



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 8th August 2018 at 7.40pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There was one member of the public present who wished to observe proceedings. There were no other 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), Hensher, Hudson, Lewis, Martin, Noakes, 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
FC18/188	Apologies for absence. Cllrs Bygraves and Gibbons.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/189	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/190	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.
FC18/191	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	The report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added he had met with a resident and a researcher from Nadine Dorries MP's office, following a series of Facebook comments regarding schooling, lack of infrastructure and safe routes to	Clerk to keep on file. Clerk to keep on file.	N/A.

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		school plus other concerns within the village. He reported nearly every issue raised was being dealt with by Wootton Parish Council and that the majority of that information was reported in the newsletter, website minutes and reports, and Facebook page. He thanked everyone for their efforts and said if residents chose not to read information provided, there was little else that could be done. He added he was due to attend a follow-up meeting with the resident and researcher at the end of September. No figures received.		
	To receive crime figures for July 2018. (Appendix 2).			
FC18/192	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC18/193	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 11th July 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 27th June 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 23rd May 2018.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted.	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 Roads & Pavements Safety Steering Group meeting held on 16th May 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 6th June 2018.	Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.		
FC18/194	Matters arising from the minutes – for information only. Please inform the Clerk by Tuesday 7th August 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 timescales now it is known the Colmworth proposal is not proceeding. - FC18/185 + FC18/214 – Community Centre at Berryfields. Refer to agenda item FC18/214. - 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	* Cllr Hensher confirmed he had asked the Clerk to confirm whether s106 monies presently earmarked for "sports facilities at Wootton Upper School or other such location as determined" could be used in part for outdoor gym equipment at the recreation ground. A response from Bedford Borough Council had not yet been received. Once that response was known, Cllr Hensher agreed to write a small consultation article for the Wootton newsletter to gauge public support for the proposal before sourcing appropriate quotations.	Cllr Hensher to take forward.	N/A.

	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 and has received no reply despite chasing on numerous occasions. • FC18/085 + FC18/211 – Community Infrastructure Levy (CIL) Funds. A CIL policy is being drafted which will detail how future sums should be allocated/spent. Refer to agenda item FC18/211. • 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			
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	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 has spoken with Cllr Hensher to establish how best to take the gym equipment proposal forward. • 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 + FC18/208 – 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.			
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	The funding application was successful and Apex360 are working on the next stage. Refer to agenda item FC18/208. • 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, respectively, from Community Infrastructure Levy funding.			
FC18/195	Chairman’s report – for information only.	Cllr Lloyd detailed how future agendas would be added to the private area on Wootton Parish Council’s website and a link provided to all, for download and printing as usual. This avoided the chance of confidential papers being inadvertently	Clerk to keep on file.	N/A.

		forwarded – a GDPR requirement. Changing all email addresses to gov.uk was still outstanding. Cllr Lloyd then reminded all present that decisions taken by council could only be done so at meetings and not via email, adding all new councillors were required to complete new councillor training by September 2018. Cllr Lloyd expressed his disappointment at Central Bedfordshire Council's decision to close Shelton Lower School, effective September 2019.		
FC18/196	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 O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/197	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.
FC18/198	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).	Resolve 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.
FC18/199	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).	No report available as this committee has not met since June 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/200	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.	The following updates were noted: The order for the Christmas lights 2018 had been made, with two column failures reported to Bedford Borough Council for remedial action.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	(Appendix 7).	Resolve to receive, review and adopt without further comment. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.		
FC18/201	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 O'Dell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/202	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.	The Clerk confirmed the bank statement for July 2018 had not been received. Agreed to hold this agenda item over to the next meeting of Full Council.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/203	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	The Clerk confirmed the bank statement for July 2018 had not been received. Agreed to hold this agenda item over to the next meeting of Full Council.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/204	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.	The Clerk confirmed the bank statement for July 2018 had not been received. Agreed to hold this agenda item over to the next meeting of Full Council.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/205	To receive, review and adopt the revised CCTV Code of Practice and to resolve a suitable course of action.	Resolved to receive and accept without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/206	To receive a report from Cllr Hensher regarding a mobile take away facility for the village and to resolve a suitable course of action.	After detailed discussion it was resolved to take no further action at this stage, but to consider any future applications for mobile take away facilities when received, without favour towards existing businesses. Proposed: Cllr Lewis. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC18/207	To receive a report from the Clerk regarding the purchase of silent soldier figures to commemorate the end of the First World War and to resolve a suitable course of action.	After detailed discussion it was resolved to site one silhouette (the items were no longer known as silent soldiers) on the Fields Road roundabout by the Berryfields entrance and ask the upper school to design two further silhouettes. If the upper school were unable to assist or deliver them by mid-October 2018, then the parish council would consider purchasing two more from the Royal British Legion – with the aim to represent the Army, Navy and Royal Air Force. Proposed: Cllr O’Dell. Seconded: Cllr Hudson. Resolved by majority vote. (This agenda item was interrupted by a young resident playing outside on the play equipment. A friend had sustained a leg injury whilst playing, with some swelling to the knee and grazing to the shin. The friend was escorted home by three friends plus Cllr Quirk, who ensured they were met by the injured resident’s father. The meeting was suspended during this time).	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/208	To receive a report from the Clerk regarding the cancellation of Apex360’s Multi-Activity Summer Holiday Camp and to resolve a suitable course of action.	Resolved not to pay costs at this time, but to allow costs to be recovered on the basis a scheme can be operated from the Community Centre during Easter 2019. This on the proviso all paperwork is received and approved by the end of December 2018. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by majority vote.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC18/209	To receive a report from Cllrs Lloyd and O'Dell regarding incomplete Highways Infrastructure at several sites within the Berryfields development and to resolve a suitable course of action.	Agreed to carry this agenda item over to the next meeting of Full Council, to allow Cllr Lloyd sufficient time to complete the report.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/210	To receive a report from Cllr O'Dell regarding s106 planning obligations for the Berryfields development and to resolve a suitable course of action.	Cllr O'Dell began by reiterating his report did not in any way implicate or criticise the Borough Councillor or parish councillors in their efforts to ensure s106 planning obligations were met. Essentially, the s106 agreement was a legal document between Persimmon and Bedford Borough Council. He was frustrated and concerned over the lack of enforcement measures surrounding the monitoring of s106 triggers and expressed a lack of confidence in the Borough Council in that respect. He believed a recent meeting between representatives from Persimmon and Wootton Parish Council should have been postponed when it became apparent both Persimmon representatives were due to leave the company imminently. Residents of Berryfields had every right to feel let down over the lack of facilities (sports pitches and a Multi Use Games Area had yet to be completed and the community centre had significant snagging issues). Infrastructure within Berryfields was very poor (including mis-matched tactile paving and dropped kerbs) and he welcomed the thoughts of others present, especially now the principal planner Jim Caffrey, who had overseen the Berryfields development, had left the Borough Council. Cllr Lloyd noted the first three points within the report. A safe route to school was a requirement after 20 occupations, shops	Cllrs Lloyd, O'Dell, Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		were a requirement after 190 occupations and sports facilities were a requirement after 301 occupations – none had been met. Cllr Wallace detailed some triggers had changed, noting planners were permitted to do that. However, WPC had not been informed of those changes. He added the meeting (noted above) went ahead as it was crucial to learn who would take over at Persimmon. Ben Purdy was the new representative and the transfer had been seamless. He shared frustration over the snagging issues which remained outstanding, but noted it was for Bedford Borough Council to raise those with Persimmon/Salus. Cllr O'Dell added a media statement expressing the parish council's frustrations could be an option, if they remained unaddressed. BBCllr/Cllr Wheeler confirmed Paul Lennox was now the Borough Council's Planning point of contact for the parish council, alongside Thomas Emmett (Highways Engineer). After further discussion it was resolved to accept Cllr O'Dell's report with two minor amendments and to arrange a meeting within the next two weeks with the Borough Councillor's Chief Executive and other key personnel to raise these and other concerns. The Clerk, BBCllr/Cllr Wheeler and Cllrs Lloyd and O'Dell would attend that meeting which would be opportunity for Borough Council to respond to Cllr O'Dell's report (which he was happy to circulate). If no response was		
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		forthcoming then the parish council would consider a media statement. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC18/211	To receive, review and adopt a policy and terms of reference relating to Community Infrastructure Levy Funds (CIL) and to resolve a suitable course of action.	Resolved to receive and adopt without further comment. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/212	To receive a report from Cllr Hensher regarding proposed play area resurfacing at the Memorial Hall site and to resolve a suitable course of action.	Cllr Hensher expressed concerns over health and safety issues surrounding play equipment situated on grass, having met with a surfacing provider who detailed some equipment at the Memorial Hall site did not meet BS EN1177 surfacing recommendations. After detailed discussion it was resolved the Clerk would ask Bedford Borough Council if s106 monies (currently earmarked for sports facilities at the upper school or other location) could be used to fund this proposal. If not, the proposal would have to be considered as part of the Community Infrastructure Levy policy and scoring process. Further resolved to obtain two additional quotations (broken down into areas as per Cllr Hensher's first quotation). Further resolved to obtain quotations to have the surface impact tested and bring all findings to the next meeting of Full Council. Proposed: Cllr Lewis. Seconded: Cllr Noakes. Resolved by all present.	Cllr Hensher and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/213	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any	The one member of the public present to observe proceedings left the meeting.	Clerk to keep on file.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).

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	members of the public or press present please leave, in order to discuss the following item(s).			
FC18/214	To receive a report from Cllrs O'Dell and Wallace regarding the community centre and to resolve a suitable course of action.	Cllr Wallace had circulated the notes from an earlier meeting with representatives from Persimmon and confirmed again that Ben Purdy was the new point of contact. After that meeting, he had walked the site and confirmed the pitches were not fit for purpose. The contractors, TCL had been asked to remedy this. MiSpace had responded to the parish council's snagging lists (two), however they had referenced an older list, so needed to revisit this. It was hoped MiSpace could work on the community centre at the same time as the lower school site. Cllr Wallace then explained the parish council's solicitor was chasing Persimmon for a response. It was noted a completion certificate for the building had been issued in January 2016 and frustration was again noted at the length of time since then – with many issues still unresolved. The boiler certification had now expired, and a fire certificate not yet issued. It would be for the charitable trust to oversee that and undertake the necessary risk assessments.	?? to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.27pm.

Council Update August 2018

Putnoe Walk In Centre to Close

The Bedfordshire Clinical Commissioning Group (BCCG), the body which organises NHS services locally, has announced its intention to close the Putnoe Walk In Centre from Spring 2019.

This is part of plans to open a new Urgent Treatment Centre (UTC) on the Bedford Hospital site. The UTC will provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week via referrals from A & E and the 111 phone service. The BCCG says the rationale of the UTC is to reduce pressure on the Hospital's A & E function and allow clinicians to access diagnostic services (such as X-rays) if necessary.

The BCCG is currently holding a consultation on these plans which ends on the 19th August. Search 'Putnoe Walk In Consultation' to have your say.

East West Rail

Plans have been submitted by Network Rail to the Secretary of State for Transport to begin works as early as 2019 on the western section of the East – West Rail link.

East West Rail will see the development of a new train line between Oxford and Bedford (western section). It is then planned to open a line from Bedford to Cambridge (central section) by the mid-2020s, with the scope in the future for it to extend further into the east of England. Trains running from Oxford to Bedford will stop at: Oxford Parkway; Bicester; Winslow; Bletchley; Woburn Sands, and; Ridgmont. Visit www.eastwestrail.org.uk for more details.

Black Cat Caxton Gibbet

A scheme to reconfigure the Black Cat roundabout and deliver a new dual carriageway from the roundabout to Caxton Gibbet has been delayed to 2021/22 by Highways England.

Last year Highways England consulted on the options for changes to improve the traffic flow of the roundabout as well as proposed routes for the new road. Work was due to begin in 2019/20 but it has been it has now been put back to ensure it is aligned with plans to improve the A1 stretching from the M25 to Peterborough. For more details search 'Highways England Black Cat Caxton Gibbet'.

Homelessness Grant

The Borough Council has received a grant of £307k from the Government to invest in services supporting rough sleepers.

The funding will be used to employ 6 additional support workers and a Rough Sleeper Outreach Co-ordinator who will ensure that the Council works efficiently and effectively with partner organisations. Furthermore, 36 additional units of accommodation will be provided, as well as more emergency accommodation beds during the winter months.

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Appendix 1

The additional funding follows the opening earlier in the year of the 29 bed Complex Needs Unit on St John's Street, Bedford. This facility provides 24/7 intensive support to help break the cycle of homelessness.

Knife Crime

It was widely reported in July that knife crime increased by 22% in the past year in England and Wales. Bedfordshire Police has subsequently moved to reassure the public that it is taking action to address this.

Bedfordshire Police participates in Operation Sceptre, a national initiative which sees a week of action twice a year to crack down on knife crime. In addition to this, days of action are being held each month and officers are undertaking 'weapons sweeps', to look for discarded or hidden knives, and targeted patrols are held in 'hotspot' areas.

Other actions include test purchases at shops, to ensure the law is being adhered to in not selling knives to those below 18 years of age, and raising awareness in schools.

BBCIir Wheeler

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Appendix 1a

FC 18/191a Jul 2018					
Offence Class Description	First Committed	Last Committed	Address	Beat Code	Beat Name
No information received to date					

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Appendix 2

FC18/192 Schedule of correspondence			
Date received	Type	From	Brief details
23.7.18	Newsletter	Bedford & Milton Keynes Waterways Trust	July 2018 Volume 16 No 2
23.7.18	Newsletter	Campaign to Protect Rural England (Bedfordshire)	Summer 2018 Issue 61
various	Emails	Residents	Additional information following their completion of the latest Neighbourhood Plan questionnaires
30.7.18	Newsletter	Campaign to Protect Rural England	Countryside Voice Summer 2018 and Field Work Summer 2018

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FC18/196

Neighbourhood Plan Steering Group Report

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

25th July 2018

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

- NP18/012 + NP18/067 – 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). Refer to agenda item NP18/067.
- NP17/050 – Issues and Options Summary Analysis. Currently in use as a summary document for the 2nd N Plan questionnaire.
- NP18/049 + NP18/063 – Theme Group progress. Refer to agenda item NP18/063.
- NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
- NP18/052 – Neighbourhood Plan Project Plan. Deferred until September 2018.
- NP18/048 + NP18/066 – Local Plan 2035. Bedford Borough Council's Executive are expected to make their decision in September 2018 on the Local Plan – possibly reducing its term to 2030. TR has written to all local landowners. Refer to agenda item NP18/066.

Resolutions

NP18/063 – 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.

SS confirmed all theme group reports had been reviewed and would be revisited at the appropriate time.

NP18/064 – To receive an update on the progress of the site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed her report was being updated to reflect ongoing changes at Bedford Borough Council in relation to their emerging Local Plan 2035. She required specific percentage answers in relation to one question from the first Neighbourhood Plan questionnaire which BH agreed to provide.

The completed report would be available for the next meeting of this steering group.

NP18/065 – To consider applying to Locality for additional Neighbourhood Plan funding and to make recommendation to Full Council as necessary.

Wootton Parish Council qualified for the additional funding as follows:

- Green Infrastructure Plan works;
- Site Assessment works;
- Village Design Statement.

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After discussion it was resolved SP would apply for the additional funding citing the above three reasons, providing quotations from APC Planning, Bedfordshire Rural Communities Charity (BRCC) and Jonathan Duck (historic buildings expert and former Bedford Borough Council Conservation Officer), making the same recommendation to Full Council.

SS agreed to put SP in touch with Carlton Parish Council (Mandy Wilson) who had recently applied for the same additional funding.

Proposed: JN.

Seconded: BH.

Resolved by all present.

NP18/066 – To receive an update from Regeneration Positive (Trevor Roff) on communications with landowners (in relation to housing land allocation) and to make recommendation to Full Council as necessary.

A progress report was circulated with the agenda. TR added he would contact the Crown Estate again to negotiate and establish their development aspirations within the village.

Resolved TR continue to liaise with the Crown Estate and to accept all four report recommendations, making the same recommendation to Full Council.

Proposed: SO.

Seconded: JN.

Resolved by all present.

NP18/067 – To receive the draft Green Infrastructure Plan report from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

It was noted the report only made recommendations on existing green spaces – including the recreation ground and football pitches which could be listed as community facilities in a separate policy. The report needed to recommend additional green space, identified during the Green Infrastructure Program workshops. Areas of green space (including the community centre at Berryfields) did not feature in the report and it was felt an Executive Summary would make it easier to read.

After further discussion it was agreed to request a meeting with BRCC to discuss all issues and agree the way forward. Those wishing to attend were BH, GB (available after 9th August), SP, SS, TR (possibly GL if available). Those not able to attend were asked to submit feedback ahead of the meeting.

NP18/068 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS commented on the revised National Planning Policy Framework (NPPF), published 24th July 2018. There were largely, few changes in terms of Neighbourhood Planning. SS was currently comparing/contrasting but noted design was a key topic. A village design statement (covering issues such as materials, height, density and parking) would act as a material consideration/tool kit if added to a Neighbourhood Plan policy. SS added some changes may be identified as she continued to compare/contrast.

NP18/069 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No further updates received.

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NP18/070 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

TR attended a recent open evening at which questions had been raised over consultations with residents of Wood End. He confirmed consultation with neighbouring parishes was only a requirement when the Neighbourhood Plan was ready for pre-submission.

(Agreed to cancel meetings on 29th August and 19th September – making the next meeting 26th September 2018 at which time information from the second questionnaire would be available as would the Green Infrastructure Plan report).

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

27th July 2018

Planning & Environment Committee Report**11th July 2018****Report from outside organisations – for information only**

Bedford Borough Council. Proposed temporary road closure – Green Lane, Stewartby. To facilitate an annual level crossing inspection. From a point approx. 20 metres east of the level crossing to a point approx. 20 metres west of the level crossing. The temporary road closure is anticipated to be in operation between 2300hrs Saturday 14th July 2018 and 1200hrs Sunday 15th July 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.

Matters arising from the minutes – for information only

- P18/074 + P18/167 – 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.
- 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 Quirks' report. Clerk is awaiting a date for the works.
- P18/072 – 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.

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(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. All works are now completed. One further oak tree has now also been plated at Lorraine Road cemetery. Move to close.

- 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. Slabs are with Cllr Quirk and he and the clerk are meeting on 9th July 2018 to determine how best to place them.
- 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.
- P18/153 + P18/155 – Request for works to trees at Bedford Road and Lorraine Road cemetery. Resolved 27th June 2018 (P18/153 + P18/155) that both sets of works be carried out. Clerk has contact FA Bartlett Tree Experts and is awaiting further details.
- P18/154 – Transfer of parish council-owned street lights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns.

Planning Applications – for resolution

[18/01380/M73](#) – Land South of Fields Road and East of Cranfield Road. 15/02060/MAF – 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). (This council previously recorded **AN OBJECTION** to application 15/02060/MAF).

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01486/S73](#) – 41-43 Cause End Road. 17/00375/FUL – variation of condition 1 to make amendments to plot 5 (refurbishment and extension of the existing cottages and the construction of 3 additional detached dwellings, together with off-road parking, private amenity space and associated landscaping). (This council previously recorded **NO OBJECTIONS** to application 17/00375/FUL).

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

- The proposal would have an adverse effect on the street scene;
- The proposal would have an adverse effect on an adjacent listed building.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01519/FUL](#) – Meadow View, 43 Cranfield Road – first floor extension to existing single storey wing, including front, side and rear dormers (revised scheme).

(This council previously recorded **NO OBJECTIONS** to the previous application).

Resolved **NO OBJECTION**.

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Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01593/FUL](#) – 49 Cause End Road – removal of three fence panels and erection of log cabin on driveway.

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

- The proposal was considered an overdevelopment of the site;
- The proposal would have an adverse effect on an adjacent listed building;
- Parking in the area would be limited.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01598/M73](#) – Land South of Fields Road. 17/00666/MAO – variation of condition 37 wording to allow for existing electricity cable to be diverted (hybrid application comprising full planning application for means of access, Plots 1E-F and 6 (Class B1c light industrial/B2 general industrial/ B8 storage and distribution) access, parking, drainage, landscaping and associated works. Outline planning application for Plots 1A-D (Class A3 food and drink/A4 public house/C1 hotel/ D1 crèche) Plots 2 and 3 (Class B1A office/B1B research and development/B1C light industrial) and Plots 4 and 5 (Class B1C light industrial/B2 general industrial/B8 storage and distribution) access, parking, drainage, landscaping and associated works. All other matters resolved.

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

- Plans lacked detail meaning it was impossible to locate where the electricity cable would be diverted to.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01637/FUL](#) – 14 Folkes Road. Single storey rear/side extension and garden wall.

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

- The height of the garden wall would have an adverse effect on the street scene;
- The height of the garden wall was not in keeping with adjacent properties;
- The proposal would have an adverse effect on the visual view in that area.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

[18/01671/FUL](#) – 25 Lorraine Road. Single storey front extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

Resolutions

P18/167 – To revisit Bedford Borough Council’s 2015 consultation on parking restrictions along Hall End Road (at the junction of Hall End Road and Hilly Lane, opposite The Chequers PH) and to resolve a suitable course of action.

Resolved the parking restrictions be completed in full.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

P18/168 – To consider a renewal application for a Street Trading Licence for Nirmal Kumar Badhan (Dave’s Snax) and to resolve a suitable course of action.

Resolved to accept the renewal application without further comment.

Proposed: Cllr Lloyd.

Seconded: Cllr Martin.

Resolved by all present.

P18/169 – To consider Bedford Borough Council’s programme of Seasonal Vegetation Cuts to Rights of Way in Wootton, consider any amendments, appoint a parish councillor as a champion of Rights of Way in Wootton and to resolve a suitable course of action.

Resolved to appoint Cllr Wallace as the champion representative for Wootton Parish Council. No amendments to the programme were put forward.

Proposed: Cllr

Seconded: Cllr

Resolved by all present.

P18/170 – To consider a request to Bedford Borough Council and developers to include air pollution monitoring equipment within the development area South of Fields Road and East of Cranfield Road and to resolve a suitable course of action.

Resolved to investigate this issue further with Bedford Borough Council (as they currently monitor air pollution at other sites within the Borough).

Cllr Martin referenced a charity who provided air pollution boxes for lamp posts and agreed to investigate further.

Proposed: Cllr Martin.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

25th July 2018

RP18/198**ROADS AND PAVEMENTS 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. (To include lack of a safe route to/from school – (Harris Way/Bedford Road sites).	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	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Footpaths Safety Steering Group.

⁵ Bedford Borough Council.

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				made for a temporary bollard to stop pedestrians running out into Potters Cross. 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	
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				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 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. <u>18th July 2018</u>	
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				It was noted Persimmon had drafted plans for the Berryfields/Potters Cross exit/entrance which detailed a two metre wide access point for emergency vehicles only, removing the hedgerow in part to accommodate this. The plans also detailed how the route would enter and cross Manor Road but there was still no footpath linking the two areas, so therefore still no safe route. BBC/Persimmon HAD to find a solution and BBC HAD to enforce all planning breaches at the earliest opportunity – a safe route and emergency access was a planning requirement, and this should have been resolved BEFORE development commenced. JW agreed to establish whether there would be a BBC consultation on the Potters Cross plans – it was hoped measures would be added to prevent pedestrians exiting Berryfields into Potters Cross at speed. Several near-misses with vehicles had already occurred. GL then explained to one resident concerned about plans to put a footpath from Berryfields via Grovebury Court how BBC were looking at its feasibility, especially in light of issues surrounding Potters Cross. JW was pushing BBC to find a solution for Potters Cross given it was the original safe route proposal, however the narrow road could not support a pavement. A safe route was necessary, and BBC needed to resolve this issue as soon as possible. Monoux Road could be	
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				another possibility – once pavement and pedestrian works in Fields Road had been completed.	
Berryfields Estate.	GL.	May 18.	Persimmon to finance.	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. <u>18th July 2018</u> No further response had been received from BBC. Given there were residents living within Berryfields who were pushchair or wheelchair users, it was agreed to complete the report and send it to BBC as soon as possible as remedial works were necessary now. SO confirmed he had already raised issues with BBC and their planning enforcement officers needed to act quickly. Resolved to take this forward to Full Council for formal approval. Proposed: SO. Seconded: GL. Resolved by all present.	GL/SO. SP to take to Full Council. BBC/Persimmon.
Cranfield Road – 30MPH.	Resident.	Jan 18.	BBC.	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	BBC.

				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 29th May 2018. Jon Shortland has agreed to install repeater signs. <u>18th July 2018</u> It was noted temporary repeater signs and street lights had been installed – the lights were not yet energised.	
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 29th May 2018. Works are ongoing.	BBC/Developer.

				<u>18th July 2018</u> Works were not yet complete, and Cranfield Road would still need to close to complete them.	
Church Road footpath – too narrow in parts.	Committee discussion and CB.	Ongoing.	FRS ⁶ 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 reduction in height or 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 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 29th May 2018. Jon agreed to take the proposals forward. BBC have confirmed the hedgerow's height can be reduced and	BBC/Developer. GL.

⁶ Fields Road South
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				SP is awaiting confirmation from St. Mary's churchwardens they are happy also with the proposal. 18th July 2018 SP still awaiting confirmation from St. Mary's churchwardens.	
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 12th 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 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	Goodmans/BBC. WPC/BBC/GL.

				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. JW had received confirmation from BBC they will either fence or infill the ditch near Monoux Road. <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 CIL⁷ 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 per sqm. SO recommended it be at least 1.5 metres wide. No additional lighting would be required. JW	
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⁷ Community Infrastructure Levy
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				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. Jon agreed to take forward the feasibility study. <u>18th July 2018</u> Noted no further progress had been made/comments from BBC received. One resident present raised concerns over HGV traffic on Fields Road and in particular, a large crane which had been parked on the pavement one morning, blocking driveways. JW explained the long term plans for Fields Road (including the information above) – stressing it was the footpath being widened, not the road. A pedestrian crossing would be installed near the Wootton Vale Healthy Living Centre and once all works were done the entire road would be resurfaced. It was noted gas works had now finished in that area. It was queried why BBC had not undertaken any public consultation (other than a newspaper public notice) regarding the footpath widening scheme. It was noted JW and WPC had complained on several occasions about HGV traffic – especially now signage had been removed. JW detailed how those signs had always been in the wrong locations but that BBC had delayed their replacements as heavy traffic would be unable to access the bpha (extra-care facility) development. JW had raised traffic issues, site access	
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				and parking with the site manager repeatedly – without success. It was understood HGV drivers should radio ahead for site access – this clearly was not happening. The situation had been exacerbated due the removal of vehicle access to the site via the adjacent housing development area. SO added BBC and developers should issue a master plan and keep WPC and residents informed. Were that information available, WPC would be able to include the same in its quarterly newsletter, website and Facebook page. All issues of pavement parking had to be reported before BBC's Parking Enforcement department would act – everyone present was urged to take photos and report it. Recommendation was made to install no parking on verges/footpath signs, however it was noted central government were considering a UK-wide ban on pavement parking, which would remove that need.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mephram Road, Neale Way and Sherwood Close.	Residents.	Ongoing.	Not yet identified.	WPC had in the past issued advisory tickets to cars parked on the pavement, but the issue continued in several areas. Parking restrictions required a Traffic Regulation Order to implement and BBC to enforce. Suggestion was made to trial single white (advisory) lines as seen along Ridge Road, to see if that had a positive impact. SP had been informed of issues in Sherwood Close – resolved to take this to Full Council for inclusion as a project and suggest that area, alongside Mephram Road initially. If successful, other	SP to write to Tesco. Not yet appointed.

				areas could follow. It was understood BBC would not consult on this project if approved by Full Council as the lines were advisory only. SP had also been informed of pavement parking issues outside the One Stop shop (Cause End Road) – mostly delivery lorries. The fact this was the village's only shop at present was recognised as a factor, plus the fact no parking bays were marked outside the shop meaning drivers parked inconsiderately taking up too much space. JW confirmed he had asked BBC for suggestions to alleviate the situation. After discussion it was resolved SP write to Tesco to request they mark out parking bays along the shop's frontage. It was noted the issue centred more around delivery times than parking. TI detailed any interested parties or residents could request a review of the shop's licence and request conditions to determine delivery times (Licensing Act 2003). Further resolved the letter detail this committee was minded to request a review of their licence and ask Tesco for their suggestions and proposals regarding delivery times. Proposed: SO. Seconded: HM. Resolved by all present.	
Pedestrian crossings on Bedford Road between Mepharm 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 12th January 2018. He confirmed the following: A proposal for a pelican crossing outside the lower school on Bedford Road was currently being assessed	BBC/WPC.

				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. <u>18th July 2018</u> SP raised concerns that Jon Shortland had responded to her email stating BBC's transport department could not recall BBC agreeing to part-fund either crossing. JW detailed an email received from Andy Prigmore which confirmed his previous conversation on this issue and agreed to forward the same to Jon.	
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	Not yet appointed.

				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 currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's john.loughlin@bedfordshire.pnn.police.uk	
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				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 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).	
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				It was noted (17th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known. <u>18th July 2018</u> No further updates available.	
Studley Road footpath	Residents	Ongoing.	BBC/Bovis to finance.	A resident concerned about recent works to stop up the footpath leading from Studley Road to “Little Wootton” passed around plans he had taken from BBC’s website. Bovis had added parking spaces which didn’t follow those plans and the recent addition of barbed wire meant the two areas were now isolated and children could no longer walk to/from the upper school. Another resident had spoken to site workers ahead of the meeting and had been informed the intention was to remove the tree and join the two footpaths diagonally from the old to the new. The new footpath would be fenced off from the adjacent parking space and a kissing gate would provide footpath access. An adjacent electricity pole needed to be moved also as cable stays were dangerous if left as they were – that would determine timescales. JW agreed to take this forward with BBC as this was a clear change from the proposed plans. It was noted planning approval would be needed and so BBC would undertake a public consultation. All present were encouraged to comment and pass on observations.	BBC/Developer.

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. JS confirmed the sign would be moved to a safer position. <u>18th July 2018</u> SP confirmed the sign had not yet been moved.	BBC/Developer.
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It was noted all present had the right to speak at BBC's Full Council meetings to raise concerns – individuals were allowed two questions and it was recommended they be directed to Cllr Charles Royden, BBC Highways Portfolio holder.

To be reviewed at each committee meeting.

Sue Playford PSLCC
Clerk to the Council and Responsible Financial Officer
25th July 2018

FC18/199

Wootton Play Equipment Working Group report

No report available as this working group has not met since June 2018.

FC18/200**Project Action Plan**

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		£5,362	Continue of rental contract until 2019	Cllr Hensher
	Christmas street lighting additional lights	Nov-18	£0	£0		£13,175	Looking at extending the lights down Fields Road. This will have a rental and initial setup cost	Cllr Hensher
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

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
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					£10,000	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? Refer to agenda item FC18/215	Cllr O'Dell
High	GDPR					£2,000	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
High	Memorial Hall play area resurfacing	ASAP				£19,500 for wet pour under equipment only £32,300 for wet pour within the entire play area	Recommendation made to resurface the grassed play area to make it fit for use all year round & to ensure it meets safety requirements as per specification EN1177 & the WPC published risk assessment. The surfacing to the play area & path will also make the park more assessable to parents with buggies, wheelchair users, etc. Refer to agenda item FC18/213	Cllr Hensher
	Neighbourhood Plan			£8,000	£3,945		An additional £8,000 grant may be available to help with costs. Future costings to be determined – latest N Plan questionnaire has cost £5.5k to produce	Cllr Hensher

	Noticeboards		£0	£0	£500	£500		Clerk
	Jubilee Garden Playground extension			£106,0		£106,000		BBCllr/Cllr Wheeler
	St Mary's cemetery Brick wall and railings				£10,000	£10,000	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				£10,000	£10,000	BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer	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 (Fields Road)				£10,000	£10,000		Cllr Lloyd

FC18/201**RISK ASSESSMENTS PLAN 2018-19**

WPC⁸ 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			

⁸ Wootton Parish Council
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Marquee*	Cllr Gibbons	10.5.18			
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.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

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Date.....

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Please visit the following link:

https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=13138624 (please note statements for July have not yet been received).