



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 10th October 2018 at 7.30pm 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), Hensher, Martin, Noakes, O'Dell, Quirk and Wallace. In attendance: Sue Playford (Clerk).			
Absent (no apologies received)	Cllr Lewis.			
Agenda no	Agenda item title	Resolution	Action	Power
FC18/247	Apologies for absence. Cllrs Bygraves, Gibbons, Hudson and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/248	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/249	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.
FC18/250	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. In the absence of BBCllr/Cllr Wheeler, the Clerk confirmed Bedford Borough Council would be recommending a scheme to include provide two crossings on Bedford Road (one outside the lower school and one outside Manor Road flats) in their Integrated Transport	Clerk to keep on file.	N/A.

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	To receive crime figures for August/September 2018. (Appendix 1a).	Programme for 2019/20.	No further comments received.	Clerk to keep on file.	
FC18/251	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). Draft minutes of the initial Developer Liaison Group meeting with members of Goodman Real Estate UK Ltd and Bedford Borough Council. (Appendix 2a).	No further comments received.	Clerk to take keep on file and take forward.	N/A.	
FC18/252	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12th September 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 29th August 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 25th July 2018.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Noakes.	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 18 th July 2018.	Resolved by all present. Minutes were received and adopted. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present.		
FC18/253	Matters arising from the minutes – for information only. - FC18/50 + FC18/266 – Bedford Borough Council's Local Plan 2032 (since 2035, now 2030). 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. The Mayor's Executive is to agree the direction of Bedford Borough Council's revised plan (now 2030) at a meeting on 5th September. The reduction in length will reduce their housing need figure. At the time of this agenda's publication, Wootton was still allocated NO further development). Refer to agenda item FC18/266. - FC18/245 + FC18/274 – Community Centre at Berryfields. Refer to agenda item FC18/274. - 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	No further comments received.	Clerk to keep on file.	N/A.

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	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. • FC18/237– Community Infrastructure Levy (CIL) Funds. A CIL policy and Terms of Reference are now in place and a CIL committee has been formed. Move to close. • 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 + FC18/251 – Marston Vale Innovation Park (17/00666/MAO). The initial developer liaison group meeting will take place on Tuesday 18th September 2018. The draft minutes of that meeting are available to read under agenda item FC18/251. • FC17/288 – Allocation of s106 monies (Developer Contributions). Resolved 13th September 2017 (FC17/259) that monies be allocated to the Jubilee Garden regeneration project, Public Art and Community Centre (subject to WPC being appointed as the Management Entity). Resolved 11th October 2017 (FC17/288) that £32k identified for sports facilities be earmarked for outdoor gym equipment at the recreation ground, however these monies are now being considered to resurface the Memorial Hall play area.			
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	• 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. Street lighting is now in place but not yet illuminated. The Clerk and BBCllr/Cllr Wheeler continue to chase for these works to be completed. • FC18/208 – Apex360. Resolved 8th August 2018 (FC18/208) Apex360's costs would be recuperated during the initial scheme which would take place Easter 2019. The Clerk and Cllr Lloyd are meeting with Apex360 in September (now 17th October) to ensure all paperwork in completed and approved by December 2018. • FC18/088 + FC18/275 – 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 awaiting one further quotation before bringing this back to Full Council for consideration. See agenda item FC18/275. • FC18/235 – Covanta. Resolved 12th September (FC18/235) to donate £250 to the ongoing judicial review of the decision to grant an Environmental Permit, spearheaded by BACI (Bedfordshire Against Covanta Incinerator). • FC18/093 – Additional planters. Resolved 14th March 2018 (FC18/093) to site two further planters opposite the			
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	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. BBCLlr/Cllr Wheeler is currently establishing timescales for these proposals. • FC18/207 – Purchase of silhouette soldiers. Resolved 8th August 2018 (FC18/207) to purchase one silhouette for the Fields Road roundabout and request the upper school to design two further silhouettes. If the school were unable to do so, then two further silhouettes would be purchased, representing Army, Navy and Royal Air Force. The first silhouette has been ordered and the upper school are assisting with the remaining silhouettes and machine gun images. Sand bags and poppy wreaths are already in situ on the Berryfields/Fields Road roundabout. • FC18/239 – Highways Infrastructure Report (Berryfields). There are a number of incomplete highways infrastructure sites within Berryfields. The report has been passed to Thomas Emmett (Highways Engineer, Bedford Borough Council) who is allowing Persimmon time to make the necessary remedial works before deciding on a further course of action. • FC18/242 + FC18/271 – Bedford Borough Council s106 Planning Obligations. Resolved 8th August 2018 (FC18/210) that a meeting be arranged with members of Wootton Parish Council and Bedford Borough Council's Chief Executive and other key personnel to raise concerns that Bedford Borough Council were not meeting their obligations, nor forcing developers to do the same. Were no meeting forthcoming, the parish council would consider			
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	a media statement. Cllrs Lloyd, O'Dell and Wheeler met with Jon Shortland (Chief Officer, Planning & Highways, Bedford Borough Council) on 25th September 2018. Refer to agenda item FC18/271. - FC18/212 – Memorial Play Area resurfacing. Resolved 8th August 2018 (FC18/212) the Clerk establish whether Bedford Borough Council s106 funding could be used to fund this proposal and Cllr Hensher obtain further quotations before bringing this back to Full Council. The Clerk has submitted details of the proposal to Bedford Borough Council who are examining whether s106 funding can be used. - FC18/232 + FC18/273 – Antisocial behaviour in the recreation ground car park. Resolved 12th September 2018 (FC18/232) the Clerk seek to either: •Employ a private security company to cover the caretaker's gate duty during periods of absence; •Employ a private security company to take over gate duty; •Find volunteers or employ 1-2 people on a zero hours contract to cover the caretaker as above.			
FC18/254	Chairman's report – for information only.	Cllr Lloyd noted an appeal had been lodged against the closure of Shelton Lower School, however timescales were not known. He added his chairman's allowance was only paid when used and he did not claim or receive the full amount annually. He also noted resident comments that the parish council was "cash rich", having apparently been informed of this fact by fellow parish councillors. This was not the case as all funds were earmarked for future projects. Cllr Lloyd also stated the individual currently being trialled to cover gate duty during the caretaker's absence had done a good job to date – costings were £15 per trip (covering costs to/from Bedford). It was	Clerk to take forward.	N/A.

		noted the Automatic Number Plate Recognition Camera required signage – agreed to mention this camera in the next edition of the Wootton newsletter.		
FC18/255	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report and accept all recommendations without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/256	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.
FC18/257	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths Safety Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the Project Action Plan and accept all recommendations 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.
FC18/258	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 was available as this Working Group had not met since August 2018, however it was noted the working group were currently reviewing the order with Caloo, ahead of an anticipated start date of 12 th November 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/259	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 Clerk confirmed she had now signed a licence agreement with Bedford Borough Council which covered the (three) existing planters plus two proposed new planters. The order for the latter could now be taken forward with Plantscape Ltd. The Clerk was still awaiting confirmation from Bedford Borough Council on whether s106 developer contribution funding could be used to cover the cost of the proposed resurfacing project at the Memorial Hall play area site. Bedford Borough Council had confirmed they were investigating this	Managers and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		and once the outcome was known, Cllr Hensher could then obtain two additional quotations. Cllr O'Dell noted the Project Action Plan referenced village entrance signs. After discussion it was resolved to await completion of remedial works to the brick sign along Wootton/Bedford Road (including the addition of the flower bed) after which a consultation would be included in the Wootton newsletter, offering a choice of the same, standard metal design or wooden design (as seen on Cranfield Road) at the village entrance along Keeley Lane. It was agreed to wait for the street scene to develop along Cranfield Road. Resolved to accept the above and receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.		
FC18/260	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).	Cllr Quirk confirmed he was awaiting advice from an accredited stone mason regarding the risk assessment for the cemetery. Resolved to approve the updated Risk Assessment for the War Memorial without further comment. Further resolved to receive, review and adopt the Risk Assessment Plan without further comment. Proposed: Cllr Hensher. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/261	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Wallace. Proposed: Cllr Martin. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file	Governance and Accountability For Smaller Authorities in England 2018.

FC18/262	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.
FC18/263	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 Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/264	To consider a response to Bedford Borough Council in relation to its Draft Tenancy Strategy 2019-2024 consultation and to resolve a suitable course of action.	Resolved to note the consultation for the records but to make no formal response. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/265	To consider a response to Bedford Borough Council in relation to its Older Person's Accommodation Strategy 2018-2023 consultation and to resolve a suitable course of action.	It was noted the strategy formed good evidence for Wootton Parish Council's emerging Neighbourhood Plan. Resolved to note the consultation for the records but to make no formal response. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/266	To consider a response to Bedford Borough Council in relation to its Local Plan 2030 – Plan for Submission consultation and to resolve a suitable course of action.	It was noted the Local Plan detailed no further development for Wootton. Resolved to note the consultation for the records but to make no formal response. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/267	To consider a response to Bletsoe Parish Council in relation to their public consultation on their Neighbourhood Plan pre-submission and to resolve a suitable course of action.	Resolved to note the consultation for the records but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.

FC18/268	To receive and approve supplementary Standing Orders and Tender template for future contract negotiations and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/269	To receive and approve a Late Payments and Bad Debts Policy and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/270	To receive and approve revised Terms of Reference for all committees and steering/working groups and to resolve a suitable course of action.	Resolved to receive and approve without further amendment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/271	To receive a report from Cllrs Lloyd and O'Dell with regard to ongoing issues concerning Bedford Borough Council s106 Planning Obligations (including draft minutes from a meeting with themselves, BBCllr/Cllr Wheeler and Bedford Borough Council) and to resolve a suitable course of action.	The draft minutes were circulated with the agenda. Cllr O'Dell confirmed it had been an informative meeting but the s106 agreement was not robust – in theory Persimmon could complete the development without delivering the necessary infrastructure and Bedford Borough Council could subsequently refuse to adopt the area. He added false promises had been made by an officer of Bedford Borough Council with regard to proposed crossings for Bedford Road. Cllr Martin queried whether BBCllr/Cllr Wheeler had an email audit trail to back up what was previously agreed. The Clerk then confirmed Bedford Borough Council's intent to recommend a scheme for both crossings to be included in their Integrated Transport Programme for 2019/20. Cllr O'Dell then confirmed a travel plan produced by a working group, including representatives from Wootton Lower School detailed the safe route to school as via Fields Road and that Grovebury Court/Potters Cross was never a consideration. The	BBC/Cllr Wheeler to take forward and Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		works (to be undertaken by Persimmon) at Potters Cross were for emergency vehicle access only even though it was accepted pedestrians would also use it. Cllr Lloyd had queried at that meeting why Bedford Borough Council had not enforced the s106 agreement – the agreement was between them and Persimmon and Wootton Parish Council were not involved in its production. There was an ongoing situation surrounding the shops for Berryfields. Planning permission had not yet been granted as there was an issue over a proposed footpath between the flats, shops and lower school. Given the lack of monitoring by Bedford Borough Council it was noted the only way to prevent a similar situation with future developments was for Wootton Parish Council to monitor future s106 agreements (including Fields Road South). Cllr Wallace agreed to take on that responsibility and requested a copy of the agreement for Fields Road South (it was believed BBCllr/Cllr Wheeler had a copy). Cllr O'Dell confirmed Bedford Borough Council could not appoint a dedicated planning officer to Wootton, but it was noted two senior planning officers, Gideon Richards and Paul Lennox were working on an east-west split of all issues relating to Wootton. If that partnership did not work then Wootton Parish Council should consider a vote of no confidence in Bedford Borough Council and take that issue forward. Resolved to accept the above. Proposed: Cllr Martin. Seconded: Cllr Lloyd. Resolved by all present.		
FC18/272	To receive a report from Cllr O'Dell with regard to pavement/inconsiderate parking and the trialling of advisory white lines at several sites within the village and to resolve a suitable	Cllr Lloyd had prepared maps of the areas considered for the trialling of advisory white lines (as a visual aid) – these were circulated amongst members.	Cllrs Lloyd and O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.

	course of action.	After discussion it was resolved the maps be altered to detail one side only within Sherwood Close and the south side of Mepham Road, near Hanover Court. Keeley Lane would remain unchanged – adjacent to the Legstraps PH. Resolved to trial the above in consultation with Bedford Borough Council who would recommend any further amendments as necessary, at a cost of up to £595 plus VAT. Cllr Lloyd agreed to re-circulate the maps and Cllr O'Dell agreed to take the request forward with Bedford Borough Council. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.		
FC18/273	To consider a grant application from Acorn Quilters and to resolve a suitable course of action.	Resolved to approve the grant application up to a maximum of £250. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/274	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).
FC18/275	To appoint a contractor to install an outdoor information lectern at Keeley End Pond and to resolve a suitable course of action.	Resolved to appoint Graffit Ltd as the contractor to install a stainless steel outdoor information lectern at Keeley End Pond (subject to wording/grammatical alterations as provided by Cllr O'Dell). Cllr Hensher recommended the use of a PET laminated display and agreed to take this request forward with Graffit Ltd. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Cllr Hensher and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/276	To receive a report from Cllr Wallace regarding the community centre and to resolve a suitable course of action.	Cllr Wallace had circulated his report ahead of this meeting. He noted his omission of commuted sums for the senior and junior pitches, adding an additional substantial amount also now due to Wootton Parish	Cllrs Lloyd and Wallace and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Council, as identified in a recent (Additional) s106 agreement. This was due to extra housing built by Persimmon in addition to the original figure of 550+ dwellings. Cllr Wallace then detailed correspondence with Ben Purdy of Persimmon, in which Ben had requested Wootton Parish Council invoice Persimmon in respect of all commuted sums due. Whilst his email had stated “subject to transfer” the Clerk had queried whether it was timely to produce that invoice, as it could infer Wootton Parish Council had formally agreed to the land transfer. Cllr Wallace confirmed he had sought advice from the parish council’s solicitors in that respect. TCL were currently working to remedy the sports pitches and bring them up to FA standard – the parish council would need to appoint someone from the FA to carry out an inspection and it was thought official games could not take place before September 2019 (when the parish council would formally take them on). Thought would need to be given on how the pitches would be managed, given people would be able to freely play on them. Cllr Wallace also confirmed the solicitors were checking whether a restrictive covenant might be invalidated if the senior pitch were replaced with the proposed 4g synthetic pitch. It was noted Cllr Lloyd was still in talks with the upper school (potentially an alternative site). Cllr Wallace noted a commuted sum of £26k in relation to the MUGA had already been paid to Bedford Borough Council – those monies were due to Wootton Parish Council and their forward payment needed querying. TCL were currently working to finalise the lighting for the MUGA (Multi Use Games		
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		Area) – certification would follow, and it was noted the lights would be on a timer device. Cllr Wallace confirmed he was unable to attend a meeting between Persimmon and MiSpace (16th October 2018) during which the community centre would formally be handed over to Persimmon. It was hoped BBCllr/Cllr Wheeler would be free and Cllr Quirk also confirmed he should be able to attend, subject to timings and venue (not yet known). Cllr Wallace then confirmed the community centre had a building inspection certificate, but that two significant issues remained outstanding. The lack of a hearing loop and also fire door safety/compliance concerns. After detailed discussion on both issues it was agreed to request the building be formally inspected by a representative from the local fire authority, ensure a fire safety strategy was in place and complete a fire risk assessment. Parish council concerns regarding the fire doors would be made known before any inspection. It was also agreed the Clerk could produce the invoice detailed above subject to solicitor's confirmation Wootton Parish Council could still withdraw from the land transfer, without further commitment. Cllr O'Dell remained unhappy over the lack of hearing loop provision (for both meeting rooms). Cllr Wallace then detailed an upcoming meeting to discuss the shared car park arrangements – further details to follow. He then added Greenbelt had recently undertaken a RoSPA inspection of the adjacent play equipment which would soon be open to the public. Finally, Cllr Wallace recommended informing those people who wished to join the committee that matters were moving forward and that a meeting would be beneficial, ideally in the first week of		
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		November. Cllr Lloyd agreed to forward all contact details to the Clerk. Resolve to accept the above and all issues highlighted in bold within Cllr Wallace's report. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.		
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Meeting closed at 10pm.

Borough Councillor Update – October 2018

Putnoe Walk In Centre to Remain Open

The Bedfordshire Clinical Commissioning Group (BCCG), the body which organises NHS services locally, has announced that the Putnoe Walk in Centre is to remain open to May 2020, albeit with reduced hours.

The BCCG recently stated its intention to close the Putnoe Walk In Centre from Spring 2019. This was linked to 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 and will reduce pressure on the Hospital's A & E function.

The BCCG undertook a consultation on these plans in August. However, the consultation closed early following the receipt of over 1900 responses, with the BCCG acknowledging the strength of local feeling to retain the Putnoe Walk in Centre.

The BCCG has now agreed with partners at Putnoe Medical Centre that the Walk in Centre continue for at least 2 more years. While weekend opening hours will continue as 8am – 5pm, it will close at 2pm on weekdays, as opposed to 6pm currently. The UTC opened as planned on the 1st October.

Wixams Station

The Borough Council has announced a proposal to invest £14m to build a train station at Wixams.

In 2006, the Wixams housing developer, Gallagher agreed to deliver a train station or otherwise contribute a maximum £13.4m towards the scheme, although spiralling costs have seen the project stall.

The Council now proposes to invest £14m to the overall estimated £27.4m cost of the scheme. This would be funded from borrowing and paid back from the station's income. The plan is in its early stages and £200k has been set aside to undertake a feasibility study.

Ward Fund

I am pleased to report that all my ward funds for this year have now been allocated :

Wootton lower school :Funding for an Easter camp for vulnerable children £1000.00

Wootton Lower school: E safety event £940.00

Wootton Lower school : Light sensory equipment and funds towards the new forest area. £2000.00

Bizzy Bees: Light sensory equipment. £1000.00

Wootton Brownies. Storage for equipment £700.00

WPC . Bulbs for Fields road roundabout £500.00

WPC. Funds towards seats in bus stops in Wootton £1500.00

WUS. Funds towards a Remembrance garden at the school £2000.00

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Local Plan 2030

As a reminder, the Council's Local Plan, outlining sites for housing to the year 2030, is currently subject to public consultation. The closing date for responses is the 30th October. For more details search 'Bedford Local Plan 2030'.

Childcare

Since September 2017 the Government has provided 30 hours free childcare for 3 and 4 year olds for 38 weeks of the year (i.e. excluding school holidays). For more information on eligibility see <https://www.childcarechoices.gov.uk/>

BBCllr Wheeler
October 2018

FC 18/250a Aug/Sep 2018			
Reference	Offence Class Description	First Committed	Address
40/26729/18	Assault without Injury - Common assault and battery	25/09/2018	Foster Way
40/26112/18	Assault without Injury - Common assault and battery	21/09/2018	Hall End Road
40/24604/18	Assault without Injury - Common assault and battery	14/09/2018	A421
40/21866/18	Assault without Injury - Common assault and battery	01/09/2018	Roseberry Avenue
40/21860/18	Assault without Injury - Common assault and battery	01/09/2018	Roseberry Avenue
40/22256/18	Attempted Burglary - Residential - Dwelling	03/09/2018	Cranfield Road
40/21451/18	Burglary - Residential - Dwelling	30/08/2018	Ashpole Avenue
40/27637/18	Burglary - Residential - Non-Dwelling	29/09/2018	Lambert Close
40/27788/18	Burglary - Residential - Non-Dwelling	30/09/2018	Simms Close
40/23508/18	Harassment - without violence (course of conduct)	09/09/2018	Studley Road
40/21434/18	Other criminal damage to a dwelling (Under £5,000)	30/08/2018	Church Road
40/24355/18	Sec 4a POA Causing intentional harassment, alarm or distress	13/09/2018	Bourne End
40/23305/18	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	08/09/2018	
40/26662/18	Theft from a motor vehicle	24/09/2018	A421
40/25728/18	Theft from a motor vehicle	20/09/2018	A421
40/25706/18	Theft from a motor vehicle	20/09/2018	A421
40/24500/18	Theft from a motor vehicle	14/09/2018	Tithe Barn Road

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Appendix 1a

40/24329/18	Theft from a motor vehicle	13/09/2018	A421
40/24046/18	Theft from a motor vehicle	12/09/2018	A421
40/23730/18	Theft from a motor vehicle	10/09/2018	Halegate
40/22215/18	Theft of a motor vehicle	02/09/2018	Foster Way

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FC18/251 Schedule of correspondence			
Date received	Type	From	Brief details
13.9.18	Email	Bedfordshire Association of Town and Parish Councils	Invitation to ACM 18th October 2018
13.9.18	Email	Society of Local Council Clerks	News Bulletin 13th September 2018
16.9.18	Email	Bedfordshire Rural Communities Charity	September News
17.9.18	Email	FA Bartlett Tree Experts	Tree Tips
17.9.18	Email	Campaign to Protect Rural England - Bedfordshire	Oxford-Milton Keynes-Bedford-Cambridge Corridor Developments - CPRE Bedfordshire's Briefing Document No. 3
17.9.18	Email	Campaign to Protect Rural England - Bedfordshire	The Central Growth Board - a new challenge for local democracy?
18.9.18	Letter and enclosure	Royal Mail	Scam Mail poster
18.9.18	Letter and enclosures	Bedford Borough Council	Local Plan 2030 - Plan for Submission consultation
28.9.18	Email	Bedfordshire Police & Crime Commissioner	PCC List of Events Oct-Dec 2018
1.10.18	Email	Bedfordshire Association of Town and Parish Councils	Annual Report 2017-18
10.10.18	Email	Bedfordshire Police and Crime Commissioner	OPCC newsletter October 2018

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Minutes

Title of Meeting: Bedford Commercial Park- Goodman and Wootton Parish Council update

Date of Meeting: Tuesday 18th September 2018

Attendees:		
George Glennie, Steve Lee	Goodman	
Paul Adams, Margaret Birtles, Simon Brittin, Sanjay Chambers, Robin Thomas	BBC	
Sue Playford, Gareth Lloyd, Mike Carter- Jones, Michelle Dyson	Wootton PC	
Cllr John Wheeler	Borough Councillor	
		Action required
1.	Welcome and introductions	
2.	Update on site activity, progress and future development from Goodman. GG confirmed the access roadway is now in and that the nursery is due for completion in 2 weeks The works plateau is complete but not started building yet The overhead power line will be removed this week with a switchover to an underground cable The infrastructure works have commenced on the ponds and the main estate road is under construction The soil is piled up for the 2 bunds Plot 6 construction works may commence in 1 - 2 months. GG also confirmed that the masterplan for a hotel / public house/ coffee shop is indicative only and dependent upon demand. SP reported that a gym is of interest to residents MJ expressed residents concern over construction traffic when building works commence The care home building should be complete in Jan 2019 and the 7.5T weight limit should be in place by then GL reported that communications with developers could be clearer for day to day problems GG confirmed that the main infrastructure contractor is Readie, whilst Magrock and Keir are also on site. GG confirmed that widening Fields Road footpath works may take place in	SL will forward a list of main contacts to SP

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Property Services – Asset Valuations		
	6 weeks time and that residents will be informed. GL requested a timescale of activity would be helpful and SL responded that this can be made available GL also requested that Goodman could provide a progress update/ comments for the village quarterly newsletter GG confirmed that marketing boards are likely to be erected in 2 weeks and MB suggested that any local enquiries for iworx units can be forwarded to property@bedford.gov.uk	SL SL
3.	Nursery – MB was asked to confirm if workers on the site will be given priority places at the nursery. (we have subsequently established that the s106 funding makes provision for up to 20 places to be made available for workers on the Business Park)	
4.	Q&A Winter weather conditions were discussed and GG confirmed that the initial phase of earthworks will soon be complete and that Plot 6 construction will then start Working hours are 0800-1700 on weekdays and 0800-1200 on Saturdays. A recent breach has been addressed. MD and MCJ expressed concerns over noise and traffic and a need for coordination of any communications with Bedford Borough Council to be clarified PA suggested that the business support e mail address is the best point of initial contact and the appropriate person can then deal with any forthcoming matters. EG&PBusinessSupport@bedford.gov.uk	
5.	. Date of next meeting March/April 2019 – to be confirmed	SB

FC18/255**Neighbourhood Plan Steering Group Report**

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

26th September 2018

NP18/075 – Matters arising from the minutes – for information only.

- NP18/067 + NP18/082 – Green Infrastructure Plan (GIP). Refer to agenda item NP18/082.
- NP17/050 + NP18/076 – Issues and Options Summary Analysis. Utilised as a summary document for the 2nd N Plan questionnaire. Refer to agenda item NP18/076.
- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
- NP18/052 + NP18/078 – Neighbourhood Plan Project Plan. Refer to agenda item NP18/078.
- NP18/066 + NP18/081 – Local Plan (now 2030). Refer to agenda item NP18/081.
- NP18/064 + NP18/077 – Site Assessment Work. Refer to agenda item NP18/077.
- NP18/065 + NP18/079 – Additional Locality Funding. Refer to agenda item NP18/079.
- NP18/066 + NP18/080 – Landowner communication. Refer to agenda item NP18/080.

Resolutions

NP18/076 – To receive an update on the Issues and Options Consultation (Analysis of Responses) and to make recommendation to Full Council as necessary.

TR stressed the need for data gathered from the latest I&O Consultation to be summarised for each theme report, alongside detailed analysis as this was vital to the Neighbourhood Plan.

Resolved TR undertake the works needed.

Proposed: SO.

Seconded: GB.

Resolved by all present.

NP18/077 – 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 apologised that the Site Assessment Report was not yet completed – it remained a working draft which would be revised to take into consideration Bedford Borough Council's revised Local Plan 2030. The report was expected to be available at the next meeting of this steering group.

NP18/078 – To identify deadlines and key areas of responsibility until the end of 2018 and to make recommendation to Full Council as necessary.

TR had circulated a "next steps" document ahead of this meeting which would take the timeline to Mar/Apr 2019 – this would be the time a further consultation would be needed and catered for the six week statutory period of consultation. See Appendix 1.

It was noted once the draft Neighbourhood Plan was available it was crucial to meet with Bedford Borough Council to discuss the policies therein and allow for their screening opinion which was likely to take 4-6 weeks, including their consultation with organisations including the Environment Agency and Historic England.

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Resolved to accept the above findings.

Proposed: JN.

Seconded: JW.

Resolved by all present.

NP18/079 – To consider applying to Locality for additional Neighbourhood Plan funding and to make recommendation to Full Council as necessary.

Resolved to refresh the project plan (which had to be submitted with the quotations when applying for the grant), and use the quotations received from APC Planning, Jonathan Duck (Building the Past) plus a Habitat Regulations Assessment quotation obtained by TR.

SP would complete the expression of interest and (if successful), TR would then make the application. It was noted Jonathan's quotation would be approved were the grant successful, however if not, his quotation would require approval by Full Council.

Resolved to accept the above.

Proposed: GB.

Seconded: HM.

Resolved by all present.

NP18/080 – 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.

TR confirmed he had received no response from Carter Jonas (on behalf of the Crown Estate) and SP agreed to forward her (some years old) contacts to him. No further updates were made.

NP18/081 – To receive an update with regard to Bedford Borough Council's Local Plan (now 2030) and to make recommendation to Full Council as necessary.

The updated Local Plan 2030 was as expected.

NP18/082 – To receive the draft Green Infrastructure Plan report from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

TR stated the GIP report was a good evidence base for the Neighbourhood Plan.

It was noted the sports pitches within Berryfields had not been included within the report – SP agreed to raise this with BRCC. Concerns were raised over BRCC's stage 2 assessment and whether Bedford Borough Council would accept (at least) two of the sites.

SS also raised several technical queries.

After further discussion it was agreed SS would email her queries to SP (Appendix 2) and SP would raise the same with BRCC. Further agreed that SP would request BRCC obtain confirmation from Bedford Borough Council that:

- Their stage 2 possibilities would meet NPPF (National Planning Policy Framework) criteria as there was an element of doubt over where Wootton's centre was, and Bedford Borough Council had rejected other parish sites as too far from the centre and not "in reasonable proximity";
- Bedford Borough Council accepted the GIP report, before it's inclusion as part of the Neighbourhood Plan.

Resolved to accept the above.

Proposed: GB.

Seconded: JN.

Resolved by all present.

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NP18/083 – To consider the need to retain the services of Regeneration Positive beyond September 2018 and to make recommendation to Full Council as necessary.

Resolved to retain Regeneration Positive's services until 31st December 2018.

Proposed: GB.

Seconded JN.

Resolved by all present.

NP18/084 – To receive a report regarding the future management and enhancement of land retained at Berry Farm and to make recommendation to Full Council as necessary.

GL, SP and JW explained they had met recently with Margaret Birtles (Manager for Asset and Estate Management, Economic Growth and Property, Bedford Borough Council) who wished to learn from Wootton Parish Council of any aspirations on how land retained at Berry Farm could best be used.

It was noted the initial questionnaire findings had requested Berry Wood be extended, so this was a possibility, as was keeping the land for arable use.

After further discussion it was resolved to ask Margaret to attend a Full Council meeting in order to establish Bedford Borough Council's aspirations (possibly alongside the Forest of Marston Vale) before taking this forward.

Proposed: SO.

Seconded: HM.

Resolved by all present.

NP18/085 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further information or updates received.

NP18/086 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No further information or updates received.

NP18/087 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further information or updates received.

Sue Playford PSLCC
Clerk to the Council
28th September 2018

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Planning & Environment Committee Report

12th September 2018

Matters arising from the minutes – for information only

See under 26th September 2018.

Planning Applications – for resolution

18/01929/TPO – The Pyghtle, 64 Keeley Lane. Group of Field Maple, hawthorn – reduce back to boundary from over structure.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

18/02160/FUL – 24 Fields Road. Demolition of existing single storey rear extension and conservatory and the erection of a new single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

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

18/01740/FUL – 12a Halegate. Single storey rear extension.

This council previously recorded **NO OBJECTION.**

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

18/01593/FUL – 49 Cause End Road. Removal of three fence panels and erection of log cabin on driveway.

This council previously recorded **AN OBJECTION.**

Resolutions

P18/211 – To consider the installation of village entrance signs at all entrances to Wootton (excluding the Wootton Road/Bedford Road site en route to Kempston Rural) and to resolve a suitable course of action.

It was noted the village entrance sign along Wootton Road/Bedford Road was due to be cleaned and have the lettering re-highlighted, after which consideration would be given to installing a raised flower bed in front of it.

Resolved to take this agenda item to Full Council for consideration and possible inclusion as a CIL (Community Infrastructure Levy) project. Clerk to ask all members for their suggestions in advance.

Proposed: Cllr Hensher.

Seconded: Cllr Martin.

Resolved by all present.

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P18/211 – Ongoing agenda item - to receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade (including the approval of 2018's Risk Assessment) and to resolve a suitable course of action.

Cllr Quirk confirmed the village hall could be used from 9.30-10.15am on the morning to assemble the parade, adding the grass cutting contractors would be asked to ensure the grass was cut ahead of the parade. The War Memorial Risk Assessment had been updated. All parade attendees were confirmed, and BBCllr/Cllr Wheeler confirmed he would oversee the road closures nearer the time.

26th September 2018

P18/214 - Disclosure of local and/or disclosable pecuniary interests.

Cllr Noakes disclosed a local interest in agenda item P18/221 (Planning Application 18/02259/FUL) and did not participate in voting.

Report from outside organisations – for information only

The Planning Inspectorate. Application by Millbrook Power Ltd for an Order Granting Development Consent for a Millbrook Power Project.

Matters arising – for information only

- P18/167 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding and met with a Borough Council Traffic Engineer (June 2018) to revisit issues. Awaiting written confirmation of the same from Bedford Borough Council. Resolved 11th June 2018 (P18/167) to ensure restrictions proposed for Hall End (opposite the Chequers Inn PH) were completed in full.
- 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.
- P18/129 – 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. Works are due to be undertaken by the end of week ending 21st September 2018.
- 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

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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. Cllr Quirk is now in the process of placing the slabs but needs cooler weather.

- P18/212 + P18/224 – Remembrance Sunday organisation and parade. All arrangements are in hand. Refer to agenda item P18/224.
- 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.
- P18/183 – Works to St. Mary's cemetery extension hedgerow. Resolved 8th August 2018 (P18/183) that the height be reduced to improve visibility along the Church Road/Cause End Road junction. FA Bartlett Tree Experts have submitted a quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works.
- P18/198 – Wootton Village entrance sign Wootton/Bedford Road. Resolved 29th August 2018 (P18/198) to brush/wash the brickwork along with the face stone and pick out the lettering in black. The Clerk is sourcing quotations for consideration.

Planning Applications – for resolution

18/01598/M83 – Marston Vale Innovation Park. Variation of condition wording to allow for existing electricity cable to be diverted.

It was noted the works had already been carried out therefore this proposal was noted for the files only.

18/02259/FUL – Trieze, Cranfield Road. Erection of detached single storey dwelling house following the demolition of a car port to existing bungalow.

Resolved **NO OBJECTION.**

Proposed: Cllr Hensher.

Seconded: Cllr Martin.

Resolved by majority vote (Cllr Noakes did not participate in voting).

18/02327/FUL – Keeley Grange, Bedford Road. Single storey rear sun lounge extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

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

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

This council previously recorded **NO OBJECTION.**

18/01833/FUL – 43 Mephram Road. Garage conversion to form annexe.

This council previously recorded **NO OBJECTION.**

18/01845/LDP – 4 Ellis Close. Loft conversion with rooflights to front and dormer to rear.

Certificate to confirm that the details submitted do not require planning permission.

This council was not consulted on this application.

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18/02147/NMA – 6 Robinson Close. Amendments to windows and doors and removal of utility (two storey and first floor rear extension).

This council was not consulted on this application.

Resolutions

P18/224 – Ongoing agenda item - to receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade (including the approval of 2018's Risk Assessment) and to resolve a suitable course of action.

Cllr Quirk noted all issues were in hand. It was noted many clubs and organisations had stated they wished to attend – meaning there was a possibility the church would be full or exceed capacity. That however, could only be determined on the day.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

28th September 2018

FC18/257**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&PSSG⁴ 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 & Pavements Safety Steering Group committee's projects for 2018-19 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields pavement 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	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

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				design plan. A request has been 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 pavement unless the grass verge (north side) was utilised. He added visitor parking spaces and a pavement 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 pavement 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 pavement 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.	
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				GL passed around design proposals for the area (a report will be passed to Jon Shortland). It was noted photographs within the report dismissed previous concerns over the creation of a “blind alley”. In addition, earlier fears that the pavement 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 pavement 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 pavement 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 pavement 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.	
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				Monoux Road could be another possibility – once pavement and pedestrian works in Fields Road had been completed. <u>19th September 2018</u> Three residents present raised concerns over the situation at Potters Cross – with an unsafe entrance/exit still in place to/from Berryfields. Several near-misses with vehicles (Potters Cross) and pedestrians exiting Berryfields at speed had happened in recent weeks. The latest plans for the area were shown and GL detailed how the entrance/exit would be widened to accommodate emergency service vehicles. This would include works to cut back the hedgerow, a collapsible bollard (for emergency service vehicles only), a raised rumble strip across Manor Road and signage detailing the area as a “quiet lane” (the first such signage within Bedford Borough). It was acknowledged emergency access was needed however concerns remained over whether the proposals could actually be considered as a safe route to school. TI detailed how parents were now parking in Potters Cross to walk to the Harris Way lower school site – both at school drop-off and pick-up times and also when collecting children from after-school clubs/activities. The situation was further	
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				exacerbated when the refuse was collected – given how narrow the road was. GL detailed how both BBC planners and Persimmon were short-sighted when planning the Berryfields development, but added if these works did not go ahead, the gap in the hedge would remain as is, as would potential for a serious accident. Persimmon were due to leave the site in March 2019 – with opportunity for further works lost. There was little that could be done regarding inconsiderate and arrogant users of Potters Cross. Residents were concerned vehicle/pedestrian visibility would remain an issue when vehicles were parked in the road and doubts were raised over whether emergency services vehicles would have sufficient space to turn into Berryfields. GL added he and JW had met with Thomas Emmett at Potters Cross recently and that the proposal once implemented could be revisited to make any necessary alterations for safety’s sake. TI and residents reiterated the need for a safe route to school – GL added it had been hoped this could be achieved via Grovebury Court and/or Monoux Road. However, BBC were pushing Persimmon for works in Potters Cross only. It was noted the widening of the Fields Road North pavement and addition of a pedestrian crossing near the Wootton Vale Healthy	
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				Living Centre would likely be considered the only safe route. SP added Full Council were putting pressure on BBC to meet their s106 planning obligations as the parish council felt they, and residents of Wootton, had been let down by their lack of monitoring to ensure facilities and infrastructure were delivered at the appropriate time. TI wished to record for the minutes this steering group's concern (which would be fed back to Full Council) that the route via Potters Cross was NOT considered a safe route to school.	
Berryfields Estate.	GL.	May 18.	Persimmon to finance.	GL had identified several roads within the estate which only had tactile paving on one pavement. The other pavement 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	GL/SO. BBC/Persimmon.

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				needed to act quickly. Resolved to take this forward to Full Council for formal approval. Proposed: SO. Seconded: GL. Resolved by all present. <u>19th September 2018</u> GL detailed his and SO's combined report had been given to Thomas Emmett, who was allowing Persimmon time to make the necessary remedial works before taking further action.	
Cause End Road leak.	Various.	Winter 2017.	BBC/Anglian Water.	<u>19th September 2018</u> Discussions were ongoing between BBC and Anglian Water. Initially it was thought the flooding was a result of an underground spring but that has now been ruled out. It is now thought building works in the area could have damaged an underground water pipe leading to flooding when a shower/toilet is in use. Checks to building regulation applications and planning applications going back three years in the Cause End Road area are currently being investigated by BBC to pinpoint the cause. JW added he had requested a temporary fix to the surfacing in the area whilst these investigations continued.	BBC/Anglian Water.
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 (12th 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. <u>19th September 2018</u> It was noted the lighting was now energised (but only part way along Cranfield Road, meaning temporary repeater signs were still necessary on the unilluminated section.	
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	BBC/Developer.

				SP would report back to this group after their meeting with Jon Shortland on 29th May 2018. Works are ongoing. <u>18th July 2018</u> Works were not yet complete, and Cranfield Road would still need to close to complete them. <u>19th September 2018</u> JW and SP had visited the site earlier that day with Iain Booth (Highways Inspector, BBC). It was evident some works had been done, but not all. Developers and BBC were still in disagreement over how the issue had been caused and who needed to remedy the situation.	
Church Road pavement – too narrow in parts.	Committee discussion and CB.	Ongoing.	FRS ⁶ to finance.	JW, GL and SP met with Jon Shortland 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.	BBC/Developer. GL.

⁶ Fields Road South
Full Council Minutes 10th October 2018

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				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 SP is awaiting confirmation from St. Mary’s churchwardens they are happy also with the proposal. <u>18th July 2018</u> SP still awaiting confirmation from St. Mary’s churchwardens. <u>19th September 2018</u> SP confirmed St. Mary’s churchwardens and WPC’s Full Council had approved the works to reduce the height of the hedgerow and one quotation had been provided to BBC, as they were overseeing and financing the works. One resident present had asked whether white lining could be considered, however given the works above included remodelling the area, the proposal was not feasible at this stage.	
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Fields Road pavement – 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 on 12th January 2018. He confirmed the following: The pavement 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 pavement would include this area. A small ditch near Monoux Road remained a concern – JW would speak to BBC to see if it could be railed off or piped/infilled. It was hoped up-to-date plans would be available at the meeting on 29th May 2018. SO stated there should be a raised white line to differentiate between cycling/pedestrian areas,	Goodmans/BBC. WPC/BBC/GL.
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			perhaps with different coloured surfaces. JW had received confirmation from BBC they will either fence or infill the ditch near Monoux Road. <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 pavement 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 pavement 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 and parking with the site manager repeatedly – without success.	
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			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/pavement signs, however it was noted central government were considering a UK-wide ban on pavement parking, which would remove that need. <u>19th September 2018</u> JW confirmed he still challenged parking along Fields Road and side roads off of it – with the drivers, site manager and at BBC. Developers had recently confirmed works to widen the pavement were expected to be completed by Christmas 2018 – but that the pavement would be flexible in width given they would have to accommodate issues en route such as electricity boxes.	
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				Concerns were raised residents would use the wider pavement to park on – JW agreed to raise that concern at a meeting with Jon Shortland on 25th September 2018. <u>FIELDS ROAD SOUTH</u> Jon Shortland was asked to consider the addition of a pavement 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 pavement. 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 pavement 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 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.	
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⁷ Community Infrastructure Levy
Full Council Minutes 10th October 2018

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				<u>19th September 2018</u> SP agreed to chase the feasibility study with Jon Shortland at the meeting on 25 th September 2018.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mepham Road, Neale Way and Sherwood Close. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”.	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 Mepham Road initially. If successful, other 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	SP to write to Tesco. Not yet appointed.

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			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. <u>19th September 2018</u> SP confirmed a letter had been sent to Tesco – no response to date. Initial enquiries at BBC regarding white lining had produced a limited response. Three residents present wished to raise their concerns over inconsiderate parking. One began by detailing how patrons of the Legstraps PH parked on the pavement alongside the pub and its car park, and on the blind bend along Keeley Lane towards Hall End, forcing traffic to negotiate the bend on the wrong side of the road (photographs had been provided to SP). Wheelchair/mobility scooter users and those with buggies were forced to walk in the road and the danger was further exacerbated with vehicles travelling well in excess of the 30MPH speed limit. After lengthy discussion it was agreed SO would investigate with BBC the addition of either double yellow or single/double white (advisory) lines along	
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				the length of Keeley Lane between the Legstraps PH and the next property (exact length would be determined by BBC Highways if implemented). SO added he would take findings forward to Full Council for consideration as an additional project. It was further agreed JW would speak to the landlord to make them aware of the situation and see if marking the pub car park would encourage more vehicles to use it. JW also agreed to request the 30MPH signage in the area be repainted, at cost to BBC. The area along Bedford Road leading from Keeley Lane towards Kempston Rural was also considered. It was noted advisory white lines were also being considered at other areas within Wootton – including Mepham Road/Sherwood Close. Two further residents detailed inconsiderate parking within and alongside the Little Wootton development, opposite Wootton Upper School. Despite action by the upper school, parents continued to park on double yellow lines and across entrance roads within the development. BBC parking enforcement officers had visited in the past at JW’s request, yet the problems persisted once they were no longer visible. SO added he had visited the upper school that afternoon and witnessed cars parked/backed up along the entire length of Hall End Road, heading back towards the Chequers PH.	
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				After detailed discussion it was agreed JW would request further BBC enforcement and raise these concerns again with the upper school. SO agreed to include costings for additional parking restrictions when speaking to BBC on the similar issue at the Legstraps PH. Residents of Little Wootton were encouraged to report such incidents to build a case for further enforcement – SP detailed an article within the September edition of the Wootton newsletter (page 24) which provided contact details to report such issues.	
Pedestrian crossings on Bedford Road between Mephram 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 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 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	BBC/WPC.

				from Andy Prigmore which confirmed his previous conversation on this issue and agreed to forward the same to Jon. <u>19th September 2018</u> A recommendation was approved by Full Council on 19th September that both pedestrian crossings be financed by developer contributions as they form part of the safe routes to school. This recommendation had been taken to BBC and GL, JW and SP confirmed they would raise it again (and query BBC's incorrect response stating there was a crossing already in place in Bedford Road near the lower school) at the meeting with Jon Shortland on 25th September 2018.	
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing information on surface treatments, kerb buildouts and 'change in priority' markers (like chicanes). The preferred speed restriction for Wootton was Average Speed Cameras (ASC's). It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety.	Not yet appointed.

				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 CIL monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community’s wish for ASC’s (john.loughlin@bedfordshire.pnn.police.uk) Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment.	
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				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 update available. <u>19th September 2018</u> GL was investigating average speed camera costings with several companies – they came in pairs at roughly £60k per pair. It was thought cameras for all main routes in the village would total £300k and could be financed as a CIL project. Minimal funding was expected from developers as part of the Innovation Park development.	
Studley Road pavement	Residents	Ongoing.	BBC/Bovis to finance.	A resident concerned about recent works to stop up the pavement 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 pavements diagonally from the old to the new. The new pavement would be fenced off from the adjacent parking space and a kissing gate would provide	BBC/Developer.

				pavement 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. <u>19th September 2018</u> JW and SP confirmed works had been undertaken to join the old/new pavements and the area was now open (although heras fencing was still in place). That fencing had been reported by Iain Booth and he was also arranging for cracking along the older part of the Studley Road pavement to be remedied.	
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. Jon 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.

				<u>19th September 2018</u> SP again confirmed the sign had not been moved and agreed to raise this again with Jon Shortland at the meeting on 25 th September 2018.	
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To be reviewed at each committee meeting.

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FC18/258

No report available as this Working Group has not met since August 2018 – however the working group are currently reviewing the order with Caloo and the anticipated start date is 12th November 2018.

FC18/259**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	Order has been given to Millennium Quest to extend the display for 2018	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?	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. Resolved 8 th August 2018 (FC18/212) the Clerk establish whether Bedford Borough Council s106 funding could be used to fund this proposal and Cllr Hensher obtain further quotations before	Cllr Hensher

							bringing this back to Full Council. The Clerk is still awaiting that information from Bedford Borough Council but has received confirmation they are investigating	
	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	Cllr Quirk

							structural assessments ahead of the transfer	
	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	Members will be requested to submit design proposals for all entrances to the village with the exception of the Wootton Road/Bedford Road site en route to Kempston Rural – this may form a possible CIL project	Cllr Lloyd

FC18/260**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	No issues arising	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	No issues arising		13.8.18 CG

⁸ Wootton Parish Council
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Marquee*	Cllr Gibbons	10.5.18			
Memorial Hall Play Area*	Cllr Gibbons	10.5.18	Possible upgrade to surfaces in 2018/19	To be determined	13.8.18 CG
MUGA (Multi Use Games Area) *	Cllr Gibbons	10.5.18			
Recreation Ground Play Area *	Cllr Gibbons	10.5.18			
Remembrance Sunday Parade	Clerk	Aug 18	No issues arising		12.9.18 SP
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 Noakes	10.5.18	No issues arising		18.9.18 JN
Work Station (Clerk)	Cllr Lloyd	10.5.18			

To be reviewed monthly at Full Council.

FC18/262

Please visit the following link:

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