



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 12th December 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), Bygraves, 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)	Cllr Lewis.			
Agenda no	Agenda item title	Resolution	Action	Power
FC18/304	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/305	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler declared a local interest in agenda item FC18/329 and stated he would only act in his Borough Councillor capacity to offer any advice and would not take part in voting.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC18/306	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.	N/A.	Localism Act 2011, Ch 7, s33.
FC18/307	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. No further comments received.	Clerk to keep on file.	N/A.

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	To receive crime figures for November 2018. (Appendix 1a).	No further comments received.	Clerk to keep on file.	
FC18/308	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.
FC18/309	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 14th November 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 31st October 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Pavements Safety Steering Group meeting held on 19th September 2018.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr BBCllr/Cllr Wheeler. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC18/310	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 December. 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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	• FC18/303 + FC18/329 – Community Centre at Berryfields. Refer to agenda item FC18/329. • 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) – now due January 2019. • FC18/301 – Allocation of s106 monies (Developer Contributions). All ideas for sports facilities to be submitted to the Clerk. The Clerk is awaiting confirmation on whether this money can be used in part to resurface the Memorial Hall Play Area. • 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			
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	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 + FC18/326 – 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. Refer to agenda item FC18/326. • 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. • 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. • FC18/272 – 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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	- FC18/295 – The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: •Bedford Road – from Cause End Road to Elmsdale Road; •Cause End Road – from Lorraine Road to Tithe Barn Road; •Cranfield Road – area just past the double mini-roundabouts. (Fields Road is already scheduled for resurfacing in 2019).			
FC18/311	Chairman's report – for information only.	Cllr Lloyd confirmed two meetings to determine the charitable trust for the Community Centre, and how it would operate, had been held and good progress was being made. The next meeting would take place at the centre on Tuesday 8 th January 2019 at 7.30pm. A Google Drive was being created to share information and the Clerk agreed to circulate the contact email list to all members.	Clerk to take forward.	N/A.
FC18/312	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).	The meeting scheduled for the 21 st November 2018 was cancelled due to lack of business, however it was noted a Neighbourhood Plan exhibition was expected to take place in Spring 2019 ahead of the anticipated Summer 2019 referendum. An initial first Neighbourhood Plan draft was anticipated from APC Planning (Sally Stroman) before Christmas 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/313	To receive a report from the (Executive) Planning & Environment Committee. (Appendix 4).	Although the Committee was an executive committee, Cllr Quirk wished to draw attention to one agenda item which had recently been discussed regarding plot "creepage". After detailing the ongoing situation it was resolved to accept the report without amendment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	N/A.

FC18/314	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Pavements Safety Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	A number of outstanding issues were due to be chased by BBCllr/Cllr Wheeler during his visit to Borough Hall on Friday 14 th December 2018. Resolved to receive, review and adopt the report and accept all recommendations without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/315	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, however Cllr Lloyd confirmed works had been delayed due to adverse weather conditions. The anticipated finish date was now mid-January 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/316	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).	Cllr Martin confirmed she would project manage the Village Entrance Signs which at this stage would be Keeley Lane only – once the flower bed in front of the sign along Bedford/Wootton Road had been added (Bedford Borough Council would need to be consulted once the plan/quotation had been received – BBCllr/Cllr Wheeler confirmed he would speak to a highways engineer). A small consultation would then take place in the Wootton newsletter to determine the style of sign (if any) for Keeley Lane. The Clerk was asked to amend the detail for the Community Centre lease agreement with regard to billing the charity. Average Speed Cameras were now expected to total £220k. A new project for the 4g synthetic pitch was needed – this would be project managed by Cllr Bygraves. Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler.	Managers and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC18/317	To receive, review and adopt all Risk Assessments for 2018-19, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 8).	Resolved to receive, review and adopt 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.
FC18/318	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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file	Governance and Accountability For Smaller Authorities in England 2018.
FC18/319	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.
FC18/320	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2018-19, to date and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/321	To consider a response to Bedford Borough Council in relation to its Capital Programme 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 O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/322	To appoint a member(s) to take over duties currently undertaken by the chairman as part of the production of the quarterly Wootton newsletter or to consider outsourcing those duties and to resolve a suitable course of action.	After detailed discussion it was resolved to take this agenda item to the Finance & General Purposes Committee for it to determine the appointment of an assistant to take on this role and possible additional tasks currently being undertaken by the Clerk – report to be taken to February's Full Council for discussion. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk and F&GP members to take forward.	Localism Act 2011, Ch 1, s1-8.

FC18/323	To approve the retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Resolved to retain Regeneration Positive's services until end of March 2019. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/324	To receive and approve a recommendation from the Finance & General Purposes Committee that Messrs Keens Shay Keens Ltd be appointed as the internal auditor for Wootton Parish Council and to resolve a suitable course of action.	Resolved to approve the committee recommendation without further amendment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/325	To receive and approve a recommendation from the Community Infrastructure Levy (CIL) Working Group in relation to the first round of proposed projects to utilise CIL funding and to resolve a suitable course of action.	Cllr Lloyd confirmed the evidence base for Average Speed Cameras came from recent Neighbourhood Plan Questionnaires and provided a robust indication they were wanted in the village. After detailed discussion it was resolved to approve the committee recommendation without further amendment and take all three projects forward. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by majority vote – Cllr Wallace did not take part in voting.	Clerk to take forward	CIL Regulations 2010 and subsequent.
FC18/326	To receive and approve a draft Service Level Agreement between Wootton Parish Council and Apex Multisports LLP in respect of proposed sports activities during 2019 and to resolve a suitable course of action.	Resolved to approve the draft Service Level Agreement without further amendment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/327	To receive, review and adopt the Risk Assessment and Review of the Effectiveness of the System of Internal Control as completed to date for the financial year 2018/19 and to resolve a suitable course of action.	Resolved to adopt the Risk Assessment and Review of the Effectiveness of the System of Internal Control to date without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/328	To consider ongoing preparations for the 2019/20 budget (including projects not covered by CIL funding), ahead of the	The Clerk was requested to add the following budget headings and note the following:	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

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	precept demand to Bedford Borough Council (January 2019) and to resolve a suitable course of action.	• £2k for an outdoor cinema; • £2.5k to enhance the Christmas display; • £1k contribution towards the addition of sensor lighting along the village hall pathway (closest to Old School Gardens). Any excess to be met from the small grants and donations budget heading. Cllr Wallace agreed to request the village hall committee consider their own contribution at their committee meeting in January 2019; • A further addition to the budget heading to extend the Christmas lights was not approved – it was agreed to only consider a further extension at the end of the existing three-year contract; • Carry forward a recommendation made by the Finance & General Purposes Committee to increase the precept by 2.5%, to January's Full Council meeting (pending the annual financial information received from Bedford Borough Council). Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.		
FC18/329	To receive a report from Cllr Wallace regarding the community centre and to resolve a suitable course of action.	Cllr Wallace provided the latest background and updates regarding all legal matters following his recent communications with Hegarty Solicitors LLP and Persimmon Homes. The TP1 document (transfer document) had been signed by Persimmon and was en route to the Clerk. It was noted the Clerk's name had not been added to the document – it was currently detailed as Cllrs Lloyd and Wallace. Cllr Wallace had enquired whether his details could be crossed out and replaced with the Clerk's and that answer was awaited. All other information had been amended and was	Cllrs Bygraves, O'Dell and Wallace and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		considered correct and Hegarty's Report on Title & Contract raised no concerns. Persimmon were due to pay for remedial works to the fire doors, plus a sum of £5k to help with the installation of aids to communications. Cllr O'Dell confirmed he would obtain further quotations for the latter and a demonstration would be arranged – Councillors, Clerk and Charitable Trust members would be invited to attend. The parish council would also oversee the installation of air conditioning units and Cllr Wallace confirmed issues regarding the alarm and lack of stone guards on the MUGA (Multi Use Games Area) lighting were being addressed. A stone pick for the pitches was being organised and TCL would cease pitches maintenance in Sep 2019. Concerns were then raised over the size of the pitches and the Clerk agreed to take that forward. The commuted sum (£347k including the remedial monies above) was expected at the end of December 2018, with completion on 2nd January 2019. An additional commuted sum of £26k for MUGA maintenance would be paid to the parish council once Bedford Borough Council had seen proof of transfer. Discussions then centred on how to pay for the building kit out – it was agreed to take this to the Charitable Trust for further discussion. The Clerk confirmed she was taking forward arrangements to have the community centre, sports pitches and MUGA added to the parish council's insurance schedule. After detailed discussion a proposal was made to formally agree to Wootton Parish Council being appointed as the management entity and owner of the community centre, two sports pitches and MUGA. Any two of Cllrs Lloyd, Wallace and the		
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		Clerk were authorised to sign the transfer document. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by all present. Cllr Wallace was thanked for his detailed efforts in bringing this issue to conclusion. Cllr Wallace then stated the shared car parking arrangements were still being drafted by Bedford Borough Council and not likely to be received by the parish council until January 2019. The Clerk was asked to chase for that document. Cllr Bygraves confirmed he was working to create the charitable trust and lease agreement between them and the parish council.		
FC18/330	To approve payments as per the attached schedule(s) and to resolve a suitable course of action.  FC18-330.pdf	Resolved to approve all payments without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 10.00pm.

Borough Councillor Update – December 2018**Local Plan 2030**

The Mayor's Executive approved its final Local Plan for submission, determining sites for housing and employment growth to the year 2030, at its meeting on the 5th December. The report was then debated with a vote of all councillors at a meeting on the same evening.

At the Executive's meeting in May 2018 it was recognised that the proposed Colworth Garden Village, adjacent to Sharnbrook and Souldrop, could not proceed because it was too close to the Santa Pod Raceway. Colworth was expected to contribute 2500 new homes to the year 2035 and up to 4500 thereafter.

The Local Plan period was subsequently reduced from the year 2035 to 2030, thus lowering the housing need figure, and was subject to a new public consultation from 18th September – 30th October. The final allocations are set out in the below table, taken from the report:

Policy 3S – Amount and distribution of housing development	
A minimum of 3,636 new dwellings will be allocated and distributed as follows:	
i.	Bedford urban area: 2,532 dwellings (of which 1,785 dwellings will be delivered by 2030)
ii.	Urban extensions: 210 dwellings
iii.	Stewartby strategic brownfield allocation: 1,000 dwellings (of which 100 dwellings will be delivered by 2030)
iv.	<i>Criterion deleted</i>
v.	Key service centres: 2,000 dwellings
vi.	Rural service centres: 260 dwellings
In the settlements listed below, it will be necessary to identify sites to meet the following levels of development, generally in and around defined Settlement Policy Area boundaries. Other than in Roxtan, all sites will be allocated in Neighbourhood Development Plans:	
i	Bromham – 500 homes
ii	Clapham – 500 homes
iii	Great Barford – 500 homes
	Sharnbrook – 500 homes
iv	Carlton – 25-50 homes
v	Harrold – 25-50 homes
vi	Milton Ernest – 25-50 homes
vii	Oakley – 25-50 homes
viii	Roxtan – 25-50 homes (see Policy 28)
ix	Turvey – 25-50 homes
	Willington – 25-50 homes

Colworth's absence means that consideration was given to alternative options; this included the viability of the proposed Garden Villages at Thurleigh Airfield, Twinwoods and Wyboston which have been rejected for a variety of reasons. It is not clear why the Stewartby option has been reduced; that is a brownfield site and capable of taking 1000+ homes, not just the 100 it has been allocated. This rejection of a brownfield site and at the same time the selection of yet another greenfield site in Sharnbrook for 500 houses is not easily explained and is almost certain to be challenged.

Because of the shortened time period, the Local Plan is going to be subject to early review to take account of the strategic implications arising from the 'Oxford – Cambridge Arc' and associated developments. As a consequence, and in the light of planning guidance, the need to identify sites for Garden Villages will mean continued speculation and developer pressure.

Appendix 1

The Local Plan will now be submitted to the Planning Inspectorate for examination. The role of the Planning Inspectorate is to make comments and, where appropriate, suggestions for modifications so that the Local Plan complies with national policies and legal requirements. Local authorities are not obliged to take on board the views of the Planning Inspector, but doing so could ensure the Local Plan is deemed to be 'sound' should it be subject to challenge from developers in the future. Depending on the workload of the Planning Inspectorate at the time of submission, it may take several months for the Council's Local Plan to be reviewed.

Bedfordshire Police Funding Boost

Bedfordshire Police has received a special £4.57m grant from the Home Office in response to 'exceptional' demands placed on the force by gangs engaging in violent crimes. It will cover the cost of 'Operation Boson'; Bedfordshire Police's response to gang, gun and knife crime.

School Cameras

It has been proposed that the Council allocates a sum of £650k, from a predicted underspend on this year's budget, to purchase 38 cameras to enforce parking restrictions outside of schools as a means of improving safety. The maintenance costs will be covered by the income from fines issued.

Flu Vaccine

The Council is reminding those aged 65+ that they should contact their GP to receive a flu vaccine. Last year 8524 people did not have the vaccine and it has been highlighted that some of those would have subsequently needed treatment over the winter months.

Winter Maintenance

The Council's website provides updates on winter maintenance, including gritting operations. It also notifies residents of changes to school and adult services transport, bus services and waste collections. See <http://apps.bedford.gov.uk/winterupdates/>

Christmas Shopping

Late night Christmas shopping on Thursday evenings in Bedford town centre began following the 22nd November Christmas lights switch on. See <https://www.lovebedford.co.uk/christmas.php> for further details

I would like to take this opportunity to thank members of WPC for all their hard work this year and support plus the odd moan they have given me this year. As I often point out I work with the WPC not for the BBC and sometimes I have to see both sides and act accordingly but with the best for Wootton always in mind.

A special thank you to Sue and Gareth for their hard work and keeping me busy and for Stuart for our morning chats at Borough!

Appendix 1

Con	Wootton - MWF239 - Cllr Wheeler	Wheeler		
Project No	Project Title	Committed	Spent Y/N	
3469JW	Wootton Lower School - funding for vulnerable children of families living in Wootton	1,000.00	Y	
3483JW	Bizzy Bees Pre-School - light sensory equipment	1,000.00	Y	
3494JSW	Funding for musical instruments for the 1st Wootton Boys and Girls Bridgade	1,800.00	Y	
3498JSW	E-Safety Event at Wootton Lower School	940.00	Y	
3558JW	Providing safe storage for equipment for the Wootton 1st Brownies	700.00	Y	
3576JW	Planting Bulbs on Fields Road roundabout, Wootton	500.00	Y	
3580JW	Bus Shelter seating in Wootton	1,500.00		
3634JW	To provide a light and sound area for Pre-School children at Wootton Lower Pre-School	1,012.03	Y	
3665JW	Part funding of equipment for a forest school at Wootton Lower School	1,058.84		
3703JW	To provide a peace and reflection garden for students at Wootton Upper School	1,610.00		
				Allocated
				Remaining
Total		11,120.87		11,454.64 333.77

I would like to wish you all a lovely Christmas and a prosperous new year.

BBCllr Wheeler
December 2018

FC 18/307a Nov 2018					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/38247/18	Assault occasioning actual bodily harm (ABH)	17/11/2018	Arthur Black Way	NORTH-766	WOOTTON
40/40881/18	Burglary - Residential - Dwelling	23/11/2018	Cause End Road	NORTH-766	WOOTTON
40/37232/18	Harassment - Putting people in fear of violence	12/08/2018		NORTH-766	WOOTTON
40/38218/18	Harassment - without violence (course of conduct)	17/11/2018		NORTH-766	WOOTTON
40/34869/18	Other criminal damage, other (Under £5,000)	31/10/2018	Church Road	NORTH-766	WOOTTON
40/37271/18	Possession of offensive weapon without lawful authority or reasonable excuse	12/11/2018	Bedford Road	NORTH-766	WOOTTON
40/39156/18	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	21/11/2018		NORTH-766	WOOTTON
40/40479/18	Theft from a motor vehicle	27/11/2018	A421	NORTH-766	WOOTTON
40/36662/18	Theft from a motor vehicle	09/11/2018	A421	NORTH-766	WOOTTON
40/36251/18	Theft from a motor vehicle	07/11/2018	A421	NORTH-766	WOOTTON
40/34673/18	Theft from a motor vehicle	31/10/2018	A421	NORTH-766	WOOTTON
40/37240/18	Theft from the person of another	12/11/2018	Harris Way	NORTH-766	WOOTTON
40/35193/18	Threats to destroy or damage property	03/11/2018	Russell Way	NORTH-766	WOOTTON

FC18/308 Schedule of correspondence			
Date received	Type	From	Brief details
16.11.18	Newsletter	Campaign to Protect Rural England	Countryside Voice Newsletter Winter 2018
16.11.18	Newsletter	Campaign to Protect Rural England	Field Work Newsletter Winter 2018
21.11.18	Email	Campaign to Protect Rural England	Clean Green 2018 - the results are in
27.11.18	Newsletter	Bedford & Milton Keynes Waterway Park	Newsletter November 2018
30.11.18	Email	Bedfordshire Rural Communities Charity	E-bulletin November 2018

FC18/312

Neighbourhood Plan Steering Group Report

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

21st November 2018

Meeting cancelled due to lack of business.

FC18/313

Planning & Environment Committee Report

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

14th November 2018

Meeting cancelled due to lack of business.

28th November 2018

Report from outside organisations – for information only

Bedford Borough Council. Proposed temporary road closure – Hall End Road/Church Road. To facilitate the 2018 Bedford Harriers Half Marathon road race. The closure to facilitate this special event is anticipated to be in operation from 8.00am to 1.00pm on Sunday 2nd December 2018. Fuller details will be posted on the parish council's website.

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. That has now been confirmed as Greenbelt. Move to close.
- P18/111 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works.
- P18/112 – 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 has now placed all reserved slabs in place. Move to close.
- 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 Approvals (by Bedford Borough Council) – for information only

18/02327/FUL – Keeley Grange. Single storey rear sun lounge extension.
This council previously recorded **NO OBJECTION**.

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

18/01486/S73 – 41-43 Cause End Road. Variation of condition 1 to make amendments to plot 5 (Refurbishment and extension of the existing cottages and the construction of 3 additional detached dwellings, together with off-road parking, private amenity space and associated landscaping). Related to 17/00375/FUL.
This council previously recorded **AN OBJECTION**.

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

18/02259/FUL – Trieze, Cranfield Road. Erection of detached single-storey dwelling house following the demolition of a car port to existing bungalow.
This council previously recorded **NO OBJECTION**.

Resolutions

P18/262 – To receive a report from Cllr Quirk regarding the allocation and reservation of plots within Lorraine Road cemetery extension and to resolve a suitable course of action.

This agenda item was brought forward and heard after agenda item P18/253.

It was noted next of kin from both families were present.

A report was circulated ahead of this meeting and Cllr Quirk provided fuller information on the plot "creepage" situation which had resulted in one reserved plot being of a significantly reduced width.

Both members of the public were offered the opportunity to speak and after detailed discussion the following suggestions were made:

- Rather than taking up the reduced width reserved plot, it was possible for a second casket to be interred immediately on top of the relative interred alongside. The plot could be opened up as low as possible. It would be necessary for a concrete screed to be included before the soil was replaced, however Cllr Quirk confirmed he had spoken with a reputable grave digger who confirmed this was an acceptable practice;
- Plot E7 will be reserved and/or used as an alternative to plot D6.

Resolved that both suggestions be left on file for the time being, pending further talks with the next of kin. In the meantime, plot E7 will be reserved pending further information and it was noted no timescales would be enforced on the decision.

Cllr Quirk requested this agenda item be taken to Full Council given the extenuating circumstances.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

Both members of the public were thanked for attending and both subsequently left the meeting.

P18/263 – To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2019-20, ahead of finalising the precept demand in January 2019 and to make recommendation to Full Council as necessary.

No further capital or revenue projects were put forward and the annual expenditure budget headings (circulated ahead of this meeting) were noted.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

2nd December 2018

FC18/314**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 design plan. A request has been made for a temporary bollard to stop pedestrians running out into Potters Cross.	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				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. 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	
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				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> 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	
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				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. 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.	
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				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 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	
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				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 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. <u>21st November 2018</u>	
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				The member of the public present raised concerns that the works had not yet been completed, given it was now getting dark early. JW confirmed the plans had been signed off by BBC and that works would be completed by Christmas. JW thanked Thomas Emmett for his efforts in moving this forward and agreed to establish whether additional street lighting was being installed in that area. JW confirmed Potters Cross was detailed within the lower school's travel plan but it was not a safe route to school.	
Berryfields Estate (infrastructure).	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 needed to act quickly. Resolved to take this forward to Full Council for formal approval. Proposed: SO. Seconded: GL. Resolved by all present.	GL/SO. BBC/Persimmon.

				<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. <u>21st November 2018</u> No further update available.	
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. <u>21st November 2018</u> It was noted BBC would start works w/c 26th November to establish the cause of the leak which had been identified as a domestic water leak.	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 (12 th January 2018) that the limit was not yet enforceable, and that BBC would add repeater	BBC.

				signs to remedy that. Jon also confirmed the police would not support a reduction in speed limit in Wootton Green from 40MPH to 30MPH. JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018. Jon Shortland has agreed to install repeater signs. <u>18th July 2018</u> It was noted temporary repeater signs and street lights had been installed – the lights were not yet energised. <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. <u>21st November 2018</u> It was noted the lighting was still only energised in part.	
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	BBC/Developer.

				then flow across the development site to Fields Road and then to Elstow brook (as previously). JW, GL and SP would report back to this group after their meeting with Jon Shortland on 29th May 2018. Works are ongoing. <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. <u>21st November 2018</u> A pipe had been installed under Cranfield Road, but a new culvert was still required, and the area also needed resurfacing. Plans had been approved.	
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	BBC/Developer. GL.

⁶ Fields Road South

				remodel the area. JW agreed to ask the upper school to make students aware of the dangers in not paying attention. GL detailed two proposals for the area – squaring of the junction to slow traffic and the reduction in height or removal of the hedgerow alongside St. Mary’s cemetery extension (to be replaced with metal railings) which would increase pedestrian visibility from the entrance along Cause End Road. If feasible, it was hoped s106 developer contributions could be used to finance either proposal. Both proposals would be raised with Jon Shortland on 29th May 2018. Jon agreed to take the proposals forward. BBC have confirmed the hedgerow’s height can be reduced and 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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				<u>21st November 2018</u> JW confirmed the proposed works were with BBC to take forward, however their focus was presently on Cranfield/Fields Road.	
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	Goodmans/BBC. WPC/BBC/GL.

				differentiate between cycling/pedestrian areas, perhaps with different coloured surfaces. JW had received confirmation from BBC they will either fence or infill the ditch near Monoux Road. <u>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. It was understood HGV drivers should radio ahead for site access – this clearly was not happening. The	
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				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. 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.	
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				<u>21st November 2018</u> JW confirmed pavement widening works would be completed by Feb 2019 with shared access, rather than segregated areas for pedestrians and cyclists. It was noted those driveways with works already carried out would reduce the width in places. GL queried the possibility of preventing vehicles being parked on the pavement once widened. (At the end of the meeting TI detailed how Luton Borough Council were using PSPO legislation (relating to anti-social behaviour) for similar situations. It was noted a bus stop would be added outside the doctor's surgery and that the pavement outside the bpha care facility and crossing near Monoux Road were due for completion in Mar/Apr 2019. Once all works were completed Fields Road would then be resurfaced. JW confirmed he would establish the long-term plans for the bus service, as the Fields Road South development comes forward. <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	
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				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. <u>19th September 2018</u> SP agreed to chase the feasibility study with Jon Shortland at the meeting on 25th September 2018. <u>21st November 2018</u> It was confirmed JW and SP were meeting with Allan Burls (Principal Project Engineer, Highways & Drainage, BBC) on 28th November to discuss a feasibility study. SP reiterated any proposal would be funded using CIL monies.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mepham Road, Neale Way and Sherwood Close.	Residents.	Ongoing.	Not yet identified.	WPC had in the past issued advisory tickets to cars parked on the pavement, but the issue continued in several areas. Parking restrictions required a Traffic Regulation Order to implement and BBC to enforce. Suggestion was made to trial single white (advisory) lines as seen along Ridge Road, to see if that had a positive impact. SP had been informed of issues in Sherwood Close – resolved to take this to Full Council	SP to write to Tesco. Not yet appointed.

⁷ Community Infrastructure Levy
Full Council Minutes 12th December 2018

(To include also the pavement by the Legstraps PH) and issues within “Little Wootton”.				for inclusion as a project and suggest that area, alongside Mephram 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 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.	
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				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 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,	
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				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. 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. <u>21st November 2018.</u> SP detailed the response from Tesco. One Stop had been asked to paint parking bays in its car park at the front of the shop and Tesco had confirmed no deliveries should take place before 7am or after 7pm. All present were asked to monitor the situation as breaches could be reported to Tesco. SP confirmed she continued to chase BBC for further advice on how to take the advisory white lining	
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				forward – for Keeley Lane, Mepham Road and Sherwood Close. TI explained in detail how Luton Borough Council were using Community Protection Notices, under Section 53 of the Anti-Social Behaviour, Crime and Policing Act 2014 to stop behaviour considered detrimental to the local area and/or having a negative impact on the local community's way of life. This could be used to counter parking on pavements – a warning would initially be given, followed by a notice if parking persisted, and ultimately a fine of £2.5k. It was understood this would fall under the remit of the BBC's Community Safety Department and SP agreed to investigate further.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school.	Gerald Bygraves (non-committee member).	Jan 18.	£60k and £10-£12k.	JW, GL and SP met with Jon Shortland 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. <u>21st November 2018</u> It was noted Melanie MacLeod (Manager for Transport Policy, BBC) had confirmed a scheme for Bedford Road would be recommended for inclusion within their Integrated Transport Programme for 2019/20. WPC's agreement to make a financial contribution had been noted. JW noted proposed resurfacing works along Bedford Road, between the Cause End Road junction and Elmsdale Road could impact on delivery of the island near the Manor Road flats.	
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).	Not yet appointed.

				The preferred speed restriction for Wootton was Average Speed Cameras (ASC's). It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. AP recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it must be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were 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	
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				Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's john.loughlin@bedfordshire.pnn.police.uk Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment. SP received figures from John Loughlin which included data for Fields Road, Keeley Lane and Church Road. However, John had stated the police placed boxes in situ to cover speed complaints – it was for BBC to collect data for ASC projects. It was recognised Fields Road and Keeley Lane were speeding hotspots – agreed to ask Speed Watch to focus on both areas and leave the issue of ASC's on file for the present time. Further agreed to include an article in the December Wootton Newsletter reinforcing the need to comply and stick to the speed limit – including the statistics provided by John Loughlin. Further agreed SP would obtain costings for Speed Indicator Devices (SID) – for all village entrance points. Average Speed Cameras could now still be an option following BBC's decision to grant permission for the Marston Vale Innovation Park. Costings for SID's are 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	
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				made it difficult to budget for other projects (including findings from the Neighbourhood Plan Questionnaire). It was noted (17th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known. <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. <u>21st November 2018</u> GL confirmed he had met with BBC who were in the process of going to tender to appoint a contractor to install ASC within a number of parishes. If Wootton expressed an interest also, it could help drive the cost down. GL stated BBC would project manage the entire scheme if it went ahead. Potentially four pairs of cameras would be needed for Bedford, Cranfield and Fields Road, and possibly Keeley Lane also. SP again noted if the project went forward it would be funded using CIL monies.	
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				It was agreed to seek up to date speeding figures once Fields Road had been resurfaced.	
Wootton Village Entrance Sign (Cranfield Road).	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. <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 25th September 2018. <u>21st November 2018</u> JW to chase again.	BBC/Developer.

FC18/315

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

FC18/316**Project Action Plan**

Priority	Action	Timescale	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
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	Cllr Bygraves

							those booking the hall will be resolved at Full Council. Charity to meet income targets set out by the Parish Council	
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. Persimmon have now agreed to contribute £5k towards the cost of installing aids to communication	Cllr O'Dell
High	GDPR					£2,000	Procedures and policies have been finished. Agendas and other sensitive documents are now retrieved directly from the parish council website and all documents are correctly marked with GDPR information. Investigating domain name WoottonPC.gov.uk for email addresses	Cllrs Lloyd and Martin
Low	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	Recommendation made to resurface the grassed play area to make it fit for use all year round & to ensure it meets	Cllr Hensher

						£32,300 for wet pour within the entire play area	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. Currently awaiting confirmation from Bedford Borough Council on whether s106 funding can be used in part. Refer to agenda item FC18/325	
	Neighbourhood Plan			£8,000	£17,743.18		An additional £8,000 grant has been secured	Cllr Hensher
	Noticeboards		£0	£0	£500	£500		Clerk
	Jubilee Garden Playground extension			£106,00		£106,000	Works are ongoing and should be completed before Christmas 2018	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. Refer to agenda item FC18/325	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	Cllr Quirk

							to the number of parish/town councils wishing to do the same	
	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 – various locations				£20,000	£20,000	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. Designs to be submitted after the Wootton Road/Bedford Road sign has been cleaned and re-touched and the flower bed installed	Cllr Martin

FC18/317**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	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			

⁸ Wootton Parish Council
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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 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.

FC18/319

Please visit the following link:

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