



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 13th June 2018 at 7.35pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Hudson, Lewis, Martin, Noakes, O'Dell, 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
FC18/135	Apologies for absence. Cllrs Gibbons and Quirk.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/136	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/137	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.
FC18/138	To receive a report and/or training from Cllr Martin and the Clerk on the General Data Protection Regulations which came into force on 25th May 2018 and to resolve a suitable course of action.	Cllr Martin reported the Clerk had mapped all data and drafted all appropriate privacy notes and policies. These would be presented for approval at July's full council and were indicative that the parish council were striving	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		to meet all GDPR requirements. Decision had yet been made on whether to adopt .gov email address for all.		
FC18/139	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for May 2018. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. It was noted Wootton never featured on Bedford Borough Council's traffic calming/road maintenance proposals and BBCllr/Cllr Wheeler confirmed he was working to remedy this. No further comments received.	Clerk to keep on file.	N/A.
FC18/140	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	N/A.	N/A.
FC18/141	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Annual Council Meeting held on 9th May 2018. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9th May 2018. 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 28th March 2018.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. 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 Fun Fest Committee meeting held on 21st February 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 21st March 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Footpaths Safety Steering Group meeting held on 21st March 2018.	Minutes were received and adopted. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Lewis. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Martin. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC18/142	Matters arising from the minutes – for information only. Please inform the Clerk by Tuesday 12th June 2018 if you wish to update any item below – 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. Uncertainty remains on what Bedford Borough Council will do next in the event one major proposal (Colmworth) is unlikely to proceed. - FC18/096 + FC18/162 – Community Centre at Berryfields. Refer to agenda item FC18/162. - FC17/229 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk	No further comments received.	Clerk to keep on file.	N/A.

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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. A follow-up report 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 (Persimmon Homes Peterborough) 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. The Clerk continues to chase for a further update from either Greenbelt or Persimmon. • FC18/085 – Community Infrastructure Levy (CIL) Funds (£194k). A CIL policy is still being drafted which will detail how future sums should be allocated/spent. • FC18/087 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 14th March 2018 (FC18/087) that the following be considered/investigated by Bedford Borough Council: • Create/improve a green/tranquil area along the Cambridge/Oxford corridor; • Investigate/reduce traffic problems along the same corridor; • Investigate the impact of existing/proposed schools given the level of ongoing/proposed development (including air pollution).			
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	BBCllr/Cllr Wheeler has requested (May 2018) these be taken forward at the meeting meeting(s) of the committee(s). • FC18/059 + FC18/082 – Marston Vale Innovation Park (17/00666/MAO). Dates for an initial developer liaison group meeting are awaited from Goodmans. • 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. Works completed – 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 enquiries at Bedford Borough Council who operate a “green gym” scheme. • FC17/283 – Emergency lighting checks – changing rooms/toilet block. Steve Brown (electrical contractor) has installed trip switches and is due to provide the Clerk with information relating to ongoing weekly checks. The Clerk continues to chase. • 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			
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	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). The Clerk has been informed (May 2018) Bedford Borough Council will move the sign back to increase visibility and that they will be responsible for its maintenance. Plans are in place to erect temporary repeater signs which will be removed following the installation of street lighting. • 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 funding application was successful and Apex360 are working on the next stages. • FC17/344 + FC18/159 – Millennium Quest – Christmas street lighting. Refer to agenda item FC18/159. • 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. No response received to date. Move to close.			
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	• FC18/049 – Manor Road parking issues. Cllr Lloyd has delivered a letter explaining the parish council’s position alongside a potential parking solution. No responses received to date. Move to close. • FC18/118 – 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. The Clerk has seen sight of revised documentation. Move to close. • FC18/088 – Keeley End Pond signage. Resolved 14th March 2018 (FC18/088) that Cllr Quirk provide draft signage containing information on the pond’s history, name origin and wildlife. The Clerk is sourcing a contractor to design the signage. • FC18/090 – Removal of additional kissing gates at the recreation ground. Resolved 14th March 2018 (FC18/090) to remove three further gates – at the lower school, Tithe Barn Road entrance and near the MUGA (Multi Use Games Area). Works now complete – move to close. • FC18/091 – Covanta. It has been noted BACI (Bedfordshire Against Covanta Incinerator) have raised sufficient monies to take forward a judicial review of the decision to grant an Environmental Permit. • FC18/093 – Additional planters. Resolved 14th March 2018 (FC18/093) to site two further planters opposite the Memorial Hall on Bedford Road and near the junction of Fields/Folkes Road. The Clerk has requested appropriate licences from Bedford Borough Council.			
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FC18/143	Chairman's report – for information only.	Cllr Lloyd detailed a proposal put to Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council following his observations over the lack of/mis-matched tactile paving and dropped kerbing within the Berryfields development. Cllr Lloyd had suggested the parish council report on issues before Bedford Borough Council signed them off – as historically, a number of anomalies had arisen which could have been dealt with before sign-off. Jon Shortland had agreed to see if the proposal was viable. Cllr Lloyd thanked all who helped at the recent open day and reminded all councillors they should keep to the council's view and not voice personal views. Cllr Lloyd then reported Cllr Regmi had resigned with immediate effect due to workloads. Cllr Lloyd then detailed suggested works to better secure the recreation ground gate (leading to the grass area from the car park). Cllr Hudson agreed to investigate whether it was possible to drill through the top pin and secure a padlock to prevent the gate being lifted off its hinges.	Clerk to keep on file. Cllr Hudson to take forward.	N/A.
FC18/144	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt without further comment. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/145	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	Resolved to receive without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher.	Clerk to keep on file.	N/A.

		Resolved by all present.		
FC18/146	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 or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/147	To receive, review and adopt a report from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 6).	Resolved to receive, review and adopt without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/148	To receive, review and adopt the Project Action Plan for 2018-19, to determine which projects will be taken forward during 2018-19, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 7).	The Project Action Plan was circulated ahead of the meeting and detailed by Cllr Lloyd. All project managers were asked to provide estimated costings before July's full council so budget figures/earmarked reserves could be finalised. Refer to appendix 7. Resolved to accept the above. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk and project managers to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/149	To receive, review and adopt all Risk Assessments for 2018-19, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 8).	It was noted the Clerk was liaising with Cllr Gibbons to take forward all Risk Assessments for 2018-19. Resolved to receive, review and adopt the Risk Assessment for 2018's Fun Fest. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/150	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 Wallace. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.

		Resolved by all present.		
FC18/151	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	It was noted these would be available once the year end accounts were closed.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/152	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.	It was noted these would be available once the year end accounts were closed.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/153	To receive, review and adopt a revised Equal Opportunities Policy and to resolve a suitable course of action.	Resolved to receive, review and adopt without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/154	To consider two recommendations from the Roads & Footpaths Safety Steering Group that CIL monies be used to part-fund two crossings on Bedford Road (Bedford Borough Council to fund the rest) and to resolve a suitable course of action.	After detailed discussion it was resolved to accept both recommendations: • That the parish council contribute £15k towards a pelican crossing on Bedford Road adjacent to the lower school – balance to be met by Bedford Borough Council. It was noted Bedford Borough Council would be responsible for any public consultations and would adopt the crossing when completed. • That the parish council contribute up to a maximum of £2.5k towards an island crossing on Bedford Road adjacent to the Manor Road flats – balance to be met by Bedford Borough Council. It was again noted Bedford Borough Council would be responsible for any public consultations and would adopt the island crossing when completed. Proposed: Cllr Hudson. Seconded: Cllr Wallace. Resolved by all present.	BBCLlr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC18/155	To receive and approve the Internal Audit report for year-end 2017-18 and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/156	To review the effectiveness of the Internal Audit for year-end 2017-18 and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/157	To receive and approve the Annual Governance Statement 2017/18 (Section 1 – Annual Return for the year ended 31st March 2018 – 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 comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/158	To receive and approve the Accounting Statements 2017/18 (Section 2 – Annual Return for the year ended 31st March 2018 – 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 comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/159	To receive a report from Cllr Hensher in relation to extending the Christmas Street Lighting Display for Christmas 2018 and to resolve a suitable course of action.	Resolved to accept the quotation and appoint Millennium Quest to extend the display for Christmas 2018. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Cllr Hensher and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/160	To receive and accept a recommendation from the Neighbourhood Plan Steering Group that Regeneration Positive's services be retained until September 2018 and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/161	To receive and accept a recommendation from the Finance & General Purposes Committee that the 2018-19 National Salary Award as determined by The National Joint Council	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	for Local Government Services (in relation to the Clerk) be approved and to resolve a suitable course of action.	Seconded: Cllr Hensher. Resolved by all present.		
FC18/162	To receive an update on latest developments regarding the transfer of the Community Centre from Persimmon Homes to Wootton Parish Council and to resolve a suitable course of action.	Cllr Wallace expressed his continued frustration over delays in securing ownership of the community centre, now hampered by both parties' solicitors. Further frustration was expressed that Persimmon and Bedford Borough Council were satisfied all building regulations had been met – yet the building had no air conditioning nor hearing loop system. BBCllr/Cllr Wheeler then detailed a major defect which had been identified within the adjacent lower school – the wrong specifications had been used when installing underground heating, water and sewage systems – concerns were raised the same could apply with the community centre. A parent in the industry had volunteered their services to undertake a specification inspection of the community centre free of charge. It was understood Persimmon had yet to snag the building – the lack of a hearing loop should be identified as part of that process. After detailed discussion the following was agreed and noted: • BBCllr/Cllr Wheeler take up the parental offer of a specification inspection at the earliest opportunity; • Cllr Wallace chase the parish council solicitors to move matters forward as soon as possible;	Cllrs Bygraves, Wallace and Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Cllr Wallace to arrange a meeting with Persimmon before July's full council (ideally the first week in July); • Cllr Bygraves was set to draft a lease agreement between the parish council and appointed management entity and also create the charitable trust.		
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Meeting closed at 8.43pm.

Borough Councillor Update – June 2018**Local Plan 2035**

A meeting of the Mayor's Executive on the 16th May confirmed that the submission of the Council's Local Plan, setting out preferred sites for the development of around 8000 homes to the year 2035, will be delayed. This is because the proposed 'Garden Village' for Colworth (adjacent to Sharnbrook and Souldrop), to deliver 2500 homes in the Local Plan period and up to 4500 thereafter, will not now go ahead.

A key issue in relation to the viability of the Colworth Garden Village is the need for agreement between the site promoters and Santa Pod Raceway for the latter to put in place noise mitigations, given the close proximity of the proposed development. It is now clear that such an agreement is not in place, meaning the site is unviable in planning terms and its inclusion would have put the Local Plan at risk of not being considered 'sound' at examination by the Planning Inspectorate, as required by the National Planning Policy Framework.

Alternative options will now be considered, including the possibility of reducing the number of years covered by the Local Plan, which would decrease the number of homes requiring allocation.

Train Timetable Changes

You will probably have seen in the news that the introduction of new train timetables from the 20th May has caused widespread disruption around the country, including for commuters travelling to and from Bedford station.

The changes were implemented to accommodate the 'Thameslink Programme' which is designed to increase capacity on the lines travelling north and south through London, including the Bedford – Brighton Thameslink service.

If a delayed or cancelled journey has caused you to arrive at your destination 15 minutes or more behind schedule, you may be able to receive compensation. For more details see: <https://www.thameslinkrailway.com/delayrepay>

Urgent Treatment Centre

Bedford Hospital has announced more details of its Urgent Treatment Centre (UTC) which is scheduled to open at the beginning of October 2018.

The UTC will be situated at the Cauldwell Medical Centre on the Bedford Hospital site. It will provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week, via referrals from A & E and 111 phone service, thus reducing pressure on the Hospital's A & E function.

Speed Cameras

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Appendix 1

In 2017/18, the Borough Council budgeted to deliver £7.8m of efficiencies. In February, Council finance officers estimated an overall underspend for the year of just under £1.8m. Of this sum, councillors chose to allocate £1m of for improvements to roads and pavements and £0.525m for new average speed cameras.

There are over 60 requests from local communities for average speed cameras on the waiting list. Following an audit of road safety, cameras will be placed at the following sites. The income from fines goes directly to central government:

Needwood Road, Bedford
Woburn Road, Kempston
Putnoe Lane, Bedford
Polhill Avenue, Bedford
High Street, Clapham
The Causeway, Carlton
High Street, Pavenham

Covanta

The campaign against the proposed 'Energy Recovery Facility' for Stewartby is to be taken to the High Court.

American waste processing business Covanta received a Development Consent Order from a joint committee of the Houses of Parliament in 2012 to develop the site. In January of this year, it was provided with an Environmental Permit from the Environment Agency to allow the development to proceed. The 'Bedfordshire Against Covanta Incinerator' (BACI) group has now requested a judicial review of the Environment Agency's decision.

Brewery Approved

A new £13m brewery is to be opened by Charles Wells at the Fairhill site, adjacent to the A6 Paula Radcliffe Way and the Great Ouse Way, following the grant of planning permission. The facility is expected to open in the summer of 2019.

Foster Carers Needed

The Borough Council marked 'Foster Care Fortnight' in May by highlighting the issue of children being placed with foster carers outside of the Borough as there are not enough local carers presently to meet demand.

The Council is in particular looking for new foster carers for older children, sibling groups, foster carers from black and minority ethnic groups and children with disabilities. All foster carers receive training and a weekly allowance. For more information see www.bedford.gov.uk/fostering or call the Council on 01234 718718.

River Festival 2018

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Appendix 1

The River Festival 2018 will be held on the 14th and 15 July on Bedford's Embankment. The event attracts around 300,000 people with attractions including live entertainment, river events, funfair and arts and crafts.

BBCllr Wheeler

FC 18/139a May 2018					
Offence Class Description	First Committed	Last Committed	Address	Beat Code	Beat Name
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	04/5/2018 22:30	04/5/2018 23:03	HALL END ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
BURGLARY - BUSINESS AND COMMUNITY	28/4/2018 13:00	30/4/2018 06:00	FIELDS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
BURGLARY - BUSINESS AND COMMUNITY	28/4/2018 18:40	29/4/2018 10:30	FIELDS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
BURGLARY - BUSINESS AND COMMUNITY	27/4/2018 14:30	29/4/2018 12:15	FIELDS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
COMMON ASSAULT	02/5/2018 10:00	02/5/2018 10:12	TURLAND CLOSE WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO DWELLINGS	27/4/2018 18:15	28/4/2018 10:30	ASHPOLE AVENUE WOOTTON BEDFORD	NORTH-766	WOOTTON
DOMESTIC DISPUTE/INCIDENT	08/5/2018 22:10	08/5/2018 22:10	0	NORTH-766	WOOTTON
HARASSMENT - SINGLE INCIDENT ONLY	01/4/2018 00:00	07/5/2018 00:00	0	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	01/5/2018 14:30	01/5/2018 15:15	CYNTHIA COURT WOOTTON BEDFORD	NORTH-766	WOOTTON
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	09/5/2018 11:30	09/5/2018 15:00	0	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	01/5/2018 16:00	02/5/2018 05:40	ST. MARYS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	01/5/2018 22:00	02/5/2018 06:00	A421 ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT FROM OTHER VEHICLE	25/4/2018 22:30	26/4/2018 06:30	FIELDS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
VICTIMLESS CRIME - AWAITING UPDATE	30/4/2018 18:22	30/4/2018 18:22	0	NORTH-766	WOOTTON

Appendix 2

FC18/140 Schedule of correspondence			
Date received	Type	From	Brief details
16.5.18	Email	Families First Bedfordshire	Introductory email as the recently appointed management organisation for Wootton Community Nursery
16.5.18	Letter	Wootton Bowls Club	Letter of thanks regarding a recent successful grant application
19.5.18	Email and attachment	Andrea Pellegram Ltd	Planning Local newsletter Issue 8 May 2018
24.5.18	Email	BRCC	e-Bulletin May 2018
26.5.18	Newsletter	FA Bartlett Tree Experts	Tree Tips

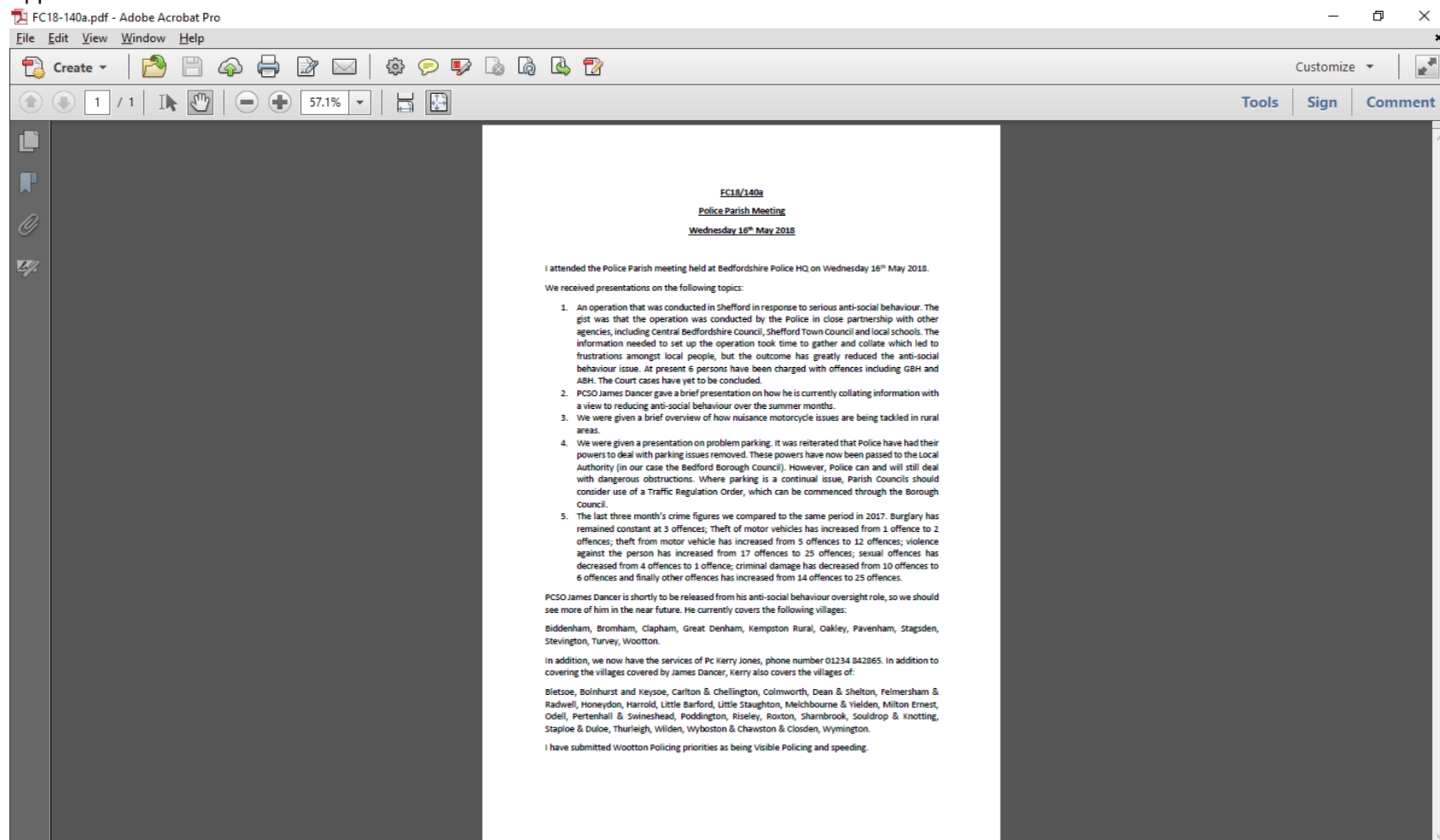
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FC18/140b
Community Watch Schemes Meeting
Bedfordshire Police HQ
Monday 21st May 2018

I attended the above meeting to represent Wootton Street Watch, together with Malcolm Chalmers who represented Wootton Speed Watch.

In essence the meeting covered changes in the organisation. Very sensibly Street Watch, Speed Watch, Neighbourhood Watch and Horse Watch all come under the same umbrella. Our first point of contact is Pc Jules Donel.

There was much discussion around the need for Speed Watch groups to have more Speed Indication Display units (SIDS) as at present they have to be shared between groups. Apparently throughout the County there are about 60 groups, with more on the way, but there are only 20 SIDS. Bedfordshire Police will attempt to purchase more but will not be able to fund one for each group. Some groups have purchased their own, at a cost of about £3000 including insurance. Malcolm does not feel we need to consider this at present as he has easy access to a SID whenever he requires one.

Street Watch didn't have much to add to the discussion apart from commenting on a lack of volunteers. This will be addressed by a new member of staff who will be employed solely to encourage volunteers to various jobs within the force.

There is now no requirement for Street Watch members to resign on reaching the age of 75 years. Insurance cover has been obtained to cover older members.

Pc Donel would be able to lend us 2 Street Watch/Speed Watch banners and handouts for the Fun Day.

Jeff Noakes



Tuesday May 29 2018

Dear Councillors,

I am delighted to be writing to you again so quickly to update you fully on the very significant improvement and progress at Bedfordshire Police over the last year which has been reflected in a milestone decision by the police watchdog, HMICFRS.

At a meeting of the Policing Performance Oversight Group (PPOG) last Thursday (24 May 2018) the decision was taken to remove Bedfordshire Police from the 'Engage' group of forces who are required to meet regularly with officials and representatives from the inspectorate, the Home Office, College of Policing, National Police Chiefs Council and Association of Police and Crime Commissioners to explain their actions to address the issues identified by inspectors (HMIs). (The others were South Yorkshire and Humberside and, a new addition, West Mercia.)

The Chief Inspector, Sir Tom Winsor, made the decision following a recommendation from Bedfordshire Police's Acting HMI, Matt Parr, and after hearing presentations from the Chief Constable and I.

Mr Boutcher updated the meeting on Bedfordshire Police's progress, as promised, in rolling out the eight Community Hubs of police officers in towns across the county, including an additional Hub at Luton Airport on top of the seven pledged to HMICFRS and partners, including our MPs and local authorities. He explained the Force had also been ahead of schedule in identifying and recruiting officers for these roles by November 2017, rather than the deadline of April 2018.

I talked of the progress in recruitment of 96 new constables in my first year, 100 in the second and an additional 10 Police Now officers, specifically dedicated to problem-solving in communities, together with the substantial progress made in the response to vulnerable missing young people, across the county and right across the Force.

What was also particularly important to me was that so many of the aspects of the progress shown by Bedfordshire Police were singled out for praise at the meeting with special emphasis on the speed with which improvements have been made since Bedfordshire Police received the uniquely critical grading of 'inadequate' just over a year ago, in March 2017. These included, but were not limited to, the progress in Community Policing, the work being done to drive home the culture the Chief Constable and I require to protect the most vulnerable children - often 'looked after' on behalf of local authorities (who so frequently abscond) and that being done both within the Force Control Room and with partners including, of course, the local councils, in this area.

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I pointed to the very considerable progress made in driving down the length of time over which such vulnerable young people are missing, which was once over 90 hours on average, to less than eight today. I also drew attention to the work being done with councils to encourage 'return interviews' with these individuals to try to get to the bottom of why they absconded in the first place, with 87% being given this opportunity in the last quarter - a rise of some 50%. A lot of forces talk about joint working and the need to work in partnership to improve policing but this is what it looks like in reality. I am led to understand that all our three local authorities have worked with the Force to make the key improvement in relation to return interviews but Bedford Borough has been outstanding in this respect.

While I, of all people, continuously stress the considerable strains on the Bedfordshire frontline of having less officers than we need to compare with similar forces facing such complex and challenging crime demand and the acute limits on the budget, the vast majority of this progress was not about money but about the way Bedfordshire Police is now working. That is why this decision is such a significant one.

HMI Matt Parr pointed in the meeting to the commendable speed over which Bedfordshire Police has improved since receiving the damning grading in HMICFRS' Effectiveness report in March 2016. The Chief Inspector, Sir Tom Winsor, said he was happy to accept the recommendation, given the "rapid and positive trajectory" of the Force. Sir Tom also encouraged his organisation to follow Bedfordshire Police's example in its own national training event concerning protection of vulnerable young people by inviting Sammy Woodhouse, one of the whistleblowers who exposed the Rochdale and Rotherham child abuse scandal, citing his visit last year to one of our annual Better4Bedfordshire events (which aim to establish the "culture" expected of officers and staff by the Chief Constable and I) saying how impressed he had been. Sammy was engaged by Bedfordshire Police to speak to every officer about her experiences alongside other victims of rape and child sexual abuse, both historic and more recent, from this county.

Representing the National Police Chief's Council, Northamptonshire Chief Constable, Simon Edens, told the PPOG meeting how impressed he was by the Force's approach to problem solving in communities, exemplified by one of Bedfordshire's Police Now graduate recruits who had approached the national management of a discount chainstore to negotiate more secure storage and oversight of knives on sale after the discovery of knife packaging carrying its brand in Luton town centre. His comments were also endorsed by the College of Policing.

Kent PCC, Matthew Scott, the portfolio lead for the Association of Police and Crime Commissioners on policing standards, was kind enough to identify the work done by me and my office in convening partners to produce genuine improvements in policing and community safety in the county, such as the return interviews for looked-after children (an area of particular focus for my Policy Director, Anna Akerman, formerly of the College of Policing and author of its reports on missing and absent looked-after young people) and Local Area Process Reviews, collecting data concerning gang membership and knife carrying from both local authorities and the youth offending services (commissioned by me and conducted by the Home Office's specialist Violence and Vulnerability team, coordinated by my Director of Victim Services and Community Safety, Bethan West, a Home Office peer reviewer with extensive experience of successful initiatives to divert young people away from serious youth violence, particularly in Islington and Waltham Forest).

The achievements above could not have been realised without a combination of strong strategic and operational leadership, a committed body of officers and staff and also our key partners; every

single improvement that has been made has been achieved as Team Bedfordshire and I would like to thank you for the part you have played in this.

The Chief and I never believed we deserved the Effectiveness grading last year and we did not take it lying down but there were improvements that needed to be made. There is no complacency however. In terms of funding, I have ensured that the Force is at an advanced stage concerning negotiation with the Home Office over additional assistance which may be made available from its Special Policing Fund, given the policing activity above and beyond that which might be seen as the norm in relation to both gang, gun and knife crime and CSE investigations. The Force is recruiting directly with a fast-track programme to create detectives, given the national shortfall and the need to boost numbers in Bedfordshire's Emerald specialist Rape, CSE and Domestic Abuse team. We will recruit up to 130 new police constables overall in each of the next two years of the term over which I am PCC. I will then, however, be at the limit of my ability to expand the Force on existing funding.

I have a further example of progress and improvement to share with you. You will be aware that, at the beginning of April, my office and the Force took the contract for victim support in-house with the creation by my team of the Signpost online directory of quality support services across the county (signpostforbedfordshire.com), backed by a call centre of specialist Victim Care Coordinators, operating six days per week (Monday-Friday 8am-8pm, Saturday 9am-5pm on freephone number 0800 0282 887). This was delivered with the Force in a model believed to be unique in UK policing. Every officer on the frontline must complete a mandatory Initial Victim Needs Assessment (IVNA) on encountering a victim of crime who, in their professional opinion, requires extra support. They are then contacted within 24 hours of the team receiving this information. In just two months, the Signpost staff have assisted some 917 victims of crime (with outstanding feedback), compared with 907 victims assisted by the former Victim Support service in the full year before the handover. It is fair to say that victim care in the county is being transformed. Our partners use the Signpost Hub to hot-desk too, and are a valuable asset and resource for our Response and Community officers and detectives to assist with particularly problematic cases where victims need extra help.

Working with our partners as effectively as we have done in the case of looked-after children to improve outcomes is, undoubtedly, the key to making all our budgets work to capacity and to genuinely improving the safety of our communities.

All very best wishes,



Kathryn Holloway

Neighbourhood Plan Steering Group Report

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

28th March 2018 (sub group minutes)**Item 1 – APC role and responsibilities in the preparation of the Neighbourhood Plan.**

SS detailed the journey ahead from this point to referendum and her increased involvement – working on designations and addressing issues arising from the questionnaires and theme reports. Two additional documents would also be prepared – a Consultation Statement detailing the parish council’s community engagement and communication during the process and a Basic Condition Statement detailing compliance with legislation.

There was a need to prioritise and structure works moving forward detailed by SS. Appendix 1.

SS sought clarification on non-land use actions which could not be attached to planning policy – suggesting they be included as aspirations to highlight the parish council did consider all responses (such as traffic calming measures).

SS then detailed if housing were allocated within the Neighbourhood Plan it would be against Bedford Borough Council’s emerging Local Plan 2035 (which requires submission by 19th January 2019). However, should that Local Plan change, and the Neighbourhood Plan had no site allocations, Wootton risked additional, unwanted development, especially given uncertainty over site allocations north of Bedford. Suggestion was made to include reserved rather than formal allocation sites.

After further discussion it was agreed to hold a further meeting of this sub group on Wednesday 18th April 2018 at 7pm (to be confirmed by SP) to consider site allocation, identification and protection of green spaces and how best to move forward. In the meantime, SS would read and report back on all theme reports.

18th April 2018 (sub group minutes)**Item 2 – Review of Key Policy Areas and Objective Mapping (Regeneration Positive document).**

SS explained how the BBC’s intention to consider the Local Plan 2035 (LP) on 16th May 2018 was causing levels of fluidity and uncertainty not seen previously. Given the likelihood that current development proposals within the LP could be amended/removed, and the Local Development Scheme (LDS) was being amended, there was no guarantee key service centres (including Wootton) would not face further development.

TR noted BBC could look to reduce the plan period given ongoing uncertainty from central government – possibly reviewing again in five years. It was crucial to get our Neighbourhood Plan (NP) right. SJ asked how this would impact on the NP and Wootton. There was a need to either allocate or reserve housing sites – to ensure Wootton kept control, and especially when considering development/growth plans along the Cambridge-Oxford corridor, incorporating the A421.

It was noted the Housing Needs Survey (HNS) supported the provision of 145 units in the Parish, which would be crucial to the evidence base/acceptance by BBC.

The timeline for the next questionnaire would change as the outcome from BBC’s decision on 16th May would impact how we move forward. A meeting was needed after that date with Sonia Gallagher (BBC) to keep her updated.

Item 3 - Neighbourhood Plan Designations:

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Appendix 4

- **Settlement Policy Area Boundary;**
- **Housing;**
- **Environment (including LGS/Views);**
- **Sport and Recreation Facilities.**

The Settlement Policy Area (SPA) required updating given current and future developments, even though a majority of questionnaire respondents had said no and if allocations/reservations were proposed outside the current boundary. It was again reiterated nothing could move forward until BBC's LP outcome was known.

In terms of housing, it was agreed the 145 units identified within the HNS should include 12 affordable units. Site location constraints detailed in Appendix F of the Housing Theme Report detailed the following for potential allocation:

- Sites 311; 312; 314; 463; 652 and 653.

SS detailed existing open green spaces within BBC's policy AD40 which were protected, adding the first choice from the recent questionnaire was Crown Estate land behind Mepham/Lorraine Road. It was hoped the Green Infrastructure Plan (GIP) report would secure that selection.

Technical and robust evidence was needed to back up the wish to protect countryside views and avoid coalescence/create buffer zones. Given Wootton has no landscape policy framework in place, it may be necessary to appoint a landscape architect (on the basis the GIP details the same evidence).

TR agreed to draft the next NP questionnaire and it was agreed to use the upcoming community centre event (Saturday 9th June and Sunday 25th June) as further publicity.

Item 4 – Any other business.

SS explained in her previous NP experiences, heritage was an important issue and recommended a further theme report on that subject. BBC had requested evidence from another parish on the same. Other theme reports referenced the information needed and whilst they could retain that information, it was agreed to take this forward. SS agreed to provide an initial draft and request input from others as necessary.

Item 5 – Date of next meeting.

Agreed to defer the next meeting to 23rd May 2018 starting at 8pm (after a Fun Fest meeting). Venue – The Hub. SS would provide a list of policies for inclusion in the plan (which could incorporate SJ's GIP context) and it was hoped the draft questionnaire could be signed off.

Sue Playford PSLCC

Clerk to the Council

2nd June 2018

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FC18/145

Planning & Environment Committee Report

11th April 2018

List of correspondence received (copies of correspondence can be requested from the Clerk

Bedford Borough Council. Stopping up of Highway, Fields Road, Wootton.

Matters arising from the minutes – for information only

See under 30th May 2018.

Planning Applications – for resolution

18/00426/REM – Land North of Fields Road. Approval of Reserved Matters Application – all reserved matters for the erection of four retail units with access; car parking; site and finished floor levels; boundary treatment; landscaping; drainage details; external illumination and provision of community recycling centre pursuant to outline permission 11/01502/EIA.

Resolved **NO OBJECTION** but to pass the following observations back to Bedford Borough Council:

- Lack of parking for the retail units;
- Disappointment over insufficient provision for tree planting in the area.

BBCllr/Cllr Wheeler stated a new entrance to the adjacent lower school would be via a footpath between the retail units and flats, which would further exacerbate parking issues.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Planning Refusals (by Bedford Borough Council) – for information only

18/00154/FUL – 76 Bedford Road. Bedford Borough Council's Planning Officer has resolved to refuse permission.

This council previously recorded **AN OBJECTION**.

No further comments received.

25th April 2018

Matters arising from the minutes – for information only

See under 30th May 2018.

Planning Applications – for resolution

18/00644/DC3 – Land South of Fields Road. Erection of new 60 place nursery building and ancillary works. Resolved **NO OBJECTION** but to pass the following observations/requests to Bedford Borough Council:

- Concerns remain over vehicle emissions which will impact on the nursery;
- Bedford Borough Council undertake Air Quality Monitoring to observe those emissions;

- Bedford Borough Council ensure sufficient landscaping/tree/shrub planting is undertaken to mitigate emissions.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

18/00798/FUL – 6 Robinson Close – two storey and first floor rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

18/00824/FUL – 18 Grovebury Court – single storey rear extension to main house and conversion of garage to annex including raising roof height and additional of rear dormer.

Resolved **NO OBJECTION** but to pass the following observations to Bedford Borough Council:

- The works to the garage had already been completed and so the application should have been retrospective (at least in part);
- The garage conversion will contribute to a lack of parking in the area.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

18/00904/FUL – 60 Elmsdale Road – two storey side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

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

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

This council previously resolved **NO DECISION**, but passed concerns over lack of parking to Bedford Borough Council.

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

This council previously resolved **NO OBJECTION**.

18/00418/FUL – 86 Mephram Road – two storey front extension and single storey rear extension.

This council previously resolved **NO OBJECTION**.

No further comments received.

Planning Refusals (by Bedford Borough Council) – for information only

17/02744/FUL – Meadow View, 43 Cranfield Road – first floor extension to existing single storey wing, including 7 dormers.

This council previously recorded **NO OBJECTION**.

P18/097 – To receive a report from Cllr Quirk regarding the inspection and maintenance of cemetery headstones and memorials and to resolve a suitable course of action.

Cllr Quirk provided a verbal report following a cemetery site visit at which he and Cllrs Lloyd and Noakes were present. It was noted Cllr Hudson, who called for an investigation into the maintenance of memorials, was not present either at that site visit nor this committee meeting.

Headstone/memorial checks (including topple testing) were already carried out as a matter of routine.

After discussion it was resolved Cllr Quirk would provide a more detailed, written report to identify the level of maintenance required to those plots considered in need of the same.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by majority vote.

P18/098 – To receive a report from Cllr Quirk and the clerk regarding the reservation of plot process and to resolve a suitable course of action.

After discussion it was resolved future and retrospective plot reservations (where possible) would be marked with a stone/slab (roughly the size of half a paving slab) identifying them as reserved. Stones/slabs could be re-used once a plot was taken up. The Clerk was requested to obtain costings and bring those back to the next meeting of this committee.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

P18/099 – To receive a report from Cllr Quirk regarding cemetery fees applicable for residents aged 18 years and under, in light of central government's recent intervention to establish a funeral fund for children under the age of 18.

Governments intention was noted but it was resolved to continue NOT to charge fees for residents aged 18 years and under.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

9th May 2018

Report from outside organisations – for information only

Bedford Borough Council. Emergency closure notice for Footpath FP43, to allow for a replacement culvert. Closure is with immediate effect and is expected to be in place for 12 weeks.

Cllr Noakes confirmed he had reported animal carcasses in the area as a health hazard. The footpath was not heavily used at present but was expected to be so in future years as development within the village continued.

Bedford Borough Council. Temporary road closure – Manor Road, Kempston Hardwick. To facilitate an annual level crossing inspection. The road closure is anticipated to be in operation between 2300hrs Saturday 19th May 2018 and 1200hrs Sunday 20th May 2018 - specific dates will be advertised locally 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 signage.

No further comments received.

Matters arising from the minutes – for information only

See under 30th May 2018.

P18/111 – To consider a response received from Historic England relating to the damaged brick wall at St. Mary’s churchyard and to resolve a suitable course of action.

After detailed discussion it was resolved to respond to Historic England (copy to St. Mary’s church) stating the parish council considered the works needed to build the wall on a like-for-like basis excessive. The ground was significantly lower on the other side of the churchyard meaning the wall would be built using modern foundations – at odds with the wish to restore an old wall. Timescales (using reclaimed bricks where possible) and disruption were also significant factors to consider. Suggestion was made, therefore, to remove the section of wall which was either damaged by the fallen tree or leaning and replace with metal railings.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P18/112 - To receive a report from Cllr Quirk and the clerk in relation to plot reservations and to resolve a suitable course of action.

After discussion it was resolved to purchase 20 12”x12” off-cut slabs from Wrighton & Barker, inscribed with the word “reserved”. Cllr Quirk and the clerk would examine all records before inlaying the slabs as necessary and determining whether further slabs were needed. Further resolved to take a possible reservation fee increase to cover the cost of a slab, to the next meeting of this committee.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

30th May 2018

P18/113 – To elect a Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr Quirk. Resolved that Cllr Quirk be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/114 – To elect a Vice-Chairman of the Planning & Environment Committee.

Resolved not to appoint a Vice-Chairman.

Proposed: Cllr Martin.

Seconded: Cllr Hensher.

Resolved by all present.

Report from outside organisations – for information only

Bedford Borough Council. Temporary road closure – Hall End Road, Wootton. To facilitate the lay of a new gas service. The road closure is anticipated to be in operation between 0800hrs and 1700hrs on Saturday 9th June 2018 – specific dates will be advertised locally closer to the time. Length affected is from the northernmost boundary of No. 31 Hall End Road to No. 33 Hall End Road. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signage.

Bedford Borough Council. Temporary road and footway closure – Broadmead Road, Stewartby. To facilitate essential level crossing and railway track work. The road closure is anticipated to be in operation between 2300hrs Saturday 9th June and 0430hrs Monday 11th June 2018 – specific dates will be advertised locally closer to the time. Length affected is from a point approximately 20 metres north-west of the level crossing to a point approximately 20 metres south-east of the level crossing. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signage.

Matters arising from the minutes – for information only

- P18/074 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding (May 2018).
- P16/175 + P18/128 – Popes Way. 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. Refer to agenda item P18/128.
- 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. Some investigative work has been completed but the Clerk has received no further updates. Given the findings relate to private land, the Clerk is recommending this item be moved to close.
- P17/209 – Street lighting at Hall End/Potters Cross/Keeley Lane. All works have been completed. Move to close.
- P18/111 – 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. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different 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. Despite both the Borough Councillor and parish council being informed by Bedford Borough Council that enforcement action was being taken – this does not appear to be the case. BBCllr Wheeler has now escalated this issue as a formal complaint within Bedford Borough Council.
- P18/097 – 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. Cllr Quirk is drafting a report to determine what works are required. Refer to agenda item P18/129.
- P18/073 – Footpath works within St. Mary's churchyard (Church Road to the North entrance). Resolved 28th March 2018 (P18/073) to accept the revised quotation from Redlynch Leisure, now it has been established a faculty is not required. Works have been carried out but a trip hazard remains – Redlynch are to remedy.
- FC18/072 – 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). Resolved 28th March 2018 (P18/072) to accept the inspection report and carry out all priority one works as soon as possible. Some works are now completed.

- P18/112 – Plot reservation process. Resolved 25th April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved and further resolved 9th May 2018 (P18/112) to place an order for the same, with Wrighton & Barker.

Planning Applications – for resolution

18/01098/FUL – 44 Grovebury Court – single storey rear and front extensions.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

18/00640/FUL – 103 Bedford Road – demolition of existing garage and erection of one and two storey side/rear extension.

This council previously recorded **NO OBJECTION**.

18/00664/TPO – Ashglade House, 155a Bedford Road – Ash – dismantle to ground level.

This council previously recorded **NO OBJECTION**.

18/00682/FUL – 19 Canons Close – demolition of existing conservatory and erection of a single storey rear extension.

This council previously recorded **NO OBJECTION**.

18/00811/AOC – 7 Church Road – 17/02458/LBC – Condition 3 – sample panel of re-pointing (single storey rear extension, re-pointing to front, replacement window to study, replacement doors and velux roof light to family room).

This council previously recorded **NO OBJECTION**.

No further comments received.

P18/126 - To consider organisational arrangements and planning needed to facilitate the annual Remembrance Sunday parade and to resolve a suitable course of action.

It was noted that Cllr Lloyd and BBCllr/Cllr Wheeler had organised 2017's event – with significant contribution from one resident.

Resolved Cllr Quirk would approach that resident to see if they would be willing to assist this committee and BBCllr/Cllr Wheeler this year (and undertake the role of parade marshall). Cllr Quirk would also approach Rev. Peter Ackroyd. Were the Royal British Legion unable to attend, the scouts could carry their flag.

Further resolved to ensure an order of parade/contact details be made available as backup should someone be unable to assist in the future.

Further resolved to bring this agenda item back to a future meeting of this committee for review.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

P18/127 – To review the cemetery fees in respect of plot reservations and to resolve a suitable course of action.

Resolved to increase the fee for all plot reservations by £20 to cover the cost of the slabs.

Proposed: Cllr Quirk.

Seconded: Cllr Martin.

Resolved by all present.

P18/128 – To receive a report from Cllr Quirk and the Clerk regarding the registration of Popes Way Green and to resolve a suitable course of action.

Resolved the Clerk continue to seek to register the land in the name of the parish council – using adverse possession if necessary.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

P18/129 – To receive a further report from Cllr Quirk regarding the inspection and maintenance of cemetery headstones and memorials and to resolve a suitable course of action.

Cllr Quirk presented his written report which detailed findings on proposed renovations to abandoned memorials at Lorraine Road cemetery.

Resolved to accept Cllr Quirk's report to progress the matter and appoint Wrighton & Barker for one day to undertake as much of the work as possible detailed within the report. This would be at a daily rate of £500 for two qualified masons. Any further/outstanding works to be determined at a further meeting of this committee.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council

2nd June 2018

ROADS AND FOOTPATHS SAFETY STEERING GROUP PAP¹ 2018-19

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&FSSG⁴ committee will produce its own PAP, 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 SAP.

The Roads & Footpaths Safety Steering Group committee's projects for 2018-19 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.	Ongoing – carried forward from 2017-18.	Persimmon to finance.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC ⁵) on 12 th January 2018. He was informed the route was already being used as a safe route to school and that children were exiting into Potters Cross at speed. He confirmed Persimmon were still working on a final design as part of ongoing s278 works and he would continue to chase. It was noted the area had to be wide enough to accommodate emergency vehicles and so a barrier system to slow pedestrians was not feasible. SP to ask BBC for a copy of the final design when available to allow this committee to have input. Thomas Emmett (Senior Highway Agreements Engineer, BBC) is chasing for a copy of the final design plan. A request has been made for a temporary bollard to stop pedestrians running out into Potters Cross.	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Footpaths Safety Steering Group.

⁵ Bedford Borough Council.

Appendix 5

				The resident present raised concerns that Potters Cross road was not wide enough to take an official footpath unless the grass verge (north side) was utilised. He added visitor parking spaces and a footpath had been planned when the new bungalows were built (on the site of the Black Horse PH) – it was thought that was not take forward because of Persimmon Homes’ intention to install a footpath on the south side of Potters Cross (from the Berryfields state to Bedford Road). JW had requested revised plans from BBC for the area, given it was unlikely a footpath could be installed and there was an urgent need to see what the alternatives were – including robust traffic calming measures. An entrance/exit point to/from the Berryfields estate was still required – this had to be wide enough to take emergency services vehicles in the event the primary route via Fields Road could not be accessed. Any revised plans had to include measures to stop pedestrians exiting Berryfields into Potters Cross at speed – which they continued to do. *The possibility of a safe route to school via Grovebury Court was thought to be more central and overall a shorter distance between schools than Potter Cross. GL passed around design proposals for the area (a report will be passed to Jon Shortland). It was noted photographs within the report dismissed previous concerns over the creation of a “blind alley”. In addition, earlier fears that the footpath would be used to gain access to shops on Bedford/Cause End Road could be dismissed as retail units would soon	
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				come forward within Berryfields. JW confirmed both the Head of Wootton Lower School and BBC's Director of Education were in favour of the Grovebury Court proposal. He added parents with children attending both sites were struggling to meet drop-off and pick-up times if walking. JW confirmed plans were moving forward for a footpath along Fields Road South, although it was noted he had not yet received the latest drawings. Resolved this group support the proposal for a safe route to school via Grovebury Court and advise Full Council and Jon Shortland of the same. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018. Proposed: SO. Seconded: HM. Resolved by all present.	
Berryfields Estate.	GL.	May 18.	N/A.	GL had identified several roads within the estate which only had tactile paving on one footpath. The other footpath either had high kerbing or tarmac. A report was being drafted for Jon Shortland in the hope its findings would be considered by BBC before it adopted any roads within the estate.	BBC/Persimmon.
Berry Wood Car Park – flooding.	GL.	Jan 18 – carried forward from 2017-18.	N/A.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC ⁶) on 12 th January 2018. Jon confirmed Berry Wood came under BBC's Property Services Department (Margaret Birtles,	BBC.

⁶ Bedford Borough Council.

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				Estates Manager) and agreed to pass this concern on. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29 th May 2018.	
Cranfield Road – 30MPH.	Resident.	Jan 18.	N/A.	BBC had previously informed WPC that the extended 30MPH speed limit along Cranfield Road towards Wootton Green was enforceable, however WPC and a resident had disputed that fact. Jon Shortland confirmed (12 th January 2018) that the limit was not yet enforceable, and that BBC would add repeater signs to remedy that. Jon also confirmed the police would not support a reduction in speed limit in Wootton Green from 40MPH to 30MPH. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29 th May 2018.	BBC.
Cranfield Road – flooding.	GL.	Jan 18.	Not yet identified.	It was noted building works in the area had caused an area of Cranfield Road to flood, even without significant rainfall. BBC believe the issue was caused by the developer and have informed them if not rectified, they will do the works and charge accordingly. It is now a developer issue with two parts to resolve. JW confirmed works had started to remedy flooding. BBC were piping the top pond down to the bottom pond and under Cranfield Road as developers had removed/stopped up the original pipe. Water would then flow across the development site to Fields Road and then to Elstow brook (as previously). JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29 th May 2018.	BBC/Developer.
Cranfield Road footpath – too narrow to accommodate	Committee discussion and GL.	Jan 18.	N/A.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He was informed the footpath was a notorious pinch	GL.

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pedestrians exiting via Barnes Road.				point and the additional footfall from the new development would not help the situation. It was confirmed at this meeting there was no land available to remodel the pinch point and therefore no solution was available. CB wished to raise this issue again due to the severe dangers facing pedestrians in the area. Agreed GL would cone the area and take pictures to highlight concerns and offer a remodelling solution which would increase the width of the pinch point. It was noted a grass verge thought suitable for remodelling had already been removed – no other ground was available as a result. This issue would be raised again with John Shortland on 29th May 2018.	
Church Road footpath – too narrow in parts.	Committee discussion and CB.	Ongoing.	FRS ⁷ to finance.	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12th January 2018. He confirmed the works would come forward as part of ongoing s278 works for the FRS development and that a final design was still being considered. SP to ask BBC for a copy of the final design when available to allow this committee to have input. SP passed on a residents' concerns about school children crossing without paying attention – BBC are still debating how best to remodel the area. JW agreed to ask the upper school to make students aware of the dangers in not paying attention. GL detailed two proposals for the area – squaring of the junction to slow traffic and the removal of the hedgerow alongside St. Mary's cemetery extension (to be replaced with metal railings) which would increase pedestrian visibility from the entrance along Cause	GL.

⁷ Fields Road South

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				End Road. If feasible, it was hoped s106 developer contributions could be used to finance either proposal. Both proposals would be raised with Jon Shortland on 29 th May 2018.	
Cycle Route 51.	Committee discussion.	Ongoing.	Various.	Bob Wallace (non-committee member) attended to give an update on route 51, as a member of the Local Access Forum. He detailed how the route would be funded through the Bell Farm development (points A-C) – that area would be 3m wide with grass and tarmac for horses/cyclists. Points C-E would not be as wide and would not be tarmacked (likely to be crushed hardcore). Points E-H would be funded by Persimmon. Points G-L (yellow) were unfunded at present, however it was hoped funding would become available and the scheme completed within 2-3 years. It was noted works had commenced.	Various.
Fields Road footpath – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: The footpath north of Fields Road would be widened to 3m from the Cock Inn PH to the Fields Road roundabout (and would be funded as part of the Marston Vale Innovation Park proposal). The works (which would include a cycle path) would be delivered within Phase 1, however it was noted the s106 agreement was still in draft form. JW confirmed the works had been approved and that utility works would take place during summer 2018. JW agreed to report back on the exact route of those utility works. JW and SP detailed a conversation they had recently had with a resident who had recommended to BBC	Goodmans/BBC WPC/BBC/GL.

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				the installation of a hard-standing area by the bus stop on Fields Road, to accommodate waiting school children and free-up the pavement for other pedestrians. The resident had been informed that was not being taken forward, however JW had seen plans which confirmed the widening of the footpath would include this area. A small ditch near Monoux Road remained a concern – JW would speak to BBC to see if it could be railed off or piped/infilled. It was hoped up-to-date plans would be available at the meeting on 29th May 2018. SO stated there should be a raised white line to differentiate between cycling/pedestrian areas, perhaps with different coloured surfaces. <u>FIELDS ROAD SOUTH</u> Jon Shortland was asked to consider the addition of a footpath on the south side of Fields Road, from the Murco garage to the Marston Vale Healthy Living Centre. He confirmed there were no planning agreements in place to fund this, however BBC could undertake a buildability exercise (at cost to WPC if no funding could be identified within BBC) which would indicate whether it was feasible and identify any underground services in the area. BBC could also quote to design and build the footpath. If funding could not be identified within BBC, then WPC could consider this as one of its CIL⁸ projects. It was noted were that the case, BBC would adopt the footpath once completed. GL confirmed he would prepare costings based on BBC's estimate it would cost £100	
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⁸ Community Infrastructure Levy

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				per sqm. SO recommended it be at least 1.5 metres wide. No additional lighting would be required. JW agreed to establish the cost of an initial feasibility study to drive this forward. GL, JW and SP are meeting again with Jon Shortland 29th May 2018. Footpath from roundabout to surgery. CIL monies maybe for the rest. Crossing is going near the bungalow – pelican. Last bungalow on south – near there. Ask for new drawings on 29th May.	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	Not yet identified	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). It was noted (17th January 2018) that potential changes to a two-tier educational system would mean greater student footfall within the village. This item to remain on file. GL noted there was now waste grassland within Berryfields which could provide a footpath access via Grovebury Court. Although there was a short length within Grovebury Court which had no footpath, it was recognised few cars would pass that area – especially	Not yet appointed

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				considering the lack of footpath in part along Potters Cross and traffic volumes along Bedford Road/Fields Road. BBC had previously ruled out a footpath in the area but JW agreed to take a new investigation forward. See under * above.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school	Gerald Bygraves (non-committee member)	Jan 18	£60k and £10-£12k	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: A proposal for a pelican crossing outside the lower school on Bedford Road was currently being assessed by BBC. If not taken forward by BBC, WPC could consider this as one of its CIL projects – costings were estimated at £60k. A proposal for a crossing island outside Manor Road flats on Bedford Road was also currently being assessed by BBC. If not taken forward by BBC it too could be considered by WPC as a CIL project – costings were estimated at £10-£12k. See under agenda items RF18/018 and RF18/019 above.	BBC/WPC
Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Ongoing	Not yet identified	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, after which discussions	Not yet appointed

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				were needed regarding petitions/consultations ahead of completing this PAP	
Speed restrictions – identifying what would work best and in what areas	Committee discussion	Ongoing	Not yet identified	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing information on surface treatments, kerb buildouts and ‘change in priority’ markers (like chicanes). The preferred speed restriction for Wootton was Average Speed Cameras (ASC’s). It was noted ASC’s had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. AP recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and 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 must 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	Not yet appointed

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				currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's john.loughlin@bedfordshire.pnn.police.uk Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment. SP received figures from John Loughlin which included data for Fields Road, Keeley Lane and Church Road. However, John had stated the police placed boxes in situ to cover speed complaints – it was for BBC to collect data for ASC projects. It was recognised Fields Road and Keeley Lane were speeding hotspots – agreed to ask Speed Watch to focus on both areas and leave the issue of ASC's on file for the present time. Further agreed to include an article in the December Wootton Newsletter reinforcing the need to comply and stick to the speed limit – including the statistics provided by John Loughlin. Further agreed SP would obtain costings for Speed Indicator Devices (SID) – for all village entrance points. Average Speed Cameras could now still be an option following BBC's decision to grant permission for the Marston Vale Innovation Park. Costings for SID's are	
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				approximately £3k installed (per unit) or £4k installed (per unit) if on a principal road. GL detailed that some CIL monies were likely to be earmarked for safety issues in the village, including crossings, average speed cameras and real-time bus stop information (if not taken forward by BBC). However, total CIL monies were not known which made it difficult to budget for other projects (including findings from the Neighbourhood Plan Questionnaire). It was noted (17th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known. No further comments received	
Wootton Village Entrance Sign	Jeff Noakes (non-committee member)	Jan 18	Not yet identified	JN previously advised WPC the entrance sign had been installed without any consultation and obscured the view when leaving Berry Wood car park. Photos have been given to Jon Shortland who is investigating – it appears BBC were not consulted either. JW agreed to chase this issue again. GL, JW and SP are meeting again with Jon Shortland 29th May 2018.	BBC/Developer

To be reviewed at each committee meeting.

FC18/147

Wootton Play Equipment Working Group report

4th April 2018

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)).
- WPE18/008 + WPE18/017 + WPE18/018 – Funding. £38.4k has been allocated from s106 developer contributions. The Veolia application was successful (£75K), GB and SP are awaiting further details.
- WPE18/010 – Consultation. There have been a number of comments regarding the proposal (via Facebook). Refer to agenda item WPE18/019.

WPE18/017 – To agree a timeline of events incorporating the full tender process and contractor recommendation to Full Council.

Resolved to accept Appendix A.

Proposed: LL.

Seconded: JW.

Resolved by all present.

WPE18/018 – To review and agree a draft tender document.

Resolved to accept Appendix B.

Proposed: LL.

Seconded: JW.

Resolved by all present.

WPE18/019 – To appoint members to oversee the completed tender selection process.

Resolved all committee members plus experts as needed/identified would oversee the tender selection process. EB agreed to speak to a local pre-school manager to invite them to the next meeting of this working group.

Proposed: EB.

Seconded: BH.

Resolved by all present.

WPE18/020 – To receive an update on the ongoing consultation process and to make recommendation to Full Council as necessary.

Resolved to ask SP to determine whether a public consultation was needed and to identify which timeline would be followed.

Proposed: JW.

Seconded: BH.

Resolved by all present.

Appendix A – Project Timeline

As the terms and conditions and fuller grant information had not yet been received from Veolia the project was unable to start, so the following dates were discussed.

- Contractors have a minimum of 6 weeks to complete tender;
- Selection group have just over 3 weeks to review tenders and make recommendation to Full Council.

	Timeline 1	Timeline 2	Timeline 3
Latest Tender Document may be issued	30-Apr-18	28-May-18	02-Jul-18
Tenders returned to SP on Monday	11-Jun-18	09-Jul-18	13-Aug-18
Play Equipment Working Group recommend selection	04-Jul-18	01-Aug-18	05-Sep-18
Full Council approve selection	11-Jul-18	08-Aug-18	12-Sep-18
Company informed week commencing	16-Jul-18	13-Aug-18	17-Sep-18

Once the Veolia terms and conditions have been received, it was noted they would be subject to review. At that stage, the relevant timeline would be selected to work from.

Note: Tender document, Page 5, Section 1.3.1 must be updated with the correct return by date, once the timeline has been determined.

Appendix B – Tender Specification

Wootton Play Equipment Working Group Minutes 4th April 2018

Chairman.....

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Date 6th June 2018

Signed at Full Council.....

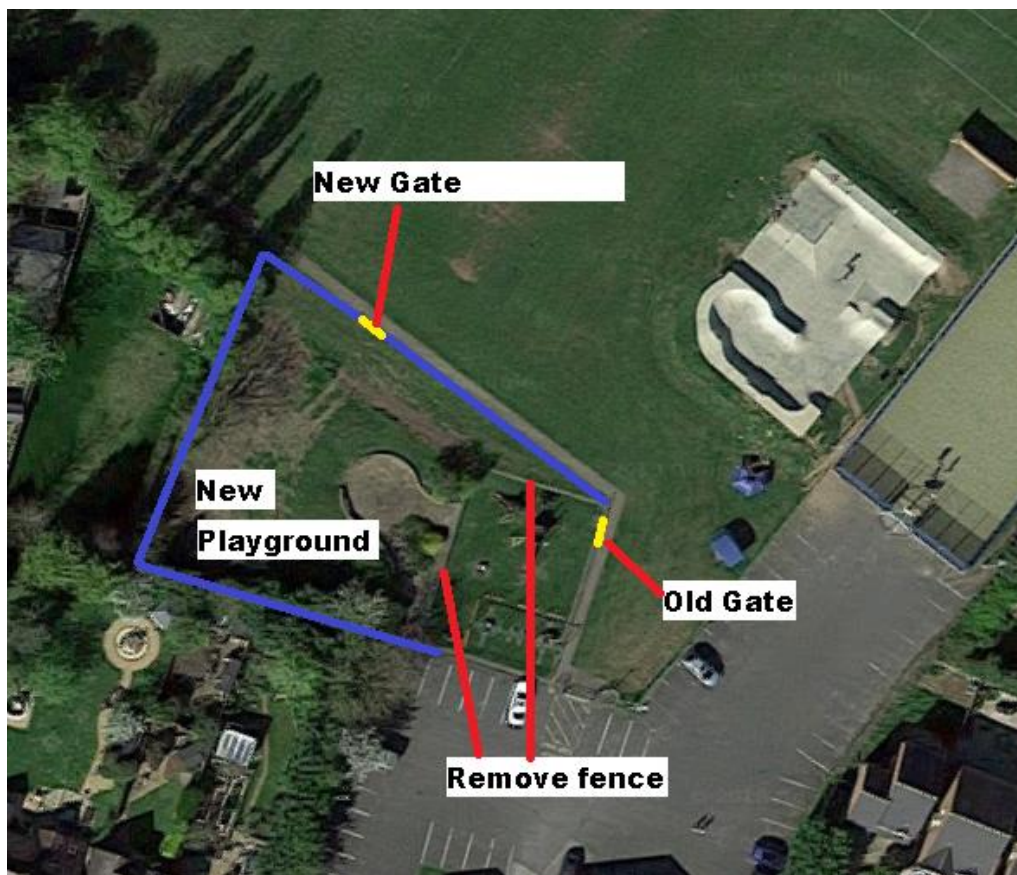
(Appendix A – Project Timeline)

SPECIFICATION

The location of the playground

The site of the new playground will be adjacent to the existing playground at the recreation ground, situated behind the village hall, Church Road, Wootton (see diagram). Two of the existing fences will need to be removed and reused and the finished playground will have two exit gates marked in yellow.

(Appendix B – Tender Specification)



The Playground

Minimum equipment required in the playground:

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Chairman.....

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Date 6th June 2018

Signed at Full Council.....

- The existing and new playground is to be merged into one and enclosed by a fence with only two gates (marked in yellow on the diagram above). The new gate must be wide enough to allow a sit-on mower to access the play area;
- The ground around all the play equipment (including existing play equipment) is to be wet pour with interconnecting paths. Any remaining ground is to be grass. This is the minimum requirement to allow safe play all year round;
- The old and new playground must merge into one flowing design;
- The new section of the playground is aimed for 0-8 years and must be inclusive of S.E.N.D. (Special Education Needs and Disabilities) children.

Specifications and standards

Please specify the following in your tender:

- Standards to which you operate, which should include but not be limited to:
 - BS EN 14974:2005;
 - BS EN 1176:2008;
 - BS EN 15312: 2007.

The actual design, layout and equipment included will be a matter for the tenderers to suggest in their proposed designs. The proposed design should be multi-disciplined, containing separate but progressively challenging elements and be available for use by all ages, abilities and disabilities. All submitted designs will be scrutinised by the following stakeholders:

- The Disability Equality and Access Officer, Bedford Borough Council;
- The Manager (or appointed representative) of a local pre-school.

The combined area (new and existing playground) is expected to be approximately 1950 sq mtrs but it will be a matter for tenderers to define the limits of the playground within the defined area dependent upon design and budget.

The budget cost for the scheme is £106,000 which includes moving and reusing the old fence as shown on the diagram above. The playground will have just two access points on to the recreation ground and no access points on to the carpark.

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Signed at Full Council.....

Appendix 6

Tenderers are requested to provide detailed costs for the project including (but not limited to) all survey work; ground works including any landscaping and ground preparation work (if necessary); construction/equipment costs; Heras fencing; excavation and subsequent removal; delivery, handling and labour.

Viewing: The recreation ground is open during daylight hours and tenderers may visit at their leisure. If an accompanied site visit is required, please make an appointment with the Parish Clerk at the office address as shown on the front cover of this tender document.

Sue Playford PSLCC
Clerk to the Council
2nd June 2018

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Chairman.....

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Date 6th June 2018

Signed at Full Council.....

Appendix 7

FC18/148

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
	Christmas street lighting Bedford Road ongoing to 2019	Nov-18	£0	£0			Continue of rental contract until 2019	Cllr Hensher
	Christmas street lighting additional lights	Nov-18	£0	£0			Looking at extending the lights down Fields Road. This will have a rental and initial setup cost	Cllr Hensher
	Christmas Tree (second)	Nov-18	£0	£0		£5,000	Suggestion made to install a second tree on Fields Road. Three cost to consider. 1 preperation of site to include hole for tree and power for lights. 2 Purchase of tree lights 3 Purchase of tree	Cancelled
High	Community Centre take-on					£1,500	There is a need to push Persimmon and WPC's solicitors to secure ownership of the building. Issues are outstanding including snagging and a lack of air conditioning units and hearing loop. Clarity is required over the ownership of the football pitches. MUGA and play areas	Cllr Wallace

Appendix 7

High	Community Centre lease agreement		£0	£0		£1,500	Drawing up a lease between WPC and Community Centre Charity. Things to include are, The office is only for Parish Council use; Meeting room booked every Wednesday evening for WPC; Buildings insurance paid by WPC for free access to the Meeting room; Council will pay any building repairs, claim the VAT back and pass the none VAT part to the charity for payment; Council will pay all utility bills and pass the charges excluding the VAT on to the charity, with the exception of the BT which will remain a Council bill; Any alterations to the structure of the building will require Full council approval. Charity to be responsible for all Health and Safety matters, including fire protection, legionnaires testing of water, etc Any dispute between the charity and those booking the hall will be resolved at Full Council. Charity to meet income targets set out by the Parish Council.	Cllr Bygraves
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Appendix 7

High	Community Centre Office setup		£0				Setting up the office with broadband and Phone. Office furniture, IT equipment and CCTV (internal and external). Use part of the S106 money for kitting out hall	Cllr Lloyd
High	Community Centre hearing loop					£5,000	Cllr O'Dell is establishing who is responsible for this installation as part of Building Regulations requirements for 'Aid to Communications'. If this system is NOT going to be supplied by Persimmon, which system do we select and who do we get to install it.	Cllr O'Dell
High	GDPR					£10,000	Procedures and policies still to be finished. Looking at domain name WoottonPC.gov.uk for emails. Agendas and other sensitive documents to be retrieved from sites similar to drop box. Parish documents to be correctly marked	Cllrs Lloyd and Martin
	Lorraine Road Cemetery extension		£0	£0	£12,000	£100,000	Cemetery will be full by 2050, Recommendation made to ring-fence £5,000 per year. Formal valuation no longer required	Cllr Quirk
	Memorial Hall play area resurfacing						Recommendation made to resurface the grassed play area to make it fit for use all year round	Cllr Hensher
	Neighbourhood Plan			£9,000	£11,000	£20,000	An additional £9000 grant can be applied for to help with costs for this year	Cllr Hensher
	Noticeboards		£0	£0	£2,000	£2,000		Clerk
	Jubilee Garden Playground extension			£106,000		£106,000		BBCllr/Cllr Wheeler

Appendix 7

	St Mary's cemetery Brick wall and railings						The Clerk has contacted Historic England to arrange a site visit in order to determine how to take forward necessary remedial works (Planning & Environment Committee are currently overseeing this)	Cllr Quirk
	Speed Cameras					£200,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn. Possibility developer funding may be made available from innovation Park. Findings from the recent Neighbourhood Plan Questionnaires also showed the public are in support of ASC	Cllrs Lloyd and Wheeler
	Transfer of streetlights to BBC						BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough	Cllr Quirk
	Wootton in Bloom				£7,773	£7,773	To install two further planters, one opposite the Memorial Hall (Bedford Road) and the other near the Berryfields development (Fields Road)	Cllr Hensher
	Wootton village entrance sign				£20,000	£20,000		Cllr Lloyd

Not available.