



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 13th February 2019 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	One representative from GrantScape was in attendance to deliver a brief presentation (agenda item FC19/041). The chairman proposed this agenda item be heard after agenda item FC19/026 and this was resolved by all present. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Martin, Noakes, O'Dell, Quirk and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/024	Apologies for absence. Cllrs Gibbons and Wallace. The Clerk and Responsible Financial Officer(Sue Playford) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/025	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/026	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.
FC19/027	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 January 2019.	The report was circulated ahead of this meeting. No further comments received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.

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	(Appendix 1a).			
FC19/028	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). To include correspondence relating to a recent Rookery South ERF Community Liaison Panel Meeting (14th January 2019). To include correspondence relating to a recent Watch Schemes Meeting (29th January 2019). To include correspondence relating to the Wyboston Garden Village proposal.	No further comments received.	Clerk to keep on file.	N/A.
FC19/029	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9th January 2019. 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 28th November 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group 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 21st November 2018.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell 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).
FC19/030	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	No further comments received.	Clerk to keep on file.	N/A.

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	(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 agreed the direction of Bedford Borough Council’s revised plan (now 2030) at a meeting on 5th December 2018 and the reduction in length will reduce their housing need figure. • FC19/021 + FC19/045 – Community Centre at Berryfields. Refer to agenda item FC19/045. • 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. The clerk has requested an update from BBCllr/Cllr Wheeler. • 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. Street lighting is only illuminated in part which means the 30MPH speed limit cannot be legally enforced. The village entrance sign has not yet been repositioned – this is the			
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	responsibility of Bedford Borough Council. The clerk and BBCllr/Cllr Wheeler continue to chase for these works to be completed. • FC18/326 + FC19/048 – Apex360. Refer to agenda item FC19/048. • 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. The lectern is now in situ – 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. Bedford Borough Council have confirmed both proposals are being considered but timescales are not yet known. The clerk and BBCllr/Cllr Wheeler continues to chase for a further update. • 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. • FC18/295 – Areas of road requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration:			
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	• 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). • FC18/325 – Community Infrastructure Levy (CIL) projects. Resolved 12th December 2018 (FC18/325) to take forward all three projects as follows: ▪ Average Speed Cameras; ▪ Memorial Hall Play Area Upgrade; ▪ Real Time Bus Passenger Information. • FC19/018 – Land at Berry Wood. Margaret Birtles, Manager for Asset and Estate Management Economic Growth and Property, Bedford Borough Council attended Full Council on 9th January 2019 to deliver a presentation and request ideas on the future management of land at Berry Wood, currently owned and maintained by the Borough Council. Ideas were submitted and further feedback from Bedford Borough Council is awaited. • FC19/020 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park are ongoing.			
FC19/031	Chairman's report – for information only.	Cllr Lloyd reported the parish council wished to pass on condolences to the caretaker for the loss of her father and the clerk for the loss of her mother.	N/A.	N/A.
FC19/032	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC19/033	To receive a report from the (Executive) Planning & Environment Committee. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC19/034	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the report without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/035	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 it was noted the installation was complete, subject to minor snagging. It was noted the Clerk needed to forward Caloo's invoice to Veolia, to comply with the funding agreement.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/036	To receive, review and adopt the (Full Council) 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).	Resolved to receive, review and adopt the Project Action Plan with amendments noted in red. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Managers and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/037	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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/038	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.	No bank reconciliations were available.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/039	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	No receipts and payments were available.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/040	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.	No Income & Expenditure or Earmarked Reserves reports were available.	N/A.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/041	To receive a brief presentation from Tina Knibbs, Marketing Manager, GrantScape, regarding the Rookery South	Tina introduced herself and explained GrantScape's role in managing the "compensation	Clerk to keep on file.	Stakeholder Consultation.

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	Community Energy Initiative and to resolve a suitable course of action.	scheme” initiative. Any resident applying would receive £60 per year (10% of an average electricity bill) index-linked for the next 35 years (starting when the plant opened). To qualify, residents had to register for the scheme by 28th June 2019 and paid an electricity bill on a Wootton property (or within the seven other eligible parishes) by December 2018. Registration opened next week and could be completed online, at the drop-in sessions or via the post. GrantScape would be responsible for holding all data and would pay all who qualified for scheme when paid themselves by Covanta. It was noted any issues or complaints should be addressed directly to GrantScape. Tina was thanked for her presentation and then left the meeting.		
FC19/042	To consider a response to East West Rail regarding a propose route option between Bedford and Cambridge as part of the new rail connection between Oxford and Cambridge and to resolve a suitable course of action.	Resolved to note for the files but to make no further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/043	To consider a response to Bedford Borough Council in relation to the proposed bus route 53 through Wootton and to resolve a suitable course of action.	It was noted the route preferred by BBC was for buses to travel down Church Road, turn right onto Cranfield Road, then left into the new development. The bus would continue its route through the Fields Road South development over the roundabout stopping at the Harris Way bus stop. From there, the bus would travel back to Fields Road and up Church Road. It was noted the wide left kerb adjacent to the Fields Road mini roundabout was forcing buses turning left into the oncoming lane, to manoeuvre the corner. BBCllr/Cllr agreed to investigate reducing that kerb to allow better access for traffic.	Clerk to keep on file.	Stakeholder Consultation.

		It was also noted two Real Time Bus Passenger Information systems would be installed as part of developer works – one at Harris Way and another either within the Fields Road South development or Fields Road. Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC19/044	To consider a response to the Office of the Bedfordshire Police & Crime Commissioner in relation to a request to fund a PCSO to police within the local area and to resolve a suitable course of action.	It was noted this proposal was for a single year only, with no ongoing provision. The parish council could then receive a large bill for an ongoing PCSO or the PCSO could be made redundant. Crime figures within the village were low and with that in mind, plus the limited powers a PCSO had and the limited amount of time they would actually be in the parish it was resolved to decline the request. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/045	To receive a report from Cllr Lloyd with regard to the Community Centre and to resolve a suitable course of action.	Cllrs Bygraves and Quirk agreed to stand as parish council representatives on the charitable trust. The purchase of hand dryers costing £210 each (with a five year guarantee) was approved, alongside their installation. The purchase of cleaning products was also approved, however anything costing over £100 would be purchased by the parish council in order to recover VAT costs. The charitable trust would receive £20k in the first year to kit out and run the community centre. An £800 float would be approved once a bank account was open. The parish council office window would be replaced with a smaller one-way window and an	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		intercom installed on the outside of the building, to enable visitors to contact the clerk. Signage would also be required to ensure visitors knew who to contact for bookings (not the clerk). CCTV would be installed inside and outside the building, with a screen in the office. Suitable signage would be required. Broadband would be installed when the office was kitted out. The MUGA (Multi Use Games Area) would fall under the Charitable Trust's remit, with signage to reflect the same. The floodlights were currently set to come on at dusk and go off at 9.30pm. Cllr Bygraves would meet with Bedfordshire FA on Monday 18th February 2019 to inspect the sports pitches – ahead of further contact with Persimmon. The car park lease required a further meeting to move it forward. Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC19/046	To receive a report from the clerk regarding investments to be made on behalf of Wootton Parish Council and to resolve a suitable course of action.	Agreed to carry this agenda item over to the next Full Council meeting to ensure the clerk was present to answer any queries.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/047	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to continue with Bespoke Media for all services. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/048	To receive documentation from Apex 360 in relation to their proposed Easter 2019 Holiday Camp at the Community Centre and to resolve a suitable course of action.	Resolved to accept the documentation and for Apex 360 to push forward with the Easter event. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC19/049	To review the discussion of agenda items prior to council meetings and to resolve a suitable course of action.	Resolved that discussions be allowed outside of meetings under the Localism Act. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by majority vote.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 9.24pm.

Borough Councillor Update – February 2019

Council Budget

The Borough Council's budget is to be debated and voted on at a meeting of councillors on the 6th February. It includes plans to increase Council Tax by 1.49%, with an additional 1% for the Adult Social Care precept; a £36.63 per year rise for the average Band D property.

Demand for adult social care continues to be one of the main pressures on the Council's revenue budget, with spending rising in this service area to just under £52m in 2019/20. There is, therefore, a need for the Council to continue its savings programme, with £5.3m of efficiencies to be delivered next year. The total net revenue budget is £128.6m.

The Council also has a Capital Programme for 2018/19 – 2021/22 which covers spending on 'one-off' schemes. The total value across the 4 year period is £213.2m and includes projects such as the 'Transporting Bedford 2020' road decongestion scheme (£18.4m, with £15.5m being provided by the Government) and Wixams Railway (£27.4m, although this may be superseded by the East West Rail project).

East West Rail

A consultation has been launched on proposed routes for the central section of the East West Rail (EWR) scheme from Bedford to Cambridge.

EWR will enable a new train line between Oxford, Milton Keynes, Bedford and Cambridge, with the potential in the future to extend further to Norwich. It has been unclear for a number of years as to where the line will link with Bedford but the consultation has now provided some detail.

There are 5 options, 3 of which mention the use of an unspecified 'Bedford South' station, which could be the long-awaited Wixams station or an alternative site. Conversely, 2 of the options see the line going through the town centre and linking with the existing Bedford Midland station. For more details on the route options and how to respond to the consultation see <https://eastwestrail.co.uk/haveyoursay>

Parish Police Community Support Officers

Bedfordshire's Police and Crime Commissioner (PCC), Kathryn Holloway, has written to parish councils offering them the opportunity to fund a Police Community Support Officer (PCSO) to serve their communities. The cost of providing a PCSO would be £31,200. For more details see <https://www.bedfordshire.pcc.police.uk/>

Rough Sleeping

There has been a 33% reduction in the number of rough sleepers in the Borough in the past year following the provision of new services. The annual rough sleeper count which took place in November showed that there were 51 rough sleepers, compared with 76 in 2017.

Following the receipt of a £307k Government grant, support has been put in place through the recruitment of extra support staff and units of temporary and emergency accommodation. Support is also provided by a range of local organisations, with co-ordination through the Bedford Homeless Partnership. While the news of progress is welcome, clearly there is still a lot more to do. For more information see <https://bedfordhomeless.org.uk/>

Volunteers Needed to Support Children in Care

The National Youth Advocacy Service (NYAS) provides a network of volunteers to mentor and support children in care. NYAS is currently looking to recruit new volunteers as part of its Independent Visitor Programme.

The volunteers will receive training before being assigned to their young person. Volunteers act as positive role models by engaging them in new experiences, as well as sharing interests and hobbies. For more information email volunteers@nyas.net or call 0808 808 1001.

Alzheimer's Society Scheme

The Alzheimer's Society is publicising a new service in Bedford Borough. 'My Future Plans' provides one-to-one support for those who have been diagnosed with the disease and their careers to discuss future care arrangements. For further details call 01234327380 or email sam.marshall@alzheimers.org.uk

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/>

I will give you a verbal update regarding the Budget as this is being discussed this Wednesday and amendments have been put forward.

I am pleased to announce the plans have been approved for phase two of the Lower School at Harris Way; work will start soon for a September 2019 opening, also after a lot of long discussions and probing questions at Borough I am pleased to also confirm that a reasonable fit out fund will be provided to enable the children to have the latest I.T. equipment and facility's to aide S.E.N.D children.

Cllr John Wheeler
February 2019

FC 19/027a Jan 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/2668/19	Arson not endangering life	14/01/2019	Keeley Lane	NORTH-766	WOOTTON
40/3527/19	Assault occasioning actual bodily harm (ABH)	18/01/2019	Hall End Road	NORTH-766	WOOTTON
40/750/19	Assault occasioning actual bodily harm (ABH)	04/01/2019	Hall End	NORTH-766	WOOTTON
40/3520/19	Assault without Injury - Common assault and battery	18/01/2019	Hall End Road	NORTH-766	WOOTTON
40/3148/19	Assault without Injury - Common assault and battery	16/01/2019	Hall End Road	NORTH-766	WOOTTON
40/2686/19	Attempted Burglary - Residential - Dwelling	14/01/2019	Fletton Field	NORTH-766	WOOTTON
40/2695/19	Attempted Burglary - Residential - Non-Dwelling	14/01/2019	Hall End Road	NORTH-766	WOOTTON
40/2662/19	Burglary - Residential - Dwelling	14/01/2019	Fields Road	NORTH-766	WOOTTON
40/2625/19	Burglary - Residential - Non-Dwelling	14/01/2019	Fletton Field	NORTH-766	WOOTTON
40/5784/19	Harassment - without violence (course of conduct)	29/01/2019	Arthur Black Way	NORTH-766	WOOTTON
40/3359/19	Harassment - without violence (course of conduct)	17/01/2019	Halegate	NORTH-766	WOOTTON
40/1005/19	Sec 5 POA Harassment, alarm or distress	05/01/2019		NORTH-766	WOOTTON
40/5119/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	25/01/2019		NORTH-766	WOOTTON
40/4703/19	Theft from a motor vehicle	24/01/2019	A421	NORTH-766	WOOTTON
40/4262/19	Theft from a motor vehicle	22/01/2019	A421	NORTH-766	WOOTTON
40/1562/19	Theft from a motor vehicle	09/01/2019	A421	NORTH-766	WOOTTON
40/872/19	Theft from a motor vehicle	05/01/2019	A421	NORTH-766	WOOTTON
40/5202/19	Theft if not classified elsewhere	26/01/2019	Manor Road	NORTH-766	WOOTTON

FC19/028 Schedule of correspondence			
Date received	Type	From	Brief details
8.1.19	Email	Public Sector Deposit Fund	Factsheet
8.1.19	Email	Bedfordshire Police & Crime Commissioner	Bedfordshire OPCC newsletter January 2019
16.1.19	Email	Locality	Neighbourhood Planning Newsletter January 2019
30.1.19	Email	Bedfordshire Archives Service	Newsletter Issue 118 Winter 2019
1.2.19	Email	Bedfordshire Police & Crime Commissioner	Bedfordshire OPCC newsletter February 2019
2.2.19	Email	Campaign to Protect Rural England	Campaigns Update

FC19/032

Neighbourhood Plan Steering Group Report

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

16th January 2019

NP19/005 – Matters arising from the minutes – for information only.

- NP18/095 – Green Infrastructure Plan (GIP) Report. Resolved 31st October 2018 to endorse the report and make the same recommendation to Full Council.
- NP18/094 – Issues and Options Summary Analysis. Resolved 31st October 2018 to include the summary feedback with the Neighbourhood Plan Steering Group report for Full Council (14th November 2018) and to publish the information in full on the parish council's website.
- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP18/022 + NP19/010 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. Refer to agenda item NP19/010.
- NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019.
- NP19/009 – Site Assessment Work. Refer to agenda item NP19/009.
- NP18/079 – Additional Locality Funding. Additional funding has now been received. SP has contacted all parties in relation to the Village Design Statement and Habitats Regulations Assessment and will give a verbal update at the meeting. Move to close.
NP19/007 and NP19/008 – Landowner communication. Refer to agenda items NP19/007 and NP19/008.

Resolutions

NP19/007 – To receive a report from Regeneration Positive (Trevor Roff) with regard to a submission by Savills on behalf of the Crown Estate and to make recommendation to Full Council as necessary.

TR detailed the correspondence received from Savills which indicated their preparedness to work with the emerging Neighbourhood Plan and meet with this steering group in order to move their proposal forward (site 317 in part). It was pleasing to note a considerable area of land could be handed over to the parish council as open space (sites 317 in part and 311) – which would offer protection against development, thus meeting the wishes of the majority of residents who indicated the same during previous Neighbourhood Plan consultations. GL noted site 317 (Kempston Rural Parish) could lend itself to coalescence with Wootton at one point – it was hoped this could be prevented.

Site Assessment works were still needed, however SS confirmed there not too many technical constraints. It was suggested the open space areas once transferred, could potentially be leased to the Forest of Marston Vale and JW agreed to make preliminary enquiries with James Russell.

After further discussion it was agreed to hold a smaller meeting again with Savills to discuss their proposal in greater detail, however it was noted the steering group supported it in principle. TR agreed to take that meeting request forward and all present were asked to submit questions (including the mix of dwellings to be provided) ahead of the meeting. It was important the benefit in a small-scale proposal for site 317 in part was highlighted to residents, especially as the original call for sites referenced some 380+ dwellings. This could possibly be achieved via a mini-consultation or light exhibition.

For details of all sites please use the following link:

<http://edrms.bedford.gov.uk/PlanningBrowse.aspx?id=oVf6xSzlvctAjCg7ip88aw%3d%3d>

NP19/008 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/006) and to make recommendation to Full Council as necessary.

TR confirmed site 314 was no longer available for small-scale development. Three other landowners had provided indicative illustrative layout proposals and it was hoped the landowner for site 463 would do the same.

NP19/009 – To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) in light of agenda item NP19/006 and to make recommendation to Full Council as necessary.

Agreed to hold another closed meeting to discuss this agenda item further (to be arranged).

NP19/010 – To revisit an earlier resolution (NP18/022 – 28th February 2018) – that the proposal to extend Lorraine Road cemetery be added to the Village Facilities Theme Report and to make recommendation to Full Council as necessary.

SS confirmed she would review (and amend as necessary) both the Village Facilities Theme Report and draft Neighbourhood Plan.

NP19/011 – To receive and approve a Habitats Regulations Assessment Screening Report as drafted by Bodsey Ecology Ltd and to make recommendation to Full Council as necessary.

Site allocations were needed in order to progress the Habitats Regulations Assessment in full. SP agreed to inform Bodsey Ecology that could not be taken forward until the site allocation process was further forward.

NP19/012 – To receive a report from APC Planning (Sally Stroman) regarding the first draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

SS confirmed she was still working on the first draft and that significant issues were still to be resolved, including the Village Design Statement which had not yet been received.

SP agreed to invite Joff Duck (Building the Past) to a closed meeting to discuss his VDS in greater detail.

All present commented the initial draft was well presented and readable, thanking SS for her efforts to date.

NP19/013 – To determine next steps with regard to the Green Infrastructure Plan report and to make recommendation to Full Council as necessary.

It was noted the action plan within the report would feature as policies within the emerging Neighbourhood Plan.

NP19/014 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed Bedford Borough Council's Local Plan 2030 was submitted to the Secretary of State on 14th December and two inspectors had been appointed. TR added all due diligence had been completed by the borough council and the hearing would likely take place between now and August.

NP19/015 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further information/updates received.

**Sue Playford PSLCC
Clerk to the Council
3rd February 2019**

FC19/033

Planning & Environment Committee Report

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

9th January 2019

Meeting cancelled due to lack of business.

30th January 2019

Report from outside organisations – for information only

Highways England – A421 Trunk Road (M1 Junction 13 to Bedford Improvements – Salford Road). Information regarding a De-Trunking Order, Variation Order and Revocation Order.

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. The clerk continues to chase.
- 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. Paperwork has been submitted and a response awaited from the Land Registry.
- 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, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance.
- 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. The clerk continues to chase.
- 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.

Those works have now been completed and the Clerk has instructed the works to install a raised flower bed in front of the sign.

- P18/262 – Plot Reservation issue at Lorraine Road cemetery. An issue has occurred resulting in a reserved plot being too small to utilise. Resolved 28th November 2018 (P18/262) to allow the next of kin time to consider two possibilities which could resolve the issue.

Planning Applications – for resolution

18/03175/FUL – 6 Fields Road. Single storey front extension, one and two storey and first floor side and rear extensions with balcony to remodel existing dwelling, new detached annexe and widening of existing driveway.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/00084/FUL – 9 Stewart Court. Single storey rear and side extension with storage shed.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/00098/FUL – 71 Studley Road. Single storey side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

18/03218/T5DN – 18 Bedford Road. Removal of 3 x Poplar trees.

This council was not consulted on this application.

18/03221/TCA – 13 Church Row. Removal of horse chestnut.

This council was not consulted on this application.

18/02943/FUL – 53 Elmsdale Road. First floor side extension.

This council previously recorded **NO OBJECTION**.

18/03030/FUL – 16 Ashpole Avenue. One and two storey rear extension.

This council previously recorded **NO OBJECTION**.

Planning (other – including Bedford Borough Council and the Secretary of State) – for information only

18/01286/FUL – 76 Bedford Road. Erection of one single storey dwelling to front.

An appeal against refusal (by Bedford Borough Council) has been lodged with the Secretary of State.

This council previously raised **AN OBJECTION**.

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

An appeal against refusal (by Bedford Borough Council) has been lodged with the Secretary of State.
This council previously raised **NO OBJECTION**.

18/02911/DC3 – Wootton Lower School, Harris Way. Provision of a new single storey classroom block to the existing site to increase the school's capacity.

The application for the above proposed development will be determined by Bedford Borough Council's Planning Committee on 28th January 2019. Officer recommendation is to **GRANT PERMISSION**.

This council previously raised **NO OBJECTION** but raised the following observation:

"The addition of a flat roof was considered a poor feature which would have a limited life span. That, alongside the existing pitched roof would be a potential health and safety concern as it would enable people to jump between the two".

Resolutions

P19/012 – To receive a report from Cllr Quirk and the clerk regarding the installation of improved entrance signage at Lorraine Road cemetery and to resolve a suitable course of action.

After discussion it was resolved to bring this item back to a future meeting of this committee to enable members to decide the number of signs required and determine exact location, materials and costings.

Proposed: Cllr Martin.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

3rd February 2019

FC19/034**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.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2018 and/or earlier. These are available to view either via the Clerk to the Council or at: https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=3322934

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. (Now including pedestrian crossings in Harris Way and lack of lighting in the same area)	Committee discussion and TI.	Ongoing – carried forward from 2017-18.	Persimmon to finance.	<u>16th January 2019</u> Thomas Emmett (Team Leader Development Infrastructure, Engineering Services, BBC ⁵) confirmed Potters Cross works would be programmed in the next two months, via email. JW to circulate the plans to all once received. Thomas Emmett (again via email) also confirmed he had requested Persimmon Homes relocate the Harris Way pedestrian crossing nearer to the school frontage and away from the bus loop roundabout/island. This must be subject to the installation of dropped kerbs (if needed). JW added a further crossing would be added near the shops.	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				JW to circulate those plans also when received (including exact location). It was noted a number of street lights around the Folkes Road/Harris Way junction were out, and along Harris Way (towards the community centre and newly opened playground) – a health and safety issue especially given more people would be using that play facility. JW to establish whether street lighting in that area has been completed.	
Berryfields Estate (infrastructure).	GL.	May 18.	Persimmon to finance.	<u>16th January 2019</u> Request made that WPC be notified when Persimmon have completed all infrastructure works so they can be checked before BBC agree to adopt the area. JW to oversee.	GL/SO. BBC/Persimmon.
Cause End Road leak.	Various.	Ongoing – carried forward from 2017-18.	BBC/Anglian Water.	<u>16th January 2019</u> Initial works did not locate the cause of the leak and are continuing.	BBC/Anglian Water.
Cranfield Road – 30MPH.	Resident.	Ongoing – carried forward from 2017-18.	BBC.	<u>16th January 2019</u> The lighting is still only energised in part.	BBC.
Cranfield Road – flooding.	GL.	Ongoing – carried forward from 2017-18.	Not yet identified.	<u>16th January 2019</u> No further update available – JW and SP continue to chase.	BBC/Developer.

Church Road pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>16th January 2019</u> No further update available – JW and SP continue to chase.	BBC/Developer. GL.
Fields Road pavement – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing – carried forward from 2017-18.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> <u>16th January 2019</u> Thomas Emmett confirmed via email he was awaiting programme dates from the developer. The proposed crossing by Wootton Vale Healthy Living Centre would follow once Fields Road was resurfaced – anticipated 2020. Concerns were still raised over pavement parking – *SP confirmed she and JW were hoping to meet with John McKinney (Community Safety & Resilience Service Manager, BBC) to discuss introducing a Public Space Protection Order similar to Luton Borough Council's, which targeted several areas of concern including pavement/inconsiderate parking issues. Civil Enforcement Officers at Luton Borough Council can ticket where necessary and the wish is to lobby BBC to implement the same. TI to provide the recommendation report used at Luton Borough Council. JW to establish if this issue can be raised via BBC's Overview & Scrutiny Committees. <u>FIELDS ROAD SOUTH</u> <u>16th January 2019</u> Allan Burls to deliver his feasibility study report, end of January 2019.	Goodmans/BBC. WPC/BBC/GL.

⁶ Fields Road South
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Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Mepham Road, Neale Way and Sherwood Close. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”.	Residents.	Ongoing.	Not yet identified.	<u>16th January 2019</u> SP, JW and SO continue to chase BBC for an update on the advisory white lines trial (and also outstanding yellow lining requests). *See above.	Not yet appointed.
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school.	Gerald Bygraves (non-committee member).	Ongoing.	£60k and £10-£12k.	<u>16th January 2019</u> No further update available.	BBC/WPC.
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>16th January 2019</u> Resolved at Full Council 12 th December 2018 (FC18/325) that an ASC ⁷ project be taken forward using CIL ⁸ monies. JW to investigate whether BBC funding may be available.	Not yet appointed.
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>16th January 2019</u> No further update available.	BBC/Developer.

To be reviewed at each committee meeting.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

FC19/035

Wootton Play Equipment Working Group Report

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

No report as this Working Group had not met since August 2018, however the installation is now complete, subject to minor snagging.

FC19/036**Project Action Plan for Ongoing Projects**

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2019	£220,000	£60,000 s106 funding		£280,000	<u>9th January 2019</u> Completed Neighbourhood Plan Questionnaires have provided a robust evidence base that Average Speed Cameras are wanted. Resolved at Full Council 12th December 2018 (FC18/325) to take the cost (less s106 funding) from CIL monies <u>13th February 2019</u> Clerk is awaiting guidance from Andy Prigmore (BBC ⁹) on how best to take this project forward. BBCllr/Cllr Wheeler to chase and remind Andy three pairs of cameras will be CIL funded and one pair will be s106 funded	Cllrs Lloyd and Wheeler
High	Community Centre hearing loop	2019		£5,000 contribution from Persimmon (balance from s106 funding)		£10,000	<u>9th January 2019</u> Persimmon have now agreed to contribute £5k towards the cost of installing aids to communication <u>13th February 2019</u>	Cllr O'Dell

							Quotations are ongoing. Cllr O'Dell will involve the Community Centre charitable trust in the decision process, following an equipment demonstration	
High	Community Centre Lease Agreement	2019	£0	£0		£1,500	<u>9th January 2019</u> Cllr Bygraves is drawing up a lease between WPC and the Community Centre Charitable Trust. Items for inclusion are: •The office is for WPC use only; •The meeting room will be booked every Wednesday evening for WPC use only; •Buildings insurance will be met by WPC to ensure free access to the meeting room; •Any structural building alterations will require WPC approval; •Charitable Trust will be responsible for all Health and Safety issues, including fire protection, legionnaires testing of water, etc; •Any dispute between the Charitable Trust and users of the building will be resolved by WPC's Full Council; Charity will meet income targets set out by WPC <u>13th February 2019</u> Cllr Bygraves is working with Hillary Cooper Law to draft the	Cllr Bygraves

							lease at an estimated fixed cost of £1,500	
High	Community Centre Office Setup	2019	£0				<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA¹⁰ will be transferred to WPC¹¹ in early January 2019 <u>13th February 2019</u> CLlr Lloyd will lead on the setup	CLlr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA¹² will be transferred to WPC¹³ in early January 2019 <u>13th February 2019</u> Clerk is awaiting a copy of the completed TP1 form from Hegarty Solicitors	CLlr Wallace
High	GDPR	2019				£2,000	<u>9th January 2019</u> Procedures and policies are complete. Agendas and other sensitive documents are now	CLlrs Lloyd and Martin

¹⁰ Multi Use Games Area

¹¹ Wootton Parish Council

¹² Multi Use Games Area

¹³ Wootton Parish Council

							retrieved directly from WPC's website and all documents are correctly marked with GDPR ¹⁴ information. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses	
Medium	Jubilee Garden Playground extension	Jan 2019		£106,000		£106,000	<u>9th January 2019</u> Works have been delayed due to bad weather and are expected to be completed in January 2019 <u>13th February 2019</u> Works complete – move to close	BBCllr/Cllr Wheeler
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>9th January 2019</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
High	Memorial Hall play area resurfacing	ASAP	£8,726	£15,104.55 s106 funding		£19,431 for wet pour under equipment only £4,400 for pathway	<u>9th January 2019</u> Awaiting confirmation from BBC ¹⁵ that s106 monies may be used in part for resurfacing. Resolved at Full Council 12 th December 2018 (FC18/325) to take the balance from CIL ¹⁶ monies	Cllr Hensher

¹⁴ General Data Protection Regulations

¹⁵ Bedford Borough Council

¹⁶ Community Infrastructure Levy

							<u>13th February 2019</u> Clerk is still awaiting that confirmation from BBC in order to proceed. BBCllr/Cllr Wheeler will chase for an update	
High	Neighbourhood Plan	2019		£8,000	£17,743.18		<u>9th January 2019</u> An initial draft Neighbourhood Plan will be discussed by the Steering Group in January 2019 <u>13th February 2019</u> Further works to that initial draft are ongoing	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Real Time Bus Passenger Information	2019	£24,750			£24,750	<u>13th February 2019</u> RTPI will be installed at four bus stops and BBC quotes have come in under budget. Once installed they will become BBC assets. Clerk to raise an order.	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>9th January 2019</u> Historic England wish to refer any building works decision to BBC. The Planning & Environment Committee are overseeing this, and the clerk is liaising with BBCllr/Cllr Wheeler on how best to take this forward <u>13th February 2019</u> The Clerk has now been informed a pre-application notice must be	Cllr Quirk

							completed and submitted to BBC in order to determine how to take remedial works forward	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>9th January 2019</u> 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
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>9th January 2019</u> Investigation ongoing as to when the trigger for this facility will be met	Cllr Bygraves
Low	Wootton in Bloom	2019			£7,773	£7,773	<u>9th January 2019</u> The order has been given for two further planters – one opposite the Memorial Hall (Bedford Road) and the other near the Berryfields development (Fields Road). Both will be in situ for summer 2018	Cllr Hensher
Low	Wootton Village Entrance Sign(s) – Various Locations	2019 and ongoing			£20,000 Fields road £15,000 Keeley Lane £5,000	£20,000	<u>9th January 2019</u> A design is needed for Keeley Lane <u>only</u> at this stage, once the flower bed is in place in front of the sign along Bedford/Wootton Road (BBC Highways Department to be consulted when the	Cllr Martin

						design/quotation is received). A consultation will then be included in the Wootton newsletter, offering residents a choice between styles: • Current Standard Metal Sign; • Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Wootton Road). Replacement signs for Cranfield Road and Fields Road to follow <u>13th February 2019</u> The Clerk has authorised the works for the flower bed build and awaiting timescales. Cllr Martin will chase	
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FC19/037**RISK ASSESSMENTS PLAN 2018-19**

WPC¹⁷ 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
Community Centre	Not yet allocated				
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

¹⁷ Wootton Parish Council
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Marquee*	Cllr Gibbons	10.5.18			
Memorial Hall Play Area*	Cllr Gibbons	10.5.18	Possible upgrade to surfaces in 2018/19	To be determined	13.8.18 CG
MUGA (Multi Use Games Area)* (to include Berryfields and Church Road areas)	Cllr Gibbons (Berryfields not yet allocated)	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
Silhouette*	Clerk	Oct 18	No issues arising		4.11.18 SP
Skate Park*	Cllr Gibbons	10.5.18	No issues arising		2.1.19 CG
Sports Pitches (to include Berryfields and Church Road areas)	Not yet allocated				
Street Furniture*	Cllr Gibbons	10.5.18	No issues arising		2.1.19 CG
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.

Please visit the following link:

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