meetings (Bedfordshire Against Covanta Incinerator) reported despite BACI (and others) consistently opposing the application on all levels, they were now undertaking a pro bono investigation to determine (within a three-month period) whether a judicial review was appropriate, following the Environment Agency's	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		decision to grant an Environmental Permit. The resident added were there a case for judicial review, fundraising would be necessary. After discussion it was resolved the Clerk write to the Chair of BACI (Nicola Ryan-Raine) reiterating the parish council's objections (as made to the Environment Agency during the recent consultation process) but noting also this will have no impact on a judicial review. The resident was thanked for his efforts in attending BACI meetings and reporting back to the parish council. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC18/092	To consider a response to Central Government regarding its recent paper "A Green Future: Our 25 Year Plan to Improve the Environment" and to resolve a suitable course of action.	This agenda item was debated after FC18/091. The same resident detailed concerns that tree planting within the parish was not being undertaken in a viable fashion, despite Central Government's 25 Year Plan to Improve the Environment. He believed current guidelines were failing local communities, not just within Wootton. Cllr Wallace detailed the Forest of Marston Vale (FoMV)'s policy which stated 30% tree cover within developments, within the FoMV area. If that percentage were not delivered within the development site, FoMV received funding to plant elsewhere and they currently had land/ability to purchase land for planting in both Central Bedfordshire and Bedford Borough. Cllr Wallace saw no value in writing to the Secretary of State as	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		the 25 Year Plan did not form part of an overall strategy. He added the 25 Year Plan should be applied to future developments in Wootton – however, it was noted Bedford Borough Council’s Draft Local Plan 2035 detailed no further allocations for the village. The resident referenced Central Government’s plans for significant development within the Cambridge-Oxford corridor and it was noted the emerging Neighbourhood Plan would make provision for green space within the parish and enable grass roots control over future development plans. BBCllr/Cllr Wheeler stated Baroness Barbara Young was visiting FoMV on 25th May 2018 to deliver a speech on green infrastructure within the Cambridge-Oxford corridor and agreed to establish whether the resident could attend. Resolved to note the issue for the files but take no further action. The resident was thanked for raising his concerns and he then left the meeting. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present.		
FC18/093	To consider the placement of additional planters within the village (as part of the ongoing Strategic Action Plan for 2017-18) and to resolve a suitable course of action.	Resolved to place additional planters at the following sites: • Opposite the Memorial Hall on Bedford Road (site of the recently removed bench); • Junction of Fields Road/Folkes Road – near the show home. Cllr Hensher agreed to provide the Clerk	Cllr Hensher and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		with the locations to enable Bedford Borough Council to grant a street licence. Resolved to accept the above and revisit other locations in 12 months' time. Proposed: Cllr Lewis. Seconded: Cllr Bygraves. Resolved by all present.		
FC18/094	To consider a grant request from the Wootton Good Neighbour Scheme (£168.00 for the purpose of running costs and promotional materials) and to resolve a suitable course of action.	Resolved to grant the request in full without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/095	To consider names for the 55-bed care facility building currently under construction on Fields Road and to resolve a suitable course of action.	Resolved all suggestions be sent to the Clerk by Monday 19 th March 2018 for a Doodle Poll vote on Wednesday 21 st March 2018. The top three would be sent to bpha for consideration. Proposed: Cllr Lloyd. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/096	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).
FC18/097	To receive a report from Cllrs Bygraves and Wallace regarding the new Community Centre in Berryfields and to resolve a suitable course of action.	Cllr Wallace stated he was now in possession of a set of keys, although the building remained in Persimmon's control. Snagging was needed, and Persimmon had agreed to correct faults for a 12-month period. The legal works were still ongoing – Persimmon were looking for an external lawyer to take the works on as their internal lawyer was too busy. A separate agreement was needed for the Sports Pitches and MUGA (Multi Use Games	All to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Area) and Persimmon had raised the suggestion the parish council also take on the maintenance of green space south of the ditch (subject to commuted sums). Issues surrounding the car park (ownership and usage) still needed to be resolved. The parish council needed to determine how the building would be run – by the parish council or as a Charitable Trust. Would it operate as a hall for hire or a facility to promote community events (such as film nights). Cllr Wallace suggested appointing short-term experienced help to ensure it was kitted out appropriately, but Cllr Lloyd raised concerns over the specifics of what would be delivered and suggested the parish council deal with it in-house. Cllr Lloyd suggested he/the Clerk focus on the office, Cllr Regmi the kitchen and Cllr O'Dell all issues relating to disabled access and facilities (including a hearing loop). Cllr Bygraves passed a copy of Brickhill Community Centre's constitution to the Clerk who agreed to forward it to all members. Cllrs O'Dell and Wallace would investigate how Gt. Denham's community centre operated also. Cllr Wallace also agreed to forward a document relating to Gt. Denham's community centre to the Clerk, if appropriate. It was agreed any councillor wishing to view the hall would meet with Cllr Wallace at 9.30am on Saturday 17th March 2018.		
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		Resolved to accept the above. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 9.40pm.

Borough Councillor Update – March 2018**Highways and Speed Camera Investment**

Bedford Borough councillors agreed at a meeting on the 28th February to allocate a projected underspend on the budget for the current year towards highways improvements and new sets of average speed cameras.

The Council is continuing its efficiency programme in response to increased demand for services (the budget for adult social care is increasing to £52.1m in 2018/19; up 13.7% since 2015/16) whilst overall resources remain relatively unchanged year on year.

The Council has been delivering £7.8m of agreed efficiencies in 2017/18. As we near the end of the financial year, it is estimated that there will be an overall underspend of just under £1.8m. Councillors have, therefore, chosen to allocate £1m of this sum for improvements to roads and pavements. In addition, a one-off sum of £0.525m will be spent on average speed cameras, thus reintroducing a service which ceased in 2016 and allowing some of the 60 plus schemes on the waiting list to go ahead. The criteria for prioritising the speed camera schemes are still to be determined.

Local Plan 2035

The Council is currently consulting on its draft Local Plan, setting out preferred sites for the development of around 8000 homes to the year 2035.

You may recall that there was an intention to agree the Local Plan by the end of March after the Government stated its intention for local authorities to be subject to a centralised methodology to determine housing targets, rather than each council undertaking their own assessment as at present. The new methodology would increase the Borough's housing need to 2035 from around 8,000 to 14,000 homes. Submitting the Local Plan for examination before the end of March would have seen the Council benefit from 'transitional arrangements', thus avoiding the increased target.

The Government has now announced that the new methodology will not be implemented until the summer. This means that there is now more flexibility around the timeline for agreeing the Local Plan. The consultation has been extended to 5pm on the 29th March and it is likely that the final Local Plan will be subject to a vote at a meeting of councillors in May.

A key aspect of the draft submission is the selection of a new settlement to deliver around a third of the new homes to 2035. In this regard, land owners and planning agents submitted 4 sites for consideration, namely: Wyboston; Colworth (Sharnbrook); Twinwoods (between Milton Ernest and Thurleigh), and; Thurleigh Airfield. As part of the consultation, details have now been made available of the viability assessments of the 4 sites at www.bedford.gov.uk/localplan2035

An additional site, called 'Bedford Brickworks' was submitted formally for consideration in November and consists of a plan to build on largely brownfield land to the south of Bedford to deliver 4,500 homes in the Local Plan period, extending to 9,145 dwellings thereafter. Whilst this site was put forward too

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late in the process to be a viable alternative, it does underline the availability of brownfield sites, the majority of which were offered for development in the original call for sites, that could have been pursued had the Council taken a more proactive approach at an earlier stage of the process.

The Mayor's draft Local Plan includes the Colworth site, adjacent to Sharnbrook and Souldrop, as the preferred settlement which will deliver 2500 homes in the Local Plan period and then up to 4500 in subsequent years. It has been stated that a key reason for the selection of Colworth is the possibility of a new parkway rail station linking the settlement with Bedford and London.

The draft Local Plan also includes a belated allocation of 2420 homes in the urban area, which means there is no longer a need for 'edge of urban' sites at Salph End, Renhold and Gibraltar Corner, Kempston. A 500-home allocation for Wilstead has also been removed, while a 600-dwelling development in Sharnbrook will not go ahead if the Colworth settlement, as set out above, is agreed. Conversely, 500 homes are still scheduled in each of Bromham, Great Barford and Clapham.

The below table is taken from the report to the Mayor's Executive in January (which can be in full at [this link](#)) and sets out the allocations. The left of the table shown the plans consulted on last year, while the right side shows the plans included in the draft submission:

2017 consultation paper	Amount of residential development	Local Plan 2035 Plan for submission	Amount of residential development
Urban area	877	Urban area	2,420
Edge of urban area	1,111	Edge of urban area	210
Brownfield site Stewartby Brickworks	1,000	Brownfield site Stewartby Brickworks	1,000
New settlement(s)	2,200	Colworth garden village	2,500
Group 1 villages – Key Service Centres		Group 1 villages – Key Service Centres	
- Bromham	500	- Bromham	500
- Clapham	500	- Clapham	500
- Gt Barford	500	- Gt Barford	500
- Sharnbrook	600	- Sharnbrook	0
- Shortstown	0	- Shortstown	0
- Wilstead	500	- Wilstead	0
- Wixams	0	- Wixams	0
- Wootton	0	- Wootton	0
Total Group 1 villages	2,600	Total Group 1 villages	1,500
Group 2 Villages – Rural Service Centres		Group 2 Villages – Rural Service Centres	
- Carlton	25-50	- Carlton	25-50
- Harrold	25-50	- Harrold	25-50
- Milton Ernest	25-50	- Milton Ernest	25-50
- Oakley	25-50	- Oakley	25-50
- Roxton	25-50	- Roxton	25-50
- Stewartby	0	- Stewartby	0
- Turvey	25-50	- Turvey	25-50
- Willington	0	- Willington	0
Total Group 2 villages (mid point)	225	Total Group 2 villages (mid point)	225
	8,013		7,855

Residents must respond should they wish their comments to be considered once the Local Plan is submitted for consideration to the Planning Inspectorate.

Responses can be submitted via www.bedford.gov.uk/localplan2035 or by emailing planningforthefuture@bedford.gov.uk. Response forms are also available at local libraries and the Customer Service Centre on Horne Lane, while comments can also be sent by post to Local Plan 2035, Planning Policy Team, Bedford Borough Council, Borough Hall, Bedford MK42 9AP.

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Bedford Hospital

Toward the end of 2017, Bedford Hospital and Luton & Dunstable Hospital stated their intention to undergo a full merger. In this regard, a business case was submitted to NHS regulators in December and it was expected that a decision would be made on whether the merger will go ahead in time for it to be implemented on the 1st April 2018.

It has now been reported that this timescale has been delayed as talks continue around the financial agreements underpinning the merger. In particular, it will not be known until the summer as to the availability of government capital funding which could support improvements to both sites.

The business case reiterated that a full range of services will continue to be provided for patients on both sites. This includes key services such as A&E, maternity and paediatrics at Bedford Hospital.

Non-Patient Emergency Transport

The East of England Ambulance Service Trust (EEAST) is to provide non-emergency patient transport services in the Borough after agreeing a contract with the Bedfordshire Clinical Commissioning Group (BCCG – which has responsibility for organising local NHS services).

The contract, which concerns the provision of transport where patients are taken for pre-planned medical appointments, will be fully in place from June. The service was delivered until last year by the now defunct Private Ambulance Service (PAS) which went into administration. The service provided by PAS was the subject of complaints due to repeated instances of failures to pick up patients on time, if at all.

Housing Scheme

A new facility opening in St John's Street, Bedford next month is to provide intensive support to homeless individuals. Clarence House will provide 29 beds and 24-hour specialist support aiming to end the cycle of homelessness and support rough sleepers towards independent living. The facility will be managed by One Housing, which has delivered this model of support successfully in London and will be linked with other support services.

As of November last year, it was estimated that there were 76 rough sleepers in the Borough.

Shared Lives

The Council is promoting its 'Shared Lives' initiative which supports adults (aged 16 or over) with learning disabilities. Shared Lives sees individuals requiring support try new and varied activities such as going for walk or to the cinema, attending a football match, or even going on holiday under the supervision of a carer.

The Council is looking for volunteers to become Shared Lives carers to support individuals with learning disabilities as they experience opportunities which can make a positive difference to their lives.

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Appendix 1

Carers will be assessed and receive training. They will also receive financial payments on a self-employed basis and are also eligible for a Shared Lives Tax Break. For more information call 01234 228560 or email sharedlives@bedford.gov.uk

Ford End Road Bridge

As a reminder, from the 16th February to August, Network Rail is to undertake demolition and reconstruction of Ford End Road bridge in Bedford as part of works to electrify the railway line through Bedford. The bridge will be closed to vehicle during this period and traffic will be diverted.

BBCllr Wheeler

March 2018

FC 18/067a February 2018			
Offence Class Description	First Committed	Last Committed	Address
BURGLARY - BUSINESS AND COMMUNITY	13/02/2018 17:15	14/02/2018 06:45	WOOD END WOOTTON BEDFORD
COMMON ASSAULT	13/02/2018 19:00	13/02/2018 20:36	EMERTON WAY WOOTTON BEDFORD
DOMESTIC DISPUTE/INCIDENT	03/02/2018 21:30	03/02/2018 22:07	
DOMESTIC DISPUTE/INCIDENT	04/02/2018 17:28	04/02/2018 17:28	
DOMESTIC DISPUTE/INCIDENT	12/02/2018 22:00	12/02/2018 22:09	
DOMESTIC DISPUTE/INCIDENT	15/02/2018 06:30	15/02/2018 06:40	
HARASSMENT - (PFHA SECTION 2)	02/02/2018 00:00	05/02/2018 17:00	
INTERFERENCE WITH MOTOR VEHICLE	10/02/2018 17:00	11/02/2018 12:15	ARTHUR BLACK WAY WOOTTON BEDFORD
INTERFERENCE WITH MOTOR VEHICLE	10/02/2018 20:00	11/02/2018 11:30	ASHPOLE AVENUE WOOTTON BEDFORD
INTERFERENCE WITH MOTOR VEHICLE	11/02/2018 02:55	11/02/2018 02:55	ASHPOLE AVENUE WOOTTON BEDFORD
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	24/01/2018 12:00	04/02/2018 12:00	WOOTTON GREEN WOOTTON BEDFORD
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	04/02/2018 02:30	04/02/2018 02:45	EMERTON WAY WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	02/02/2018 21:00	03/02/2018 20:00	HAYCROFT WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	10/02/2018 19:30	10/02/2018 19:30	ELLIS CLOSE WOOTTON BEDFORD

Appendix 1a

THEFT FROM MOTOR VEHICLE	10/02/2018 22:30	11/02/2018 08:00	PARKER ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	10/02/2018 17:30	11/02/2018 17:00	MOORE CLOSE WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	10/02/2018 12:00	10/02/2018 13:00	STEWART COURT WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	15/02/2018 12:00	15/02/2018 15:00	STEWART COURT WOOTTON BEDFORD

Nothing significant to report.

Neighbourhood Plan Steering Group report

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

28th February 2018

NP18/018 – Matters arising from the minutes – for information only.

- NP18/012 – Green Infrastructure Plan (GIP). The plan has been drafted by BRCC and SP has provided context (as received from a resident). An action plan has also been drafted by BRCC and it was resolved at Full Council on 14th February 2018 (FC18/039) to appoint BRCC to aid with Phase 2 of the GIP.

Resolutions

NP18/019 – To receive a report from Gareth Lloyd regarding raw data obtained from the recently completed Neighbourhood Plan Questionnaires and to make recommendation to Full Council as necessary.

No report was received, however GL was asked to produce charts, detailing individual question responses.

NP18/020 – To receive, review and adopt a draft Issues and Options Analysis Document from Regeneration Positive and to make recommendation to Full Council as necessary.

Suggested some issues were fed through to the Neighbourhood Plan website. A further survey would be needed to agree proposed policies. TR was asked to prepare a three-section paper – comprising the following:

- Issues;
- Key Policies;
- Non-policy actions.

NP18/021– To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.

Noted no progress had been made of the following theme groups:

- Employment;
- Housing.

Noted the Environment theme was almost finished.

Noted Village Facilities was almost 50% completed.

Noted Sustainable Development was also ongoing – data was required from Bedford Borough Council.

NP18/022 – To consider how best to incorporate a potential extension to Lorraine Road cemetery within the Neighbourhood Plan and to make recommendation to Full Council as necessary.

Noted a future approach would need to be made to the landowners to discuss the possibility of purchasing land. Proposal to be added to the Village Facilities theme.

NP18/023 – To consider a suggestion that children who were too young to complete a Neighbourhood Plan Questionnaire be considered for inclusion within the Neighbourhood Plan process and to make recommendation to Full Council as necessary.

Resolved not to take the suggestion forward.

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NP18/024 – To undertake the prize draw (as part of the Neighbourhood Questionnaire completion process by residents) and to make recommendation to Full Council as necessary.

GL detailed the prize draw had been undertaken – details could not be published as permission to do so had not been given.

NP18/025 – To review the services of Regeneration Positive and to make recommendation to Full Council as necessary.

Resolved to continue with Regeneration Positive's services to ensure completion of the draft Issues and Options Analysis Document only and to make recommendation to Full Council.

NP18/026 – To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website and to make recommendation to Full Council as necessary.

No further comments received.

NP18/027 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further updates received.

NP18/028 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No further updates received.

NP18/029 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further updates received.

NP18/030 – To review and adopt the Neighbourhood Plan Project Plan, identify and set deadlines in relation to the next stages of work required and to make recommendation to Full Council as necessary.

The aim was to complete an initial draft of all theme reports by end of March 2018. A further questionnaire on policies for the Neighbourhood Plan would be delivered by the end of April 2018 with a return date of the end of June 2018. These timescales would determine BRCC's involvement with stage 2 of the Green Infrastructure Plan policy and also APC Planning's involvement.

Sue Playford PSLCC

Clerk to the Council

3rd March 2018

FC18/073

Planning & Environment Committee report

14th February 2018

Matters arising from the minutes – for information only

See under 28th February 2018.

Planning Applications – for resolution

18/00237/S73A – The Cock Inn, 2 Bedford Road – change of use of allotment land to beer garden (A4 use) – already carried out.

Several members of the public were present – some wished to speak against/some in favour of the proposal. All were informed on their right to speak – up to a maximum of 15 minutes. These minutes summarise all comments in favour/against, but not necessarily in the order they were made.

Several residents living adjacent to The Cock Inn PH raised concerns over footballs which already came over their boundaries into gardens, causing nuisance.

Other residents spoke of an anticipated increase in traffic (and congestion) – generated with the beer garden's extension and noting the pub's location on a busy corner. The existing beer garden was considered a sufficient size. Complaints had previously been lodged with Charles Wells (Brewery) over anti-social behaviour and noise levels, but residents added they had no issue with the pub in any other way – they were merely concerned the change of use would create further disturbances. The issue of troublesome parking (caused by patrons of the pub) in the area had previously been raised too, with driveways blocked in on occasion.

Another concern was low-level garden walls and the loss/encroachment of personal space, as patrons of the pub could see directly into adjoining gardens and houses (noting when they might be empty). One resident had found glass in their garden on several occasions – causing a hazard to their small children. A dog had also escaped into the same garden on a previous occasion. It was stated the change of use had already taken place without planning approval.

The charity work/events undertaken by The Cock Inn PH were supported, however those against the proposal considered the existing area large enough to support future events.

The land (detailed in the planning application as allotments) had previously offered a natural barrier between the existing beer garden and some adjoining properties and the parish council was asked to consider objecting to the proposal using the following material considerations:

- Increase in noise and disturbance levels;
- Loss of outlook (one adjoining property had a shallow garden which overlooked the area);
- Loss of privacy;
- The proposal did not feature in any Local Development Plan.

Issues were also raised over licensing for the beer garden and whilst the pub was wished well, it was hoped the proposal would be reconsidered.

Residents who were in favour of the proposal saw pub as the centre of the village and used by all ages and families. Given the rate of development in Wootton, new facilities/amenities were not keeping pace and the pub played a key role. The wish was not to threaten the regular charity works/events. Earlier concerns over traffic congestion and parking were thought irrelevant as most would walk to the venue and a "No Ball Games" sign was an option for the beer garden.

Cllr Quirk confirmed he had spoken with the licensing officer at Bedford Borough Council who confirmed the pub could sell alcohol on and off its premises. The land in question was owned by Charles Wells and all members present had undertaken a site visit, confirming the same. Cllr Lloyd stated he had spoken to Bedford Borough Council's Planning Officer (overseeing this application), who had confirmed the land was

never registered as allotment land. Therefore, the land was already part of the existing beer garden and subject only to licensing constraints not planning. Bedford Borough Council were incorrect in describing the land as allotments.

After discussion it was resolved the parish council was unable to raise any objection as, in light of the above findings, a planning application was not required.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

28th February 2018

P18/045 - 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.
- P16/175 – 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). To date the Clerk has been unable to provide sufficient information to the Land Registry – adverse possession may be considered.
- 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.
- P17/170 – RoSPA report – Keeley End Pond. The report makes recommendation that the adjoining property owner consider works to the pond bank to better-support the drive way and garage. Clerk has contacted a relative of the owner and is awaiting a further response.
- P17/197 + P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross and has works still outstanding at Keeley Lane.
- P18/25 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. The Clerk has sent an initial letter to Historic England to begin an informal consultation.
- P17/235 – Monoux Family Tomb. The clerk has provided the family with points of contact to assist with all necessary remedial works.
- P18/027 – 50 Cause End Road. Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council's Highways department and the homeowner 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 has now taken enforcement action and all offending fence panels have been removed. Noted the homeowner is currently using the entire frontage to drive vehicles onto their property despite being informed by Bedford Borough Council there is only one access point. Issues surrounding the ditch adjoining the property onto Popes Way remain ongoing.
- P17/274 – Upkeep of gravestones at Lorraine Road cemetery. Resolved 29th November 2017 (P17/274) to revisit this agenda item in Spring 2018 and consider at least works to remove weeds.
- P17/275 – Footpath works within St. Mary's churchyard (Church Road to the North entrance). Resolved 29th November 2017 (P17/275) to revisit this agenda item when further information was received – a faculty may be required to undertake resurfacing works.
- P18/013 – Tree works/inspection FA Bartlett Tree Experts. Resolved 10th January 2018 (P18/013) to request various tree works and a full tree inspection of all parish council-owned trees. Works at Lorraine Road cemetery (stump grinding and the planting of one oak tree) have been completed. (P17/273 – Please note the Clerk is still investigating the planting of further oak trees plus possible yew trees with FA Bartlett Tree Experts).

Planning Applications – for resolution

18/00154/FUL – 76 Bedford Road – erection of dwelling to front.

A member of the public delivered a report – Appendix A.

Resolved **TO OBJECT** using the following material considerations:

- Plans submitted were out of date and incorrect (they did not detail the correct landscape nor surrounding buildings);
- Insufficient parking was provided, meaning cars would be parking on Bedford Road near a junction;
- Poor visibility and safety concerns when using the entrance to the proposed dwelling;
- Adverse effect on the street scene.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

18/00318/FUL – 38 Lorraine Road – single storey front/side extension.

Resolved **NO DECISION** in terms of the application but to pass the following observation to Bedford Borough Council:

- Concerns over lack of parking.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

18/00359/FUL – 31 Hall End Road – one and two storey front, side and rear extensions and roof extension to remodel existing dwelling.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Resolutions

P18/048 – To request above applications be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request planning application 18/00154/FUL (76 Bedford Road) be considered by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/049 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.

Resolved Cllr Quirk attend the relevant Bedford Borough Council Planning Committee meeting to represent Wootton Parish Council in relation to planning application 18/00154/FUL (76 Bedford Road).

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Application number: 18/00154/FUL

Proposal: Erecting of dwelling to front

Location: 76 Bedford Road Wootton Bedford Bedfordshire MK43 9JG

Florence and Roger Longhorn

1 Potters Cross and 1A Potters Cross

Wootton

Bedfordshire

MK43 9JG

19 February 2018

**WE OBJECT TO THIS APPLICATION TO BUILD A DETACHED HOUSE IN
THE FRONT GARDEN, FOR THE FOLLOWING REASONS:**

1. In 2007, an application, to build 2 one-storey bungalows in this front garden, plus parking spaces, was refused under the Town and Country Planning Act by Bedford Borough Council (refusal 07/00382/out) for the following reasons:

- Incongruous additions to the street scene
- No relationship to established patterns of development in this historical part of the village (1850s)
- Cramped site
- Failure to comply with recommended garden sizes
- Unreasonable loss of privacy (one storey high)
- Unreasonably overbearing to adjacent neighbour
- Dominated by hard surfacing required for site parking

The one storey bungalows referred to above, have now metamorphosed into a two-storey modern house plus parking for three cars, for this new proposal.

2. Since this rejected application, there have been two major developments in this small area:

- There is now a substantial one storey garage (built in 2013) in the front garden of 78 Bedford Road. Application to build a two storey garage was refused and the reasons for this will certainly apply to this proposal.
- The one cottage (1 Potters Cross) with separate extension (converted stables in the 1980s) located on the corner, has changed to two houses with a Land Registry application for such use (2017) now known as 1A Potter Cross. This means there will be 2 households living there. This would mean they would have the same list of reasons for refusal of planning permission, noted in point 1(see above).

3. With regard to the application (prepared by ALP land and planning ltd) where the writer states 'I am familiar with the application site and also the development plan'I wish to flag up erroneous, misleading photographs and ground plans, in the proposal sent to the planning

department.

These are:

- The photograph of the site from the road is an old one, prior to 2013 and does not show the new one storey garage in the front garden of 76 Bedford Road. (see below)



Here is a true photograph taken February 2018 from the same viewpoint, the proposed building would fit between the garage and the 1A and 1 Potters Cross.



This is the view from the back of 1 Potters Cross, showing the garage at 78 Bedford Road, the proposed two storey house would be squeezed into part of this space.



- In the ALP Plan (Dwg 17-048-1000) which is shown below, they have omitted the garage in the garden of 78 Bedford Road. They do not show 1A and 1 Potters Cross as separate dwellings with perimeter fences.





The back of 1A Potters Cross looking onto proposed site (from 78 Bedford Road)



The back of 1 Potters Cross looking onto proposed site (from 78 Bedford Road)

4. In the planning statement 4.0 from ALP it is stated '**as the proposal is for a small scale dwelling development, only points i and ii are relevant**'. We wholeheartedly agree that 'visual impact, landscape and local distinctiveness should be preserved and the scale, density, massing and height distinctiveness etc should be reinforced'. We strongly disagree that other points in Policy BE30 are not relevant.

The reasons are:

- Additional traffic with three extra cars emerging from only two entrances very near to a busy T junction.
- With the population of Wootton rising from 4156(2011) to 5,375(2018) plus many new building sites in construction around the village, footfall and car use has significantly increased in this area. These are the footfall of parents with children using the T junction to access the new primary and preschools through Potters Cross, increased peak hour traffic and increased footfall of dog walkers to the rural amenities at the end of Potters Cross.

In their conclusion (5. 0) the ALP proposal states

- (5.1) **‘the site provides a valuable additional dwelling in a village that has good access to services’**. At this point in time, Wootton has an extraordinary number of new dwellings of all sorts of sizes, shapes, prices and new housing estates. A new house in a very overcrowded corner of Wootton will not be a valuable house, it will be one of many.

Our concluding paragraph

This small but historical set of buildings are part of the history of Wootton. The original medieval well for weavers is still situated inside

1 Potters Cross. With the encroaching building works in this village , it is so important to retain at least a vestige of how it used to be in past times.

Neighbours all strive to maintain this in Potters Cross and along this part of Bedford Road.

The building of a modern two storey house with parking for three cars, inside this corner, will destroy not only the neighbours rights to privacy, greenery and sunshine, but deface a chunk of Wootton history.

Yours sincerely,

Florence Longhorn

florencelonghorn@gmail.com

Sue Playford PSLCC

Clerk to the Council

3rd March 2018

Wootton Play Equipment Working Group report

7th February 2018

WPE18/004 – To appoint Cllr Lisa Lewis as a member of the Wootton Play Equipment Working Group.

Resolved to appoint LL as a member of this working group.

Proposed: SG.

Seconded: EB.

Resolved by all present.

WPE18/005 – List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.

It was noted NR had resigned as a member of this working group.

Matters arising from the minutes – for information only

- WPE17/12 – This committee can have input regarding proposed play areas within the Fields Road South development, when plans are received by JW.
- WPE16/21 – Developer contributions for play areas. JW confirmed 5th October 2016 (WPE16/21) two tranches totalling £38.4k could be used for offsite sports and play area provision, plus provision of sports pitches and structured play areas. Spend timetable was 2022 and Bedford Borough Council (BBC) had confirmed both could be used for phase 1 (resolved by Wootton Parish Council (WPC) 9th November 2016 (FC16/274)).
- WPE17/48 + WPE18/008 – Funding. £38.4k has been allocated from s106 developer contributions. SP has submitted the Stage 2 application (£75k max) to Veolia and is awaiting the outcome (likely to be early March 2018). An application to the Forest of Marston Vale should be submitted by 31st January 2018. At the time of publishing this agenda SP was awaiting referee information from JW. Refer to agenda item WPE18/008.
- WPE17/06 – Use of Jubilee Garden area. Worboys to continue to maintain the area until development can commence.
- WPE17/39 + WPE17/47 – Design ideas and equipment. A list of generic equipment was agreed 1st February 2017 (WPE17/06) and relevant contractors have been asked to submit quotations based on specifications/timescales laid down within WPE17/06. Caloo and Proludic were the two favoured designs as agreed 7th June 2017 (WPE17/20). Both have been asked to quote again with various amendments and details were available to view at the Fun Fest (8th July 2017), ahead of a formal consultation. Suggestion to resurface the existing play area is now being taken forward separately by Full Council. Resolved 6th September 2017 (WPE17/47) to discuss a wet pour surface within the scheme for under 1's to crawl on as part of the tender process.
- WPE16/20 – Two-way access system/coffee shop/similar for the recreation ground. Resolved 5th October 2016 (WPE16/20) to leave the proposal on file and review in two years.
- WPE17/49 + WPE18/010 – Consultation. There have been a number of comments regarding the proposal (via Facebook). Refer to agenda item WPE18/010.
- WPE17/50 – Antisocial behaviour in the Jubilee Garden area. The CCTV system at the recreation ground is being upgraded to HD cameras, with additional cameras to cover that area. Works are almost complete.

Resolutions

WPE18/008 – To receive a report from the funding sub-committee who are investigating funding possibilities and to make recommendation to Full Council as necessary.

Appendix 5

The question was asked what would happen moving forward with the project, were the funding application to Veolia unsuccessful. SG was keen to apply for other funding:

- Bedford Borough Council – Access Improvement Grant;
- Gale Family Charity Trust;
- Tesco.

After lengthy discussion it was agreed the project could not be determined nor could the tender process move forward until the Veolia outcome was known (likely to be on or after 6th March 2018). The next meeting of this working group was scheduled for 7th March 2018 – were the funding outcome still unknown by that date a re-scheduled meeting was agreed for Tuesday 13th March at 7.30pm – venue GB's house (11 Monoux Road). A second application had been made to the Forest of Marston Vale – it was noted that application would be determined on 23rd February 2018.

WPE18/009 – To receive a report from the working group regarding any further updates on the proposed site/equipment/layout options and to make recommendation to Full Council as necessary.

SG reported several comments calling for greater disable-friendly equipment had been made via Facebook (one possibility was a wheelchair-friendly trampoline).

After detailed discussion it was agreed two equipment lists were necessary – a “must have” and a “nice to have” – those lists could be determined at the next meeting of this working group. Further information could then be published on Facebook once funding levels were known and both lists were drafted. Residents (especially those with disabled children) would be encouraged to have their say, possibly attend a meeting of this working group and attend also a future open evening where draft plans would be available to view).

It was noted the winning contractor could be under instruction to purchase disable-friendly equipment from a third-party, were they not able to supply the same themselves.

EB confirmed Bizzy Bees were holding a fundraising event on 23rd March – any available information could be on display there.

The tender process would then be taken forward, with companies including those who had already submitted draft proposals being asked to tender.

Further agreed SP would ask Cllr O'Dell (as Bedford Borough Council's Disability Equality & Access Officer) to attend the next meeting and offer advice on disable-friendly play equipment.

WPE18/010 – To receive an update on the ongoing consultation process and to make recommendation to Full Council as necessary.

SG confirmed Autism Bedfordshire had not responded further in recent weeks.

**Sue Playford PSLCC
Clerk to the Council
3rd March 2018**

Appendix 6

FC18/075

No report available as this committee had not met since 17th January 2018.

STRATEGIC ACTION PLAN 2017-18

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 2017-18 are:

Action	How identified?	Timescale	Budget	Update	Project Manager
CCTV	Budget/precept discussions January 2017	2017	£5,000	Works to upgrade the CCTV system at the recreation ground are now complete	Cllr Lloyd
Christmas street lighting	Budget/precept discussions January 2017	2017	£10,000	Christmas street lighting was installed for Christmas 2017	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
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	£6,656	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;	Cllr Lloyd

¹ Wootton Parish Council

² Full Council

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				Oct 17 – decision made not to proceed with a duck house	
Lorraine Road cemetery extension	Local Plan 2035	TBC	£7,000	Recommendation made to ring-fence £5,000 per year. Formal valuation no longer required	Clerk and Cllr Quirk
Neighbourhood Plan	Local Plan 2035	2017	£5,778 + £9k locality funding	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 remodelling works – Jubilee Gardens	Budget/precept discussions January 2017	2017	TBC	- Mar 17 – equipment identified; - Apr 17 – contractor quotations awaited; - May 17 – consultation/fundraising – ongoing (Stage Two Veolia Funding Application was submitted December 2017)	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
St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	Resolved 9 th August (FC17/234) to appoint Redlynch Leisure to undertake remedial works to the footpath at St. Mary's church. The church is establishing whether a faculty is required	Clerk
St. Mary's brick cemetery wall and cemetery railings	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. Neil Gates has undertaken clearance works and fenced off the gap in the damaged brick wall. A structural engineer's report which	Cllr Quirk

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				determined the wall was unstable in parts is being taken forward by the Planning & Environment Committee	
Speed cameras	R&FSSG Committee ³	2018	£10,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn. Possibility developer funding may be made available, however findings from the recent Neighbourhood Plan Questionnaires will also be taken into consideration	Cllr Lloyd
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	£7,773	Planters are in place and Warners of Bedford were appointed to undertake all watering and maintenance. Additional planters were considered in December 2017 and residents were asked (via the Wootton Newsletter) to consider 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

³ Roads & Footpaths Safety Steering Group

Appendix 7

				• Sep/Oct 17 – tender process for winning design; • Nov 17 – award contract and determine build date; Project now on hold in light of the Marston Vale Innovation Park proposal	
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To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2017-18

WPC⁴ 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, but be aware they may not be the latest version.

Wootton Parish Council's Risk Assessments for 2017-18 are (those outstanding are highlighted yellow):

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters*	Cllr Hensher				Oct 17 BH
Cemeteries *	N/A				Jul 17 SO/PDQ
Changing Rooms and Toilet Block	Cllr Bygraves		Cllr Bygraves		Feb 18 GB
Christmas Tree *	Cllr Hensher				Nov 17 SP
Defibrillator	Cllr Quirk		Wootton Community First Responder Group	Community First Responder now completes monthly checks	N/A
Generator*	Cllr Hensher				Jul 17 Clerk
Keeley End Pond	Cllr Martin		Cllr Martin		Feb 18 HM
Litter Picking *	Cllr Hensher				Jan 18 Clerk
Lone & Isolated Working *	Cllr Hensher				Jan 18 Clerk
Marquee*	Cllr Hensher				Jul 17 BH/Clerk
Memorial Hall Play Area	Cllr Martin		Cllr Martin		Feb 18 HM
MUGA (Multi Use Games Area) *	Cllr Hensher		Cllr Bygraves		Feb 18 GB
Recreation Ground Play Area *	Cllr Hensher				Jun 17 BH/Clerk

⁴ Wootton Parish Council

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Skate Park *	Cllr Hensher				Jun 17 BH/Clerk
Street Furniture	Cllr Quirk	To include: Benches; Bus Shelters; Litter and Dog Bins: Street lighting*	Cllr Quirk	*Street lighting - Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Andy Muskett has undertaken all safety works.	Feb 18 SP
Trees *	Cllr Hensher		Clerk	To be reviewed alongside a regular tree inspection regime, including a visual inspection report A full inspection of all trees is currently being programmed by FA Bartlett Tree Experts	Ongoing – regular checks required as determined by a visual inspection report
Village Sign(s) *	Cllr Hensher				May 17 BH/ Clerk
War Memorial *	Cllr Noakes	A crack in the base has been identified	Cllr Hensher	Review every six months for signs of further deterioration	Oct 17 JN/BH
Work Station (Clerk)	Cllr Lloyd	None identified	N/A	Mar 17	Mar 17 GL

To be reviewed monthly at Full Council.

FC18/078

Unity Trust Bank Ltd - Receipts & Payments presented - 1st February 2018 - 1st March 2018				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
	£ 110.03	E-on	Changing rooms electricity - Jan 18	No
£ 40.00			MUGA hire	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
	£ 88.49	E-on	Street lighting electricity - Jan 18	No
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			MUGA hire	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates - Feb 18	No
£ 30.00			Wootton news invoice	N/A
	£ 1,018.85	Fix Comp	Remedial works to play areas/equipment re RoSPA inspections	Yes
	£ 29.54	EE	Clerk's mobile - Jan 18	No
£ 30.00			Wootton news invoice	N/A
	£ 18,679.20	Ace Fire & Security Ltd	Upgrade and additional CCTV cameras - recreation ground system	No
	£ 65.64	BT	Changing rooms broadband and phone line - Feb 18	No
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A

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£ 90.00			MUGA hire	N/A
	£ 100.00	Anglian Water	Changing rooms water rates - Feb 18	No
£ 30.00			Wootton news invoice	N/A
	£ 65.64	BT	Methodist Church broadband - Feb 18	No
£ 20.00			MUGA hire	N/A
£ 30.00			Wootton news invoice	N/A
£ 40.00			MUGA hire	N/A
	£ 20.00	Bedfordshire Association of Town & Parish Councils	GDPR training - Clerk and Cllr Lloyd	Yes
	£ 110.00	Warner's of Bedford Ltd	Planters maintenance Feb 18	No
	£ 128.10	Viking Direct	Stationery items	Yes
	£ 167.53	Wootton Church & Poor's Land Charity	Q3 2017-18 recycling credits (as received from BBC)	No
	£ 200.00	Regeneration Positive	Retainer - Neighbourhood Plan support Jan 18	No
	£ 44.77	Bedford Borough Council	Graffiti removal	Yes
	£ 218.22	Bedford Borough Council	Trade refuse Lorraine Road cemetery 4.12.17 - 4.3.18	No
	£ 300.00	Autism Bedfordshire	Grant request	No
	£ 4,229.25		Salaries Feb 18	No
	£ 654.40		Expenses Feb 18	Yes
	£ 420.00	Dura-Sport (Leisure Care) Ltd	Power sweep and sand redistribution/maintenance to MUGA flooring	No
	£ 504.00	F A Bartlett Tree Expert Company	Tree works - stump grinding and oak planting - Lorraine Road cemetery	Yes
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance Feb 18	No
	£ 1,418.07	Bespoke Media	Graphic design, printing and distribution of Wootton newsletter - March edition	No

£640.00

£29,668.73

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b/f	£ 67,918.01
Income	£ 640.00
Expenditure	£ 29,668.73
Balance c/f	£ 38,889.28