



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 14th November 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), Gibbons, Hensher, Martin, Noakes, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC18/277	Apologies for absence. Cllrs Bygraves and Lewis.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/278	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler declared local interest in agenda item FC18/300.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC18/279	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.
FC18/280	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for October 2018.	The report was circulated ahead of this meeting. It was noted the court decision regarding Covanta had found in favour of the Environment Agency, but that an appeal was currently being considered. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.

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	(Appendix 1a).			
FC18/281	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC18/282	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 10th October 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 26th September 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 26th September 2018.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC18/283	Matters arising from the minutes – for information only. 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).	No further comments received.	Clerk to keep on file.	N/A.

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	• FC18/274 + FC18/303 – Community Centre at Berryfields. Refer to agenda item FC18/303. • FC17/229 + FC18/296 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk assessment ahead of any other course of action. A Health & Safety risk assessment and covering letter have been sent to members of Bedford Borough Council, Persimmon Homes and RoSPA. Resolved 11th January 2017 (FC17/20) to note the disappointing content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. A follow-up report was submitted 31st August 2017 to Bedford Borough Council and Persimmon Homes (Northampton and Peterborough), requesting further remedial works. The Clerk met with Alex Kenny (Persimmon Homes Peterborough) on 7th December 2017 and he agreed to take the matter forward. The ditch now comes under the remit of 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. Refer to agenda item FC18/296. • FC18/087 + FC18/297 – 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. Refer to agenda item FC18/297.			
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	• 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. Move to close. • FC18/301 – Allocation of s106 monies (Developer Contributions). Refer to agenda item FC18/301. • 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 recently met with Apex360 and the paperwork should be completed by December 2018. • 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. Resolved 10th October 2018 (FC18/275) to appoint Graffit Ltd to install a lectern containing Cllr Quirk's information.			
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	• 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). Move to close. • FC18/093 – Additional planters. Resolved 14th March 2018 (FC18/093) to site two further planters opposite the Memorial Hall on Bedford Road and near the junction of Fields/Folkes Road. The Clerk is now in receipt of the appropriate licences from Bedford Borough Council and the order has been placed with Plantscape Ltd who provided the original planters. • 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. Move to close. • 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			
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	time to make the necessary remedial works before deciding on a further course of action. Move to close. • FC18/271 – Bedford Borough Council s106 Planning Obligations. Resolved 10th October 2018 (FC18/271) Cllr Wallace would undertake monitoring of current and future s106 obligations (if any) – a copy of the documentation for Fields Road South was requested from BBCllr/Cllr Wheeler. Noted that Bedford Borough Council had appointed two senior planning officers to oversee planning issues in Wootton. Further resolved at the same meeting this arrangement be monitored – any issues could result in a vote of no confidence by the parish council. Move to close. • FC18/212 + FC18/301 – 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 been informed a further expression of interest regarding s106 funding use must be made to Bedford Borough Council. Refer to agenda item FC18/301. • 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. The Clerk has sourced cover during the caretaker’s absence. Move to close. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mephram Road and Sherwood Close. Cllr O’Dell and the Clerk have taken this forward with Bedford Borough Council.			
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FC18/284	Chairman's report – for information only.	Cllr Lloyd noted Cllr Hudson's resignation. He added that councillors were summoned to attend meetings and it was a legal requirement they attend. Members were asked to consider taking over Cllr Lloyd's Wootton newsletter editorial duties or have them outsourced. Members were then asked to consider precept requirements ahead of December 2018's Full Council meeting. Cllr Lloyd then thanked all who assisted and attended this year's Remembrance Day parade and poppy waterfall display at the Memorial Hall.	Clerk to take forward.	N/A.
FC18/285	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).	Cllr Lloyd stated funds would need to be transferred from other budget headings or earmarked/general reserves in order to continue financing the emerging Neighbourhood Plan. Resolved to receive, review and adopt the report and accept all recommendations without further comment. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward and keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/286	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.
FC18/287	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths Safety Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No report available as this Safety Steering Group had not met since September 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/288	To receive, review and adopt a report from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 6).	No report available as this Working Group had not met since August 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC18/289	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).	Members were asked to consider volunteering as project manager for the Wootton village entrance sign(s) project for Keeley Lane. Cllr Lloyd confirmed he would remain as project manager for the Fields Road sign and the Cranfield Road site would be taken forward once development was completed in that area. Members were reminded Keeley Lane would come forward once the sign on Wootton Road/Bedford Road had been cleaned – the Clerk confirmed Wrighton & Barker had been appointed to carry out those works. A local handyman would be appointed to build the flower bed required in front of the sign. Once those works were in hand, residents would be asked via the Wootton newsletter to consider the most appropriate sign for Keeley Lane. Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Managers and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/290	To receive, review and adopt all Risk Assessments for 2018-19, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 8).	Resolved to approve the updated Risk Assessments for the Christmas Street Lighting, Christmas Tree (including Switch-on Event), Recreation Ground Car Park Opening/Closure – including volunteers) and Silhouettes without further comment. Further resolved to receive, review and adopt the Risk Assessment Plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/291	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (to be	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Wallace.	Clerk to keep on file	Governance and Accountability For Smaller Authorities in England 2018.

	signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Martin. Resolved by all present.		
FC18/292	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.
FC18/293	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.
FC18/294	To consider a response to Bedford Borough Council in relation to its Draft Empty Homes 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 Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/295	To receive a report from BBC/Cllr Wheeler and the Clerk regarding areas of road to be considered for resurfacing by Bedford Borough Council and to resolve a suitable course of action.	Resolved to approve all areas of road to be resurfaced without amendment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. It was noted an area of pavement on Cranfield Road and the temporary trench would be remedied also. BBCllr/Cllr Wheeler added the widening of Fields Road pavement had been delayed until February 2019 to prevent Christmas disruption and the resurfacing of Fields Road was still on target for 2019.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/296	To receive a report from BBCllr/Cllr Wheeler regarding safety concerns previously raised with Persimmon Homes relating to the Berryfields ditch and to resolve a suitable course of action.	Members were disappointed Persimmon Homes did not intend to fence off the ditch, despite parish council concerns over safety. The report was noted for the files.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/297	To receive a report from BBCllr/Cllr Wheeler regarding previous parish council requests to Bedford Borough Council's Overview and Scrutiny Committees and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed a request to take forward the parish council's previous requests had not been made and would now be taken	All to take forward.	Stakeholder Consultation.

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		forward in January 2019. Members were asked to inform him of any further additions.		
FC18/298	To receive and approve a revised CCTV Code of Practice and to resolve a suitable course of action.	Resolved to receive and approve the revised CCTV Code of Practice, amending Cllr Lloyd's full name. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/299	To receive a recommendation from the Neighbourhood Plan Steering Group that the Green Infrastructure Plan Report (produced by Bedfordshire Rural Communities Charity – BRCC) to form part of the evidence base for the emerging Neighbourhood Plan be approved without amendment and to resolve a suitable course of action.	Resolved to accept the recommendation that the report form part of the Neighbourhood Plan evidence base, amending owner properties to Wootton. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/300	To receive a report from the Clerk regarding the renewal of the allotments/paddock lease between Wootton Parish Council and Wootton Church and Poor's Land Charity and to resolve a suitable course of action.	After discussion it was resolved to renew the allotments/paddock lease, including the proposed increase in rent to £1,400 per year. Proposed: Cllr Quirk. Seconded: Cllr Martin. Resolved by majority vote.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/301	To receive a report from the Clerk regarding the potential spend of s106 Developer Contributions and to resolve a suitable course of action.	The Clerk wished to bring to members' attention two sums of s106 funding which remained unallocated - £7k for public art and £32k for sports facilities. No formal request had been made by the parish council to claim either. BBCllr/Cllr Wheeler was asked to establish the spend date on the public art funding and members were asked to consider ideas for sports facilities – reporting back to the Clerk.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/302	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).
FC18/303	To receive a report from Cllr Wallace regarding the community centre and to resolve a suitable course of action.	Refer to Appendix 10.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.45pm.

Borough Councillor Update – November 2018

Government Budget

The Chancellor presented the Government's Budget to the House of Commons on the 29th October. The following announcements are of particular relevance to the Borough Council:

- Small retailers will benefit over the next 2 years from a 1/3 cut in their business rate bills.
- A £675m Future High Street Fund will be established. Councils will be encouraged to bid for funds to support urban regeneration.
- The Council is to receive £620k in the current year to assist with adult social care pressures. The Council will also receive a share of an additional £410m for adults' and children's social care next year.
- £20m has been committed to accelerate planning for the East West Rail link between Bedford and Cambridge.
- English councils will receive £420m this year to repair potholes.

Urgent Treatment Centre

Bedford Hospital's new Urgent Treatment Centre (UTC) opened its doors on the 1st October 2018. The UTC provides 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 as a means of reducing pressure on the Hospital's A & E function.

The UTC saw 250 patients in its first week. The Council's Adult Services & Health Committee will review the performance of the facility in the coming months.

Visitor Information Centre

On the 17th October a new Visitor Information Centre opened at St Paul's Church, Bedford. Opening initially on Wednesdays, Fridays and Saturdays between 10.30am – 4pm, it has been established by volunteers wanting to promote the Borough a tourist destination.

Covanta

On the 10th – 11th October the High Court heard a Judicial Review of the decision of the Environment Agency to grant a permit to US firm Covanta to build a waste incineration plant at Stewartby. The case was brought by the campaign group Bedfordshire Against Covanta Incinerator. A decision is yet to be made by the court.

National Adoption Week

The Council marked National Adoption Week in October by urging people who are interested in adopting a child in care to get in touch. The Council's Adoption Team can provide more information via 01234 718718 or adoptionandfostering@bedford.gov.uk.

Flu Vaccine

The Council has issued a reminder to parents and guardians that 2 and 3 year olds are eligible to receive the flu vaccine to protect them in the colder months. Children aged 4 are also eligible if they were 3 years old on the 31st August 2018.

FC 18/280a Oct 2018					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/28211/18	Interference with a motor vehicle	01/10/2018	A421	NORTH-766	WOOTTON
40/34203/18	Other criminal damage to a vehicle (Under £5,000)	29/10/2018	A421	NORTH-766	WOOTTON
40/27996/18	Sec 4 POA Fear or provocation of violence	26/09/2018	A421	NORTH-766	WOOTTON
40/28671/18	Theft from a motor vehicle	03/10/2018	A421	NORTH-766	WOOTTON
40/29815/18	Theft from a motor vehicle	08/10/2018	A421	NORTH-766	WOOTTON
40/33027/18	Theft from a motor vehicle	23/10/2018	A421	NORTH-766	WOOTTON
40/33461/18	Theft from a motor vehicle	25/10/2018	A421	NORTH-766	WOOTTON
40/33674/18	Theft from a motor vehicle	26/10/2018	A421	NORTH-766	WOOTTON
40/33695/18	Theft from a motor vehicle	25/10/2018	A421	NORTH-766	WOOTTON
40/30427/18	Malicious Communications	06/10/2018		NORTH-766	WOOTTON
40/30919/18	Malicious Communications	13/10/2018		NORTH-766	WOOTTON
40/33517/18	Malicious Communications	26/10/2018		NORTH-766	WOOTTON
40/31194/18	Assault without Injury - Common assault and battery	15/10/2018	Harris Way	NORTH-766	WOOTTON
40/28996/18	Burglary - Business And Community	04/10/2018	Folkes Road	NORTH-766	WOOTTON
40/28226/18	Burglary - Residential - Dwelling	26/09/2018	Lomax Gardens	NORTH-766	WOOTTON
40/32314/18	Burglary - Residential - Dwelling	19/10/2018	Fields Road	NORTH-766	WOOTTON
40/33432/18	Burglary - Residential - Dwelling	25/10/2018	Folkes Road	NORTH-766	WOOTTON
40/30838/18	Exposure	14/10/2018		NORTH-766	WOOTTON
40/34504/18	Harassment - without violence (course of conduct)	31/10/2018	Cause End Road	NORTH-766	WOOTTON
40/28417/18	Possession of offensive weapon without lawful authority or reasonable excuse	02/10/2018	Hall End Road	NORTH-766	WOOTTON
40/27955/18	Theft from a motor vehicle	30/09/2018	Tithe Barn Road	NORTH-766	WOOTTON
40/28355/18	Theft from a motor vehicle	29/09/2018	Fields Road	NORTH-766	WOOTTON
40/31451/18	Theft from shops and stalls	15/10/2018	Cause End Road	NORTH-766	WOOTTON

FC18/281 Schedule of correspondence			
Date received	Type	From	Brief details
6.10.18	Email	Campaign to Protect Rural England	Green Belt - more broken promises
8.10.18	Email	Autism Bedfordshire	Autism and Diet Workshop information - 19th November 2018
12.10.18	Email	Locality	Neighbourhood Planning Newsletter - October 2018
18.10.18	Email	Campaign to Protect Rural England - Bedfordshire	Houghton Regis North - Part 3
26.10.18	Email	Rialtas Business Solutions	Newsletter October 2018
31.10.18	Email	Came & Company	Council Matters Autumn 2018
1.11.18	Email	Campaign to Protect Rural England - Bedfordshire	Response to Bedford Borough Council's new Local Plan 2030 Draft for Submission Consultation
1.11.18	Email	Campaign to Protect Rural England - Bedfordshire	Oxford-Cambridge Arc put Birmingham sized area of countryside at risk
1.11.18	Email	Andrea Pellegram Ltd	Planning Local Newsletter Issue 10
2.11.18	Email	Bedfordshire Police & Crime Commissioner	Monthly newsletter
5.11.18	Email	Bedford and Milton Keynes Waterway Trust	Waterway Trust welcomes Government commitment to create healthier, greener places in the Oxford-Cambridge Arc

FC18/285

Neighbourhood Plan Steering Group Report

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

31st October 2018

NP18/092 – Matters arising from the minutes – for information only.

- NP18/082 + NP18/095 – Green Infrastructure Plan (GIP). Refer to agenda item NP18/095.
- NP18/076 + NP18/094 – Issues and Options Summary Analysis. Refer to agenda item NP18/094.
- 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.
- NP18/078 + NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. See also NP18/093.
- NP18/077 + NP18/096 – Site Assessment Work. Refer to agenda item NP18/096.
- NP18/079 – Additional Locality Funding. Additional funding has been applied for and a decision from Locality is awaited.
- NP18/080 + NP18/097 – Landowner communication. Refer to agenda item NP18/097.

Resolutions

NP18/093 – To receive and approve an updated Neighbourhood Plan Project Plan, consider any further amendments and to make recommendation to Full Council as necessary.

TR reported good progress had been made. It was anticipated the plan would be ready for consultation in Mar/Apr and submission around May 2019. The updated project plan had recently been used to secure additional funding from Locality.

NP18/094 – To receive and consider feedback from the recently completed Issues and Options Consultation and to make recommendation to Full Council as necessary.

TR's report was circulated ahead of the meeting. Over 250 consultation responses had been received – the majority contained positive feedback, supporting the work undertaken by the steering group within the last 12 months.

TR recommended the summary feedback from that consultation be appended either to the minutes or next available Full Council report for formal approval and to endorse works done to date. It was also recommended the entire report be published on the parish council's website.

Resolved to accept the above and make the same recommendation to Full Council.

Proposed: SO.

Seconded: JN.

(See summary feedback at the end of this report).

NP18/095 – To consider Bedfordshire Rural Communities Charity's response regarding their draft Green Infrastructure Plan report, consider any further actions and to make recommendation to Full Council as necessary.

It was noted Bedford Borough Council would not endorse nor comment on the report despite the parish council's wish to engage with them.

It was noted the steering group endorsed the report and would make the same recommendation to Full Council and that BRCC had given the Borough Council opportunity to do the same.

NP18/096 – To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

Appendix 3

It was noted following the award of additional funding essential site assessment work had been commissioned and SS was making good progress – incorporating recent changes to the NPPF.

NP18/097 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in relation to housing land allocation) and to make recommendation to Full Council as necessary.

An approach from landowners at Wootton Green had recently been received and TR had drafted a suitable response which was circulated to all ahead of this meeting. All were in agreement to send that response without amendment. TR confirmed the meeting with the Crown Estate would take place on Tuesday 6th November at 11am. He and SS had put together a draft agenda (now to include an item on the Green Infrastructure Plan and open space) and all were in agreement the amended agenda be forwarded to the Crown Estate.

TR also commented on the number of steering group members attending that meeting and it was agreed SS and he would lead the meeting – other members would be in attendance to observe.

NP18/098 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed she had started work on the Neighbourhood Plan and was aiming to have a draft ready by the end of this year. The steering group needed to continue pushing forward to ensure delivery of the plan in line with project plan timescales.

NP18/099 – 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.

NP18/100 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

TR confirmed a recent application to Locality for additional funding had been successful. This would enable the village design statement (Jonathan Duck), site assessment work (Sally Stroman – APC Planning) and Habitat Regulations Assessment (via Trevor Roff) to be taken forward.

Resolved to accept the above and make the same recommendation to Full Council.

Proposed: GB.

Seconded: JW.

Resolved by all present.

Sue Playford PSLCC
Clerk to the Council
6th November 2018

To view the summary feedback please use the following link:

https://woottonpc.bedsparishes.gov.uk/files/view/neighbourhood-plan/I&O_Feedback.pdf

FC18/286**Planning & Environment Committee Report****10th October 2018****Report from outside organisations – for information only**

Bedford Borough Council. Proposed temporary road and footway closure – Broadmead Road, Stewartby. To enable re-railing work through the level crossing. From a point approximately 315 metres north-west of the level crossing to Wootton Broadmead Farm. The temporary road and footway closure is anticipated to be in operation between 2300hrs Saturday 13th October 2018 and 0600hrs Monday 15th October 2018 – specific dates will be advertised locally closer to the time. Due to the nature of the work it will not be possible for emergency service vehicles to go through this temporary road and footway closure.

Matters arising from the minutes – for information only

See under 31st October 2018.

Planning Applications – for resolution

18/02316/ADV – Land South of Fields Road. Erection of two internally illuminated freestanding monoliths.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

18/01959/FUL – 36 Cause End Road. Demolition of existing conservatory and erection of a one and two storey rear extension. Enlargement of front porch and alterations to ground floor windows to front.

This council previously recorded **NO OBJECTION**.

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

18/01842/FUL – Fox Cottage, 27 Church Road. Single storey extension on the front of the property.

This council previously raised **NO OBJECTION**.

Resolutions

P18/236 – To receive a report from the Clerk following a previous request that Bedford Borough Council and developers include air pollution monitoring equipment within the development area South of Fields Road and East of Cranfield Road and to resolve a suitable course of action.

Resolved to accept the report and figures therein which would be used as a benchmark when the situation was reviewed again in 12 months' time.

Proposed: Cllr Quirk.

Seconded: Cllr Martin.

Resolved by all present.

P18/237 - To consider a complaint received that damage has been caused to a boundary by contractors carrying out tree works at the Memorial Hall Play area and to resolve a suitable course of action.

Members had visited the site and were unable to see any damage caused to the boundary. The Clerk had spoken to the contractors who confirmed they had neither entered the property nor caused any damage to the boundary.

Resolved to note the complaint but take no further action.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P18/238 - Ongoing agenda item - to receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade and to resolve a suitable course of action.

No further comments received.

31st October 2018

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 Quirk's report. Works have been undertaken by Wrighton & Barker – move to close.
- P18/112 – Plot reservation process. Resolved 25th April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved and further resolved 9th May 2018 (P18/112) to place an order for the same, with Wrighton & Barker. Slabs are with Cllr Quirk and he and the clerk are meeting on 9th July 2018 to determine how best to place them. Cllr Quirk is now in the process of placing the slabs but needs cooler weather.
- P18/236 + P18/250 – Remembrance Sunday organisation and parade. All arrangements are in hand. Refer to agenda item P18/250.
- 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. Clerk has been told the Borough Council are dealing with this but they have several other parishes to deal with too and timescales are not yet known.

- 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. Clerk continues to chase for an update.
- 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 has accepted a quotation from Wrighton & Barker to carry out the works and is awaiting timescales.

Planning Applications – for resolution

18/02405/FUL – 28 Payne Road. Erection of conservatory to rear.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

18/02576/FUL – 2 Old School Gardens. Single storey front extension, single storey rear/side extension, garage conversion and change of primary access to side with timber canopy.

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

Bedford Borough Council should consider whether the removal of trees will undermine the stability of the adjacent wall.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

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.

This council previously raised **NO OBJECTION**.

Planning Applications Withdrawn (notified by Bedford Borough Council) – for information only

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

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

18/01493/FUL – Land Between 51 and 53 Hall End Road. Erection of three bay garage in rear garden of dwelling (dwelling not yet constructed).

This council previously raised **AN OBJECTION**.

Resolutions

P18/250 – Ongoing agenda item - to receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade and to resolve a suitable course of action.

It was noted all actions were in hand.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

6th November 2018

FC18/287

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2018-19

No report available as this Safety Steering Group has not met since September 2018.

¹ Project Action Plan.

FC18/288

No report available as this Working Group has not met since August 2018.

FC18/289**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		Paid	Continue of rental contract until 2019	Cllr Hensher
	Christmas street lighting additional lights	Nov-18	£0	£0		Paid	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	Salus (approved building inspectors for the community centre) signed off without provision for a hearing loop and have stated the provision of any hearing loop falls to the end user. The Bedford & District Access Group are to recommend the incident be reported to the Construction Industry Council	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. The Crown Estate are once again aware that WPC will seek in future years to purchase some of their land adjacent to the existing cemetery	Cllr Quirk
High	Memorial Hall play area resurfacing	ASAP				£19,500 for wet pour under equipment only £32,300 for wet pour within the entire play area	Recommendation made to resurface the grassed play area to make it fit for use all year round & to ensure it meets safety requirements as per specification EN1177 & the WPC published risk assessment. The surfacing to the play area & path will also make the park more assessable to parents with buggies, wheelchair users, etc. Refer to agenda item FC18/301	Cllr Hensher
	Neighbourhood Plan			£8,000	£3,945		An additional £8,000 has been secured	Cllr Hensher
	Noticeboards		£0	£0	£500	£500		Clerk

	Jubilee Garden Playground extension			£106,0		£106,000		BBCllr/Cllr Wheeler
	St Mary's cemetery Brick wall and railings				£10,000	£10,000	The Clerk has contacted Historic England to arrange a site visit in order to determine how to take forward necessary remedial works (Planning & Environment Committee are currently overseeing this)	Cllr Quirk
	Speed Cameras					£200,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn. Possibility developer funding may be made available from innovation Park. Findings from the recent Neighbourhood Plan Questionnaires also showed the public are in support of ASC	Cllrs Lloyd and Wheeler
	Transfer of streetlights to BBC				£10,000	£10,000	BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same	Cllr Quirk
	Wootton in Bloom				£7,773	£7,773	To install two further planters, one opposite the Memorial Hall (Bedford Road) and the other near the Berryfields development (Fields Road). The order has been given for two further planters, which will be installed and planted in time for summer 2019	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	Cllr Lloyd

							Wootton Road/Bedford Road site en route to Kempston Rural – this may form a possible CIL project. Designs to be submitted after the Wootton Road/Bedford Road sign has been cleaned and re-touched	
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FC18/290

WPC² 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	Ongoing		
Changing Rooms and Toilet Block*	Cllr Gibbons	10.5.18			
Christmas Street Lighting*	Clerk	10.5.18	No issues arising		17.10.18 SP
Christmas Tree (including Switch On Event)*	Clerk	10.5.18	No issues arising		17.10.18 SP
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
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			

² Wootton Parish Council

Recreation Ground Car Park Opening/Closure including volunteers	Cllr Hensher	10.10.18	No issues arising		17.10.18 BH
Recreation Ground Play Area *	Cllr Gibbons	10.5.18			
Remembrance Sunday Parade	Clerk	Aug 18	No issues arising		12.9.18 SP
Silhouettes	Clerk	Oct 18	No issues arising		4.11.18 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.

FC18/292

Please visit the following link:

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

FC18/303

Cllr Lloyd moved this agenda item forward and it was determined after agenda item FC18/284.

Cllr Wallace confirmed progress was being made and detailed key points from his notes which were circulated ahead of this meeting – **(attached and not for wider circulation)**.

It was noted the £243k commuted sum would only become payable to the parish council once the s106 agreement (Phase 5) was in place – this had to be completed before April 2019.

In total, the parish council needed to invoice Persimmon for £366k and Joy Plummer (Hegarty Solicitors LLP) had confirmed this should be done at the time the draft TP1 (Transfer of Part of Registered Title(s)) documentation was produced. That documentation was expected in the coming days and would be signed by Cllr Lloyd as Chairman and the Clerk, as Clerk to the Council, Proper Officer and Responsible Financial Officer.

Cllr Wallace confirmed the building could be leased to a charity (as was the intention) but for a period not longer than 25 years.

Fire safety concerns were then discussed, following the parish council's decision at Octobers' Full Council meeting to have the building assessed/inspected. A fire risk assessment and fire door inspection had been undertaken by Churches and they had been asked to quote for resulting remedial works (not yet received). Those works would make the building compliant in terms of fire issues.

Cllr Wallace noted Salus (Approved Building Inspectors) had NOT yet been reported to the Construction Industry Body but it was expected this would happen next week. Salus remained resolute – any aid to communication was for the end user to take forward.

Cllr Wallace met with Persimmon Homes on 13th November to look at the sports pitches which TCL were bringing up to FA standard. Stones were still on site, but the grass was growing well. The pitches would remain under TCL's maintenance until September 2019 and a mechanism was needed to ensure maintenance continued in line with FA requirements. A three-monthly inspection meeting was recommended to oversee this, as was contacting the FA for advice on appropriate standards.

The MUGA was now floodlit, however there were no stone guards in place – despite provision being detailed in the s106 agreement. Ben Purdy (Persimmon Homes) would establish if guards were necessary or if the lights were vandal-proof. The pitches were accessed via public land which would be in the hands of Greenspace – Cllr Quirk stated it was necessary to ensure there was adequate and appropriate access in the legal documentation.

Concerns were raised again over parking for the community centre. Cllr Wallace confirmed he, Cllrs Lloyd and Wheeler, plus the Clerk had met with representatives from Bedford Borough Council and the lower school to discuss access and shared use of the car park. A further meeting was scheduled for 20th November 2018 and after detailed discussion it was resolved the parish council would push for reserved matters, condition 09 to be met in full (extract below). Normal school hours were determined as 8am-4pm – term time only. The need for condition 09 to be met in full was further stressed, as limited parking could result in a lack of larger-scale hiring thus reducing the building's viability as a village asset.

It was noted the lower school used their facilities out of normal school hours (including a scheme used by Autism Bedfordshire) and on those occasions, it was hoped the car park could be cordoned off as necessary, to accommodate those vehicles.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by majority vote. BBCllr/Cllr Wheeler abstained from voting.

Cllr O'Dell then stated the fire reports had highlighted serious issues missed by Salus – including a compromised wall between two sections of the building. Both Salus and Persimmon Homes should never have accepted those works. He

Appendix 10

reiterated again that the Bedford Access Group were likely to report Salus on those fire issues and also lack of any aids to communication. He strongly believed commuted money should not be used to remedy such issues and stated Persimmon/MiSpace should be urged to report Salus's failure to the Construction Industry Body also.

It was essential the residents of Wootton understood the delay was not caused by the parish council – who wished to take the community centre on and hand it over to a charitable trust. The building was simply not fit for purpose, but the parish council had to determine what was in the community's interest.

Cllr Lloyd confirmed his intention to include that information in his report for December's newsletter.

BBCllr/Cllr Wheeler stated it was a disgrace the building was essentially not fit for purpose and that Persimmon were willing to hand it over to the parish council in that state.

After detailed discussion it was resolved to write to Persimmon/MiSpace, making them aware of the parish council's concerns over fire safety concerns (reports to be included), plus the lack of aids to communication and requesting they respond before December's Full Council meeting and remedy all issues. A lack of response would indicate their culpability and would determine a Full Council vote in December 2018.

Proposed: Cllr O'Dell.

Seconded: Cllr Martin.

Resolved by all present.

Lastly – it was agreed to hold the first meeting of the (to be formed) charitable trust on Wednesday 5th December 2018 at 7pm – venue to be determined.

REPORT ON LAND TRANSFER AGREEMENT WITH PERSIMMON

Progress has been made in the past month. To recap –

The transfer will consist of three parcels of land –

a) The Community Centre. This will come with a commuted sum of £75000 plus £2500 for kitchen fit out.

b) Two sports pitches. This is subject to the Phase 5 S106 agreement which specifies a commuted sum of £243903.60 on transfer. (Note that this £243K is subject to the agreement being in place before April 2019.)

In addition another commuted sum for maintenance of the Adult pitch for 4 years (£6361.36) and the Junior pitch for 20 years (£12219.20) will be payable

c) A Multi User Games Area (MUGA). Associated with this is a commuted sum of £26446.28 which Persimmon have already lodged with Bedford Borough Council.

In total the sum payable will be £366430.44.

The attached map shows the three parcels of land etched in red. The Green hatching show the Access rights over the School land. Persimmon has requested that we invoice them for £339984.28 (to be handed over when the transfer document has been signed). After consulting our solicitor we are waiting for her to give the go ahead to raise the invoice.

The current situation is as follows –

a) LEGALS

Our solicitor has been on holiday for two weeks (!!) but hopes to send transfer documents to us in the next few days. Apart from a water meter reference she believes she has all the required information.

b) COMMUNITY HALL - FIRE SAFETY MATTERS

At the October Full Council meeting it was agreed to commission a Fire Door inspection and a Fire Risk Assessment. This has been done and the reports attached. Although some of the content is disappointing the objective of carrying out this work has been achieved. We now know that when the remedial work is done the Community Centre will be safe to use from a Fire Safety point of view.

The Fire Door remedial work has been quoted for, we are awaiting a quote for the FRA remedial work. When this work is done, who does the work and who pays for the work has to be determined and will be discussed at Full Council.

Points to consider are

i) If Churches Fire (FSS) do the work then there will be no need for retests.

ii) Mi-Space (and hence Persimmon) will point to Building Regulations having been approved so they consider that the building is OK.

Councillors should consider either agreeing to fund this work using the money from the £243K commuted sum that comes with this deal or trying to get Mi-Space/Persimmon to do the work before WPC take over the building. The former option will move matters forward and enable WPC to take over the building sooner. The latter will delay progress and may jeopardise the whole deal and the £243K windfall.

c) COMMUNITY HALL - HEARING AID LOOP

Councillors will have seen emails from Cllr O'Dell concerning the building inspectors SALUS who signed off on the Building Regulations. They have said that the Hearing Aid Loop equipment is to be specified by the end user. Although they have been reported to the Construction Industry Body it is expected that there will be no action taken on our particular case. Councillors should again consider agreeing to fund the Hearing Aid Loops from the pot of money to be received or trying to get Mi-Space/Persimmon to do the work before WPC take over the building with the consequences as outlined above.

d) SPORTS PITCHES

The position is the same as reported last month -

a) It is understood that TCL, the providers of the pitches to Persimmon, are doing remedial works on the pitches to bring them up to FA standards. They will be maintaining the pitches until September 2019 at which point the Parish Council will

take over the maintenance. This will not stop the land transfer agreement going through (or WPC receiving the commuted sum)

b) It is unlikely that we will be able to use the pitches for formal games before September 2019.

c) Questions. Do we need to have a mechanism in place to ensure FA standard is met in September 2019?

Although no formal use of the pitches will be possible, informal play by residents will happen because the pitches will be open to all. What happens about this?

It is planned to inspect the pitches within the next two to three weeks with Persimmon ready for handover.

e)MUGA

The lighting has been wired up to the Plant Room. It is planned to inspect the MUGA within the next two to three weeks with Persimmon ready for handover.

The clerk is chasing the Borough Council to make arrangements for the £26K commuted sum to be transferred to the Parish Council when (if) the land transfer takes place.

f)CAR PARKING ISSUES

The Chairman, the clerk and I met with Borough officers and the Lower School Head and Chair of Governors to discuss shared parking arrangements. A Planning condition for the School states that 'the car parks should be available for use by community hall users outside of normal school hours including out of term time'. There is a follow up meeting next week.

g)NEXT STEPS - SETTING UP OF CHARITY and COMMITTEE TO RUN THE COMMUNITY CENTRE

It was agreed at the October meeting that steps would be taken to set up the charity and that there should be a meeting of individuals who may be willing to be on a committee. There have been delays in doing this, but these actions must proceed very quickly as it appears that the transfer could go through soon, subject to councillor agreement.

h)NEXT STEPS - FITTING OUT OF COMMUNITY CENTRE

It is anticipated that there is a lot of work to get the Hall up and running— probably beyond the capacity of the clerk and councillors. It is suggested that consideration should be given to contracting out to a person with experience running a large community hall (if one can be found). The job would essentially be to scope what is needed to run a hall with a capacity of 250 and recommend what systems need to be put in place.

Bob W 12/11/2018

**EXTRACT FROM THE TOWN AND COUNTRY PLANNING GENERAL DEVELOPMENT PROCEDURE ORDER APPLICATION NO:
14/00880/MAR**

Within six (6) months of the first occupation of the school building a joint car parking use scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall apply to the forty three (43) staff and visitor parking spaces with the school site and shall confirm arrangements for use of the parking spaces by users of the community hall outside normal school hours including out of term time. The scheme shall be implemented no later than three (3) months from the date of its approval and shall be complied with for the duration of the use of the development unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure the provision of sufficient parking facilities to serve the community, to protect the amenities of neighbouring residents and to accord with Policy CP21 of the Bedford Borough Core Strategy & Rural Issues Plan 2008.