



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 11th July 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, Martin, O'Dell, Quirk, 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
FC18/163	Apologies for absence. Cllrs Gibbons, Hensher, Hudson, Lewis and Noakes.	Noted for the minutes however it was resolved a football match (England Word Cup semi-final) was not considered an acceptable apology. Cllr Martin abstained from voting..	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/164	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/165	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.
FC18/166	To receive a report and/or training from Cllr Martin and the Clerk on the General Data Protection Regulations (GDPR) which came into force on 25th May 2018, to accept, review and adopt all relevant privacy notices, GDPR policies, impact assessments and audit schedule and to resolve a suitable course of action.	Resolved to accept all documentation without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Cllrs Lloyd and Martin and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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FC18/167	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 June 2018. (Appendix 2).	The report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added plans to complete the footpath at the Potters Cross/Berryfields entrance/exit were due to be signed off – a copy and timescales would be provided to the parish council at the earliest opportunity. He added plans for a pedestrian crossing outside the Harris Way lower school were moving forward. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.
FC18/168	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	The Clerk noted the East of England Ambulance Service had reversed their earlier decision not to allow Community First Responders to attend children under 8 years of age – they would be allowed to do so from 18th July 2018. No further comments received.	Clerk to keep on file.	N/A.
FC18/169	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 13th June 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 30th May 2018.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. 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 Wootton Play Equipment Working Group meeting held on 4 th April 2018.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC18/170	Matters arising from the minutes – for information only. - FC18/50 – Bedford Borough Council's Local Plan 2032 (now 2035). Resolved 10th May 2017 (FC17/128) (subject to clarification that Wootton currently faced no further development – which has since been confirmed) to object to proposals to develop within Kempston Rural, given its proximity to Wootton. Further resolved 14th February 2018 (FC18/050) that the plan was sound and would not impact on Wootton. Uncertainty remains on timescales now it is known the Colmworth proposal is not proceeding. - FC18/162 + FC18/185 – Community Centre at Berryfields. Refer to agenda item FC18/185. - FC17/229 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk assessment ahead of any other course of action. A Health & Safety risk assessment and covering letter have been sent to members of Bedford Borough Council, Persimmon Homes and RoSPA. Resolved 11th January 2017 (FC17/20) to note the disappointing content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. A follow-up report 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	No further comments received.	Clerk to keep on file.	N/A.

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	Greenbelt and Alex Kenny has passed the report on. The Clerk continues to chase for a further update from either Greenbelt or Persimmon and has received no reply despite chasing on numerous occasions. • FC18/085 – Community Infrastructure Levy (CIL) Funds. A CIL policy is 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). BBCllr/Cllr Wheeler has requested (May 2018) these be taken forward at the meeting meeting(s) of the committee(s) – due 27th September 2018. • FC18/082 – Marston Vale Innovation Park (17/00666/MAO). Dates for an initial developer liaison group meeting are awaited from Goodmans. The Clerk and BBCllr/Cllr Wheeler continue to chase. • 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			
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	recreation ground. BBCllr/Cllr Wheeler has spoken with Cllr Hensher to establish how best to take the gym equipment proposal forward. • 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. That information is with Cllr Quirk who has confirmed he will undertake the checks and inform the Clerk when completed. Move to close. • FC17/284 – Cranfield Road/Village Sign. The Clerk has requested a risk assessment from Concept/Bedford Borough Council on dangers identified due to the signs’ positioning, asked why the parish council was not consulted ahead of its installation and requested clarification on whether the 30MPH speed limit is yet legally enforceable. The Clerk has since established that limit is not yet enforceable (due to a lack of repeater signs) and that Bedfordshire Police do not support a reduction from 40MPH to 30MPH in Wootton Green. The Clerk has also established Bedford Borough Council were not consulted over the village sign installation and they are taking that forward with the relevant developer(s). 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			
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	(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. • FC18/159 – Millennium Quest – Christmas street lighting. Resolved 13th June (FC18/159) to accept Millennium Quest’s proposal to extend the scheme. The Clerk is currently arranging for the necessary structural testing to be carried out. • 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. • FC18/091 – 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. • FC18/154 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in Bedford Road. Resolved 13th June 2018 to contribute £15k and up to £2.5k for a pelican crossing outside the lower school and island crossing outside Manor Road flats,			
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	respectively, from Community Infrastructure Levy funding.			
FC18/171	Chairman's report – for information only.	Nothing to report.	Clerk to keep on file.	N/A.
FC18/172	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).	Resolve to receive, review and adopt without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/173	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC18/174	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).	No report available as this committee has not met since May 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/175	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).	Resolve 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.
FC18/176	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 still required updating so it was agreed to carry this over to the next meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/177	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).	Resolved to receive, review and adopt without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/178	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	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Martin and Wallace. Proposed: Cllr Bygraves.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.

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	not authorised signatories) and to resolve a suitable course of action.	Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC18/179	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/180	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2018-19, to date and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/181	To receive a further consultation from Central Bedfordshire Council regarding the publication of a statutory notice re the proposed closure of Shelton Lower School, Marston Moretaine and to resolve a suitable course of action. (Appendix 10).	The consultation was noted for the files but no further comments made. Cllr Lloyd stated he had been contacted by representatives of Shelton Lower School and asked if the parish council would release a press statement. Resolved to provide the same (see Appendix 9). Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC18/182	To receive, review and adopt an Asset Valuation Policy and to resolve a suitable course of action.	Resolved to receive, review and adopt without further comment. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/183	To receive, review and adopt the quarterly maintenance report from Dura-Sport (Leisure Care) Ltd and to resolve a suitable course of action.	Resolved to receive, review and adopt without further comment. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/184	To consider a grant application from the organisers of Wootton's Annual Car Fest (funds will be awarded to Wootton Lower School) and to resolve a suitable course of action.	Resolved to grant the application in full without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC18/185	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 reported the parish council's conveyancer had sent a report that afternoon but there had been insufficient time to note its full contents. He did confirm queries had been raised with Persimmon's counterparts. All rights of access and transfers needed investigating to ensure their legality. It was noted negotiations with the lower school would be needed regarding the car park area. Cllr Wallace then reported he, other councillors and the clerk were meeting with Persimmon on 12th July – points to be discussed would include the report above and snagging issues. Cllr O'Dell confirmed he would seek quotations to install a hearing loop – it remained unclear who would pay for the same. It was suggested residents who were interested in joining the management committee or assisting with drafting the lease between the parish council and the management committee be invited to a meeting in the next four weeks, for an update on latest developments. Resolved to note the above and to accept the snagging list as prepared by a resident. That resident was thanked for their assistance in producing the same. Proposed: Cllr Quirk. Seconded: Cllr Bygraves.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
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		Resolved by all present.		
FC18/186	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC18/187	To consider a recommendation from the Wootton Play Equipment Working Group (WPEWG) (scoring sub-group) to appoint a contactor to undertake the regeneration works at the Jubilee Gardens, Recreation Ground (Church Road) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment and appoint Caloo as the preferred contractor, subject to contracts and terms & conditions. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present.	WPEWG to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.15pm.

Borough Councillor Update – July 2018

NHS Updates

A function of the Borough Council's Adult Services & Health Committee, comprised of Borough councillors, is to scrutinise the decisions of NHS commissioners and providers. At the Committee's meeting in June a number of plans were presented by NHS representatives which will shape the future of healthcare services in the Borough:

Urgent Treatment Centre and 'Walk-In' Services

You may be aware of plans to develop an 'Urgent Treatment Centre' (UTC) from 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.

The Bedfordshire Clinical Commissioning Group (BCCG), which organises NHS services, said the formation of the UTC is a national requirement. Given that the UTC will provide same-day appointments, the BCCG announced plans earlier in the year to close the Putnoe Walk-In Centre (the surgery itself will remain open) from October 2018.

The Committee was told that the BCCG is now exploring options for a temporary extension of walk-in services north of the river in Bedford until the end of March 2019. It is unclear at the time of writing, however, whether the temporary extension will see the service continue at Putnoe or another location (Gilbert Hitchcock House on Kimbolton Road has been noted by the BCCG as a potential alternative).

GP Extended Access

In accordance with NHS England's requirements, the BCCG has awarded a contract to BEDOC ('Bedford on Call') to provide GP extended GP services from 8am – 8pm, 7 days a week. The Committee was told this would lead initially to an extra 550 appointments a week with GPs and practice nurses at 2 as yet undisclosed locations in Bedford. The appointments will be open to anyone in the Borough.

Stroke Services

Since 2016, patients who have suffered a stroke in most areas of the Borough are taken to the Hyper Acute Stroke Unit (HASU) at Luton & Dunstable Hospital. This is where treatment is provided in the crucial 72 hour period following a stroke. Thereafter, patients are provided with aftercare and rehabilitation either at Bedford Hospital or in the community as appropriate.

The BCCG announced at the Committee's meeting that it is now intending to provide a new 20 bed unit in Bedford for those in need of stroke rehabilitation services. A suitable property has been identified at John Bunyan House on Goldington Road, pending alternative premises being found for the current tenants, Headway (a charity providing support for patients with brain injuries).

The BCCG said that the new facility will be an improvement on the current unit at Bedford Hospital in that it will be more suited to providing rehabilitation, thus decreasing patients' lengths of stay and reducing levels of disability arising from a stroke.

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Trains Update

Thameslink Timetable

As a reminder, if you have been affected by the widespread disruption caused by the introduction of new train timetables from the 20th May causing 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>

The timetable 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, although this has clearly not been the case as yet.

East Midlands Trains

A separate issue to that of the Thameslink Programme is the future of the East Midlands Rail franchise. Bedford is served by the East Midlands Trains 'Intercity' service providing fast trains from London St Pancras to Derby, Sheffield and Leicester amongst other destinations. This service has, however, been suspended for Bedford passengers in peak hours until 2020 to accommodate the implementation of the Thameslink Programme, as set out above.

It was announced in August last year that a consultation would be held on the specification for the East Midland Rail franchise contract when it is renewed in August 2019. The Department for Transport has now responded to the public consultation and confirmed that Bedford will no longer be served in peak hours by the Intercity service; the rationale being to reduce overcrowding and improve journey times. Bedford will instead be served by 'two dedicated commuter trains per hour' to and from Corby 'providing capacity to prevent passengers from having to travel on busy Intercity trains'.

In addition, there will be a requirement that 'at least one Intercity service per hour will call at Kettering to retain connections with stations served by the Corby services, and we are also requiring peak time calls at stations between Leicester and Bedford in the counter-peak direction'.

As details of timetables have yet to be produced, it is unclear as to how journey times will compare between the current Intercity service and the forthcoming 'dedicated commuter trains'. For more information search 'future of East Midlands Rail franchise'.

Special Constables

Special Constables are volunteers who have the same powers as Police Constables, including the ability to make arrests and stop vehicles. Following training, Special Constables are asked to volunteer a minimum of 16 hours a month.

Bedfordshire Police is currently recruiting new Special Constables. If you are interested you can request more details by emailing BeSpecial@Bedfordshire.pnn.police.uk or searching 'Bedfordshire Police Specials'

River Festival 2018

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.

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BBCllr Wheeler
3rd July 2018

FC 18/167a Jun 2018					
Offence Class Description	First Committed	Last Committed	Address	Beat Code	Beat Name
Assault occasioning actual bodily harm (ABH)	17/06/2018	14/06/2018	Information not provided	NORTH-766	WOOTTON
Assault occasioning actual bodily harm (ABH)	14/06/2018	14/06/2018	Information not provided	NORTH-766	WOOTTON
Assault without Injury - Common assault and battery	25/05/2018	10/03/2018	Information not provided	NORTH-766	WOOTTON
Assault without Injury - Common assault and battery	19/06/2018	10/06/2018	Information not provided	NORTH-766	WOOTTON
Assault without Injury - Common assault and battery	08/06/2018	06/06/2018	Information not provided	NORTH-766	WOOTTON
Assault without Injury - Common assault and battery	30/05/2018	26/05/2018	Information not provided	NORTH-766	WOOTTON
Attempted - Theft if not classified elsewhere	06/06/2018	05/06/2018	Information not provided	NORTH-766	WOOTTON
Breach of a restraining order	12/06/2018	05/06/2018	Information not provided	NORTH-766	WOOTTON
Burglary - Residential - Dwelling	26/06/2018	07/06/2018	Information not provided	NORTH-766	WOOTTON
Burglary - Residential - Dwelling	23/06/2018	22/06/2018	Information not provided	NORTH-766	WOOTTON
Burglary - Residential - Non-Dwelling	29/05/2018	28/05/2018	Information not provided	NORTH-766	WOOTTON
Harassment - without violence (course of conduct)	02/06/2018	30/05/2018	Information not provided	NORTH-766	WOOTTON
Sec 5 POA Harassment, alarm or distress	15/06/2018	15/06/2018	Information not provided	NORTH-766	WOOTTON
Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	12/06/2018	28/05/2018	Information not provided	NORTH-766	WOOTTON
Theft from a motor vehicle	18/06/2018	16/06/2018	Information not provided	NORTH-766	WOOTTON
Theft from a motor vehicle	13/06/2018	12/06/2018	Information not provided	NORTH-766	WOOTTON
Theft from a motor vehicle	24/05/2018	07/05/2018	Information not provided	NORTH-766	WOOTTON
Theft if not classified elsewhere	09/06/2018	09/06/2018	Information not provided	NORTH-766	WOOTTON
Theft of a motor vehicle	18/06/2018	17/06/2018	Information not provided	NORTH-766	WOOTTON
Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken ')	22/06/2018	22/06/2018	Information not provided	NORTH-766	WOOTTON

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Appendix 2

FC18/168 Schedule of correspondence			
Date received	Type	From	Brief details
9.6.18	Email	Campaign to Protect Rural England	Campaigns update
2.7.18	Email	Ordnance Survey	PSMA Newsletter June 2018
3.7.18	Letter	Unity Trust Bank Ltd	Charges information
3.7.18	Email	Bedford Borough Council	Weekly licensing list

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FC18/172

Neighbourhood Plan Steering Group Report

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

23rd May 2018

NP18/047 – Matters arising from the minutes – for information only.

- NP18/012 – Green Infrastructure Plan (GIP). The plan has been drafted by BRCC and SP has provided context (as received from a resident). An action plan has also been drafted by BRCC and it was resolved at Full Council on 14th February 2018 (FC18/039) to appoint BRCC to aid with Phase 2 of the GIP. The GIP has not yet been received and the Clerk has chased for a progress report (12th May 2018).
- NP18/019 – Raw Data from recently completed Neighbourhood Plan questionnaires. GL has been asked to produce charts detailing individual question responses. Move to close.
- NP18/037 + NP17/050 – Issues and Options Summary Document. Refer to agenda item NP18/050.
- NP18/039 + NP18/049 – Theme Group progress. Refer to agenda item NP18/049.
- NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
- NP18/036 + NP18/052 – Neighbourhood Plan Project Plan. Refer to agenda item NP18/052.

Resolutions

NP18/048 – To receive correspondence from Bedford Borough Council regarding the Local Plan 2035, consider its impact on Wootton’s emerging Neighbourhood Plan and to make recommendation to Full Council as necessary.

It was noted works should continue in anticipation of Bedford Borough Council’s Executive decision expected in September 2018 – it was thought their Local Plan 2035 would change to 2030 to reduce the number of allocations needed. The Mayoral Elections would likely be followed by the next Local Plan – to 2045.

This change in dates would reduce housing numbers by 2,500 – the size of the Colmworth proposal. Agreed SP would ask BRCC if their housing needs figure would change also.

TR agreed to write to landowners and agents (June 2018) to establish whether they would consider developments of up to 25 dwellings (and if yes, what type of housing).

Proposed: JN.

Seconded: CB.

Resolved by all present.

NP18/049 – To receive an update on the progress of all theme group reports (currently with APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

All theme reports had been reviewed and feedback provided to authors. Further amendments were necessary before re-submission to SP.

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NP18/050 – To review and adopt a draft Issues and Options Summary Document and to make recommendation to Full Council as necessary.

Historic Environment to be added to the document – SS to provide TR with all changes.

NP18/051 – To review, amend and/or adopt the draft Survey Representation Form and to make recommendation to Full Council as necessary.

Agreed the form would not include Saturday 9th June at the community centre but the following:

- Sunday 24th June 2018 – 10am-5pm;
- Friday 13th July 2018 – 6pm-9pm.

Saturday 9th June 2018 would be for general enquiries only.

TR agreed to amend the forms asap (including information on accessing the survey online) before sending to GL (who would create the online version via Survey Monkey). Forms would also go to BRCC for printing and distribution. Completed forms returned by 20th July 2018.

SP to establish whether BRCC could deliver before 7th June 2018 and whether their return address is correct.

NP18/052 – To review and adopt the Neighbourhood Plan Project Plan, identify and set deadlines in relation to the next stages of work required and to make recommendation to Full Council as necessary.

Agreed to defer until September 2018 before refreshing the plan.

NP18/053 – To approve the retention of Regeneration Positive’s services for a further period of time and to make recommendation to Full council as necessary.

Resolved to retain Regeneration Positive’s services until September 2018 and to make the same recommendation to Full Council.

Proposed: BH.

Seconded: JW.

Resolved by all present.

NP18/054 – To consider arrangements to publicise the Neighbourhood Plan’s current progress as part of the Community Centre’s proposed open days (Saturday 9th June and Sunday 24th June 2018) and to make recommendation to Full Council as necessary.

Resolved BH and SO would plan and organise the three events for 9th June, 24th June and 13th July 2018.

Proposed: BH.

Seconded: SO.

Resolved by all present.

NP18/055 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed the site assessment works required completion after which she would start drafting the Neighbourhood Plan.

NP18/056 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

JW agreed to take the request for information to Bedford Borough Council’s archive department. SO agreed to see what information could be available in the “History of Wootton” book.

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Appendix 3

NP18/057 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

None.

Sue Playford PSLCC

Clerk to the Council

3rd July 2018

Planning & Environment Committee Report**13th June 2018****Matters arising from the minutes – for information only**

See under 27th June 2018.

Planning Applications – for resolution

[18/01286/FUL](#) – 76 Bedford Road – erection of one single storey dwelling to front.

Two members of the public each detailed their objections to the revised proposal at 76 Bedford Road. (A previous application for a two-storey dwelling had been withdrawn and replaced with this one-storey proposal).

Cllr Noakes had visited the site and considered it would still have an adverse effect on the street scene and would be located too close to adjacent properties in Potters Cross. Insufficient parking would increase parking on Bedford Road (near the Potters Cross junction), with vehicles having to reverse in or out of the property.

Cllr Hensher added the roof design lent itself to a future second storey extension. Cllr Lloyd stated the plans were incorrect and still referenced (in places) a two-storey proposal.

The Clerk then detailed Cllr Quirk's observations in his absence:

He believed it was still an overdevelopment of the site and affected the setting of an adjacent listed building. It would also have an adverse effect on the rural nature of Potters Cross, with inappropriate vehicle access and turning spaces.

Resolved **TO OBJECT** using the above material considerations.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

[18/01353/FUL](#) – 93 Cause End Road – single storey infill side extension and insertion of new window and patio doors.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

[18/00426/REM](#) – Land North of Fields Road – 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.

BBCllr/Cllr Wheeler raised concerns over adequate screening between the retail units and lower school site and requested the parish council raise the same when commenting on this application.

Cllr Lloyd added the recycling centre should NOT contain provisions for glass – due to noise and potential vandalism.

Resolved **NO OBJECTION** but to feed the above observations back to Bedford Borough Council.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously recorded **NO OBJECTION** as it understood the land in question was already part of an existing beer garden and had never been registered as allotments.

No further comments received.

Resolutions

P18/139 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request planning application 18/01286/FUL (76 Bedford Road) be considered by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/140 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved Cllr Quirk attend the relevant Bedford Borough Council Planning Committee meeting to represent Wootton Parish Council in relation to planning application 18/01286/FUL (76 Bedford Road).

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/141 – To receive a report from Borough Councillor Wheeler in respect of the removal of HGV signage along Fields Road – to include an update on Bedford Borough Council's proposal to replace the signage.

BBCllr/Cllr Wheeler detailed how previous HGV signage (currently blanked out) had always been incorrectly sited. Himself, Cllr Lloyd and the Clerk had recently met with Jon Shortland, Chief Officer, Planning & Highways (Bedford Borough Council) to request that new signage be erected as soon as possible – to stop HGV's beyond the Berryfields roundabout. There was now debate on what Bedford Borough Council intended to take forward and BBCllr/Cllr Wheeler agreed to report back to this committee as soon as more information was available.

27th June 2018

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).
- 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. Resolved 30th May 2018 (P18/128) the Clerk continue to try and register, using adverse possession if necessary.
- 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.

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- 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. The Clerk understands enforcement action is now being taken forward.
- P18/129 – 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. Resolved 30th May 2018 (P18/129) to appoint Wrighton & Barker for one day to undertake works detailed within Cllr Quirk’s report.
- 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 have remedied. Move to close.
- 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.
- P18/126 – Remembrance Sunday organisation and parade. Resolved 30th May 2018 (P18/126) to request assistance from a resident who has previously undertaken the role of parade marshall.
- P18/141 – Removal of HGV signage along Fields Road. BBCllr/Cllr Wheeler is pushing for urgent action to remedy this.

Planning Applications – for resolution

[18/01380/M73](#) – Land South of Fields Road and East of Cranfield Road - variation of approved plans condition 2 to change layout and number of the approved house type drawings on various plots to a new house type range (erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works).

A request has been made for members to consider requesting street lights with air pollution monitoring equipment, given the potential Covanta proposal within the parish of Stewartby:

<https://www.theage.com.au/national/victoria/street-lamps-light-the-way-for-air-pollution-monitoring-and-smoke-detection-20161205-gt4du1.html>

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

- Members were disappointed that previous discussions requesting a traditional housing style (initially agreed by developers) had been disregarded;
- Members sought assurance that Bedford Borough Council would honour and deliver all landscaping as detailed within the plans – most noticeably in relation to tree and shrub planting.

After discussion it was further resolved not to request the installation of air pollution monitoring street lights, given they were an unknown entity in the UK, but to consider the installation of pollution monitor(s) within the area. It was noted Bedford Borough Council would have to agree to the proposal and act upon data gathered. The clerk was instructed to bring this item to the next meeting of this committee.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

[18/01423/TPO](#) – 66a Keeley Lane – T1 ash – remove.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

[18/01451/TPO](#) – The Cock Inn PH, 2 Bedford Road – T1 sycamore – reduce overhang to neighbouring property and remove ivy.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

[18/01481/LBC](#) – Keeley Grange, Bedford Road – single storey rear extension and internal alterations to relocate kitchen

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

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

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

This council previously recorded **NO OBJECTION** as it understood the land in question was already part of an existing beer garden and had never been registered as allotments.

No further comments received.

Resolutions

P18/153 – To receive a report from Cllr Lloyd and the clerk regarding works requested to an overhanging tree into a garden along Bedford Road, sited within the recreation ground and to resolve a suitable course of action.

Resolved to approve the works as requested.

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Proposed: Cllr Noakes.
Seconded: Cllr Hensher.
Resolved by all present.

P18/154 – To receive a report from Cllr Quirk and the clerk regarding the transfer of parish council-owned street light columns to Bedford Borough Council and to resolve a suitable course of action.

Resolved to continue with the transfer of street light columns to Bedford Borough Council and approve an initial spend of £700 in respect of structural testing (to be taken from the relevant earmarked reserve budget heading).

Proposed: Cllr Hensher.
Seconded: Cllr Noakes.
Resolved by all present.

P18/155 – To receive a report from Cllr Quirk regarding works requested to reduce the crown of a tree on Lorraine Road green and to resolve a suitable course of action.

This agenda item was debated after agenda item P18/153 and it was noted the tree in question was sited within Lorraine Road cemetery, not Lorraine Road green.

Resolved to approve the works as requested.

Proposed: Cllr Quirk.
Seconded: Cllr Martin.
Resolved by all present.

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

FC18/174

No report available as this committee has not met since May 2018.

FC18/175**Wootton Play Equipment Working Group report****6th June 2018****WPE18/021 – To appoint a Chairman of the Wootton Play Equipment Working Group.**

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

Proposed: GB.

Seconded: LL.

Resolved by all present.

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).
- WPE18/019 + WPE18/028 – Tender Process. Resolved 4th April 2018 (WPE18/019) to invite a local pre-school manager plus Stuart O'Dell to the next meeting of this working group. Refer to agenda item WPE18/028.
- WPE18/020 + WPE18/029 – Consultation. There have been a number of comments regarding the proposal (via Facebook). SP has confirmed a further public consultation should be undertaken – timescales not yet agreed. Refer to agenda item WPE18/029.

WPE18/028 – To appoint members to undertake the tender scoring and agree the tender scoring process and to make recommendation to Full Council.

GL detailed how the tender scoring process would work (see also Appendix A):

- Those appointed to score (SG, SO, EB, BH, LL, GL) would mark individually without influence from others (EB and SG would refer to managers at two local pre-school providers);
- Marks would be fed back to SP for collation and made known;
- Scorers would meet on 20th June 2018 at 7.30pm (venue to be determined but most likely The Hub) to discuss any significant differs in scores and agree one final score;
- Scoring system determined as 0,3 and 5 – with 5 being the highest/best mark available.

GB agreed to undertake company credit checks on all tenderers. SO introduced himself and stated he would have a particular interest in the play equipment, gradients and surfacing in relation to inclusivity.

After detailed discussion the following scoring categories were determined:

- Flooring (must meet tender specifications and minimum standards, but interconnecting pathways were not subject to the same specifications);
- Flow and layout (does the proposal work with the area in question, link well with existing equipment and highlight creativity);
- Diversity/variety, type and quantity of equipment;

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- Value for money;
- Inclusivity (benches/seating for all ages and equipment for all abilities);
- There would also be an overall score to determine whether the tender met the specification.

It was noted all flooring and equipment would have to meet BS/EN standards as a matter of routine and would carry guarantees – details would be known upon examining completed tenders. SP would determine the best way to circulate all completed tenders once received – two completed copies had been requested.

Completion of the scoring process would determine whether further questions had to be put to the tenderers and whether this group needed to meet again or take a recommendation straight to Full Council.

Resolved to accept the above findings.

Proposed: BH.

Seconded: JW.

Resolved by all present.

WPE18/029 – To receive an update on the ongoing consultation process and to make recommendation to Full Council as necessary.

After detailed discussion it was agreed the group could not take anything to the community centre open days as the winning contractor would not be known.

It was noted further information could be placed on Facebook once that process had been completed.

Sue Playford PSLCC

Clerk to the Council

3rd July 2018

Updated Project Action Plan not available.

FC18/177**RISK ASSESSMENTS PLAN 2018-19**

WPC¹ assigns and reviews all Risk Assessments annually in May. This plan details who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

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

Where indicated*, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736, but be aware they may not be the latest version.

Wootton Parish Council's Risk Assessments for 2018-19:

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters*	Cllr Gibbons	10.5.18	No issues arising		5.7.18 CG
Cemeteries *	Cllr Quirk	10.5.18			
Changing Rooms and Toilet Block*	Cllr Gibbons	10.5.18			
Christmas Street Lights and Tree *	Clerk	10.5.18	Will complete in October 18	Oct 18	
Defibrillator*	Cllr Gibbons	10.5.18			
Fun Fest*	Clerk	10.5.18		Jul 18	13.6.18 SP
Generator*	Cllr Gibbons	10.5.18			
Keeley End Pond*	Cllr Gibbons	10.5.18			
Litter Picking *	Cllr Gibbons	10.5.18			
Lone & Isolated Working *	Cllr Gibbons	10.5.18			
Marquee*	Cllr Gibbons	10.5.18			

¹ Wootton Parish Council
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Memorial Hall Play Area*	Cllr Gibbons	10.5.18			
MUGA (Multi Use Games Area) *	Cllr Gibbons	10.5.18			
Recreation Ground Play Area *	Cllr Gibbons	10.5.18			
Skate Park *	Cllr Gibbons	10.5.18			
Street Furniture*	Cllr Gibbons	10.5.18			
Trees *	Cllr Gibbons	10.5.18			
Village Sign(s)*	Cllr Gibbons	10.5.18			
War Memorial *	Cllr Gibbons	10.5.18			
Work Station (Clerk)	Cllr Lloyd	10.5.18			

To be reviewed monthly at Full Council.

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FC18/179

Please visit the following link:

https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=13138624



**WOOTTON
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Wootton Parish Council - press release, 12 July 2018.

Support for Shelton Lower School

Shelton Lower School is the closest alternative lower school to Wootton. Keeping Shelton Lower School open gives Wootton parents the choice of a large local school or a smaller rural local school. At present Wootton Lower School cannot cater for the number of pupils within the parish and students are being directed to schools beyond Kempston. This makes it impossible for those children to attend Marston or Holywell Middle Schools, meaning they cannot then feed automatically into Wootton Upper School.

The expansion of Wootton Lower School will not meet the demands of ongoing development in Wootton. Stewartby Lower School is already at full capacity and turning children away.

Closing Shelton Lower School is stripping this area of a unique learning resource. It is the wish of Wootton Parish Council to see this school remain open. Wootton Parish Council plans to publicise Shelton Lower School in its quarterly newsletter, which will give residents an alternative school and help increase the number of Shelton Lower School students – hopefully securing its future for generations to come.

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