



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the **Full Council** held on Wednesday 10th April 2019 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Gibbons, Hensher, Noakes, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/076	Apologies for absence. Cllrs Bygraves and Martin.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/077	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/078	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.
FC19/079	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 March 2019. (Appendix 1a).	The report was circulated ahead of this meeting. No further comments received. It was noted there was a worrying trend in crimes of a sexual nature.	Clerk to keep on file. Clerk to keep on file.	N/A.

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FC19/080	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). To include correspondence relating to the Millbrook Power Project drop-in session information – The Forest Centre, Station Road, Marston Moretaine, Bedford, MK43 0PR, Wednesday 24th April 2019 14.00-19.00. To include correspondence from Hampshire Trust Bank Ltd, Market Harborough Building Society and National Westminster Bank Plc with regard to new business savings accounts.	No further comments received.	Clerk to keep on file.	N/A.
FC19/081	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 13th March 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 27th February 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 27th February 2019.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/082	Matters arising from the minutes – for information only. FC18/266 + FC19/093 – 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	No further comments received.	Clerk to keep on file.	N/A.

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	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. Refer to agenda item FC19/093. • FC19/067 + FC19/094 – Community Centre at Berryfields. Refer to agenda item FC19/094. • 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 responsibility of Bedford Borough Council.			
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	The clerk and BBCllr/Cllr Wheeler continue to chase for these works to be completed. • FC19/048 – Apex360. Resolved 13th February 2019 (FC19/048 to accept all documentation to enable the proposed Easter 2019 Holiday Camp. • 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 planters should be in place week commencing 6th May 2019. • 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: • Bedford Road – from Cause End Road to Elmsdale Road; • Cause End Road – from Lorraine Road to Tithe Barn Road;			
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	•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.			
FC19/083	Chairman's report – for information only.	Cllr Lloyd thanked all members for their contributions and work over the past 12 months. Ahead of the Annual Council Meeting, he asked all to consider which committees they wished to continue with or join for the following municipal year.	Members to take forward.	N/A.
FC19/084	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 Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/085	To receive a report from the (Executive) Planning & Environment Committee – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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	(Appendix 4).			
FC19/086	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). No report was available as this Steering Group had not met since 16 th January 2019.	N/A.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/087	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 6).	It was requested that the potential project to replace the flooring on both MUGA's (Multi Use Games Area) be added to the Project Action Plan for 2019/20. Resolved to receive, review and adopt the Project Action Plan with amendments noted in red. Proposed: Cllr Hensher. Seconded: Cllr Quirk. Resolved by all present.	Managers and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/088	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 7).	Resolved to accept the completed Risk Assessment for Keeley End Pond but to defer acceptance of the Sports Pitches (Harris Way) Risk Assessment until the FA Bedfordshire Pitch Inspection Report had been considered and/or taken forward. Further resolved to receive, review and adopt the Risk Assessment Plan without further comment. Proposed: Cllr Quirk. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward and keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/089	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 Gibbons and Wallace. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.

FC19/090	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/091	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2018-19, to date and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/092	To consider a response to Bedford Borough Council in relation to its consultation on Public Space Protection Orders and to resolve a suitable course of action.	Resolved to respond stating Wootton Parish Council wished to keep its existing PSPO's (Dogs Exclusion Order at both the Memorial Hall Play Area and Recreation Ground). Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC19/093	To consider a response to Bedford Borough Council in relation to the Examination of the Local Plan 2030 Hearing Sessions and to resolve a suitable course of action.	Resolved to note the dates of the hearing sessions but to make no further response. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/094	To receive a report from various councillors with regard to the Community Centre and to resolve a suitable course of action.	<u>Hearing Loop System.</u> A report from Cllr O'Dell detailing a hearing loop system was circulated ahead of the meeting and a demonstration had taken place. It was noted other quotations had been difficult to source and that Bedford Borough Council were using the same supplier. Financial Regulations stated quotations were not necessary for specialised services, which could incorporate this particular hearing loop system. In the absence of any additional quotations it was resolved to accept the quotation (from Comtec-Services for £12,595 plus VAT).	Cllrs and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Sports Pitches.</u> A pitches inspection report as drafted by Bedfordshire FA was also circulated ahead of the meeting. It was noted the Groundsmen were not yet AR Worboys Ltd, but TCL who were contracted by Persimmon Homes to carry out maintenance until September 2019. The report noted a number of significant issues and after detailed discussion it was resolved to forward the report to Jon Shortland (Chief Officer, Planning & Highways, Bedford Borough Council) with a request that enforcement action be taken against Persimmon/TCL to have both pitches improved to FA standard, as detailed in the appropriate s106 agreement. <u>CCTV.</u> Resolved that CCTV be installed both inside and outside the community centre. <u>Car Park Lighting.</u> Resolved to consider additional car par lighting once the street lights outside along Harris Way were energised. <u>Car Park/Car Park Lease Agreement.</u> It was noted car parking was an issue now the community centre's soft launch was operating. BBCllr/Cllr Wheeler confirmed he had chased for a further meeting to resolve the car park lease which had not moved forward since the last meeting. Cllr Lloyd referenced an email from the Head of Wootton Lower School (from which Cllr Lloyd had been excluded) to the Clerk, BBCllr/Cllr Wheeler and Bedford Borough Council representatives, detailing issues with the community centre being used		
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		and school gates not locked after evening sessions. Cllr Lloyd had requested a copy of that email and that he be included in future correspondence but had received no response. It was noted the school gates could not be closed as the school had not disclosed the padlock combination. BBCllr/Cllr Wheeler and the Clerk were both asked to email Bedford Borough Council to raise concerns over the car parking situation and lack of progress regarding the draft lease agreement – especially as the well-attended Annual Parish Meeting was upcoming (17th April 2019). <u>Air Conditioning Units.</u> Cllr Lloyd confirmed he was awaiting clarification on numbers and types of unit for each room before the Clerk placed the order. <u>Charitable Trust Status.</u> Cllr Lloyd confirmed the trust and bank account were expected to be operational by the end of April 2019. <u>Business Rates and Refuse Bin.</u> A refuse bin had been requested, however questions still remained over eligibility for discretionary business rates. After discussion it was resolved to meet with Lee Phanco in order to resolve the discretionary business rates issue before taking the request for a refuse bin forward. Resolved to accept all the above. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.		
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		<u>Parish Council Office.</u> After detailed discussion it was resolved to install a telephone line and broadband to enable WiFi throughout the building. This item was resolved separately from all others. Proposed: Cllr Hensher. Seconded: Cllr Wallace. Resolved by majority vote.		
FC19/095	To receive a report from BBCllr/Cllr Wheeler and the Clerk regarding the provision of recycling bins in the village and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed he, the Clerk and one resident had recently met with Paul Pace (Chief Officer, Environment, Bedford Borough Council) to discuss the addition of recycling bins at several points within the village, following a successful litter pick on Sunday 24th March 2019. Paul Pace confirmed Bedford Borough Council had the facilities to recycle appropriately. The meeting was successful with the outcome that four temporary monitoring bins would be added at the following four sites: • Opposite the Murco garage on Fields Road; • Lorraine Road Green; • Bus stop coming into Wootton from Kempston Rural of Bedford Road; • Lay-by on Fields Road near the old A421 (C94). A six week trial would determine what the bins contained, best locations for additional bins and the style of bin needed (which could include dual purpose bins). Members were also asked to consider a recycling bin within the recreation ground and potentially a recycling unit for crisp packets, as they could raise revenue and be recycled into items such as benches and watering cans. All bins were expected to be in situ by Friday 12th April 2019.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		The Clerk added evidence gathered above would help build a business case to fund additional bins using CIL (Community Infrastructure Levy) funding. BBCllr/Cllr Wheeler also confirmed the litter pick would be a monthly event.		
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Meeting closed at 8.55pm.

FC19/079

Borough Councillor Update – April 2019

Local Plan 2030

The Planning Inspectorate has confirmed that it will undertake the Examination of the Borough Council's Local Plan 2030 in hearings on the following dates at Borough Hall:

Wednesday 29 May 2019 – Friday 31 May 2019

Tuesday 4 June 2019 – Friday 7 June 2019

Tuesday 18 June 2019 – Friday 21 June 2019

Monday 24 June 2019 – Thursday 27 June 2019

The Examination will assess whether or not the Local Plan is legally compliant and 'sound' in accordance with the National Planning Policy Framework.

Individuals and representatives of groups who responded to the Council's consultations in 2018 may be asked to make representations, if they indicated at the time that they would like to do so. Members of the public are welcome to attend the hearings. Further details can be seen at www.bedford.gov.uk/examination

Public Space Protection Order Consultation

A consultation is being held by the Council on Public Space Protection Orders (PSPOs) which are currently used to restrict cycling in the town centre and implement dog control orders throughout the Borough.

PSPOs were introduced in 2016 and the consultation is asking for residents' views on whether or not they should continue or be amended. For more details see <http://www.forms.bedford.gov.uk/PSPO2019/>. The consultation deadline is the 28th April.

Elections 2019

The Council has issued a reminder that Borough residents have until the 12th April to register should they wish to vote in the local elections on the 2nd May. Details of how to register can be found at <https://www.gov.uk/register-to-vote>. The election will be for the Mayor, Borough Councillors and Parish Councillors.

Council Website

You may have seen that the Council has a new website as of December 2018. A feature of the new site is the inclusion of 'customer journeys' which aim to make it easier to report or discuss certain issues. For example, residents can now report potholes, graffiti and noise nuisance using the website. New customer journeys are undergoing testing and are being added to the site incrementally. See www.bedford.gov.uk and click on 'Pay, report, request it'

My term is up!

I would like to take this opportunity to thank members for their support and challenging questions over the last four years. It has been great working with you all especially Gareth and Sue who have kept me on my toes.

FC 19/079a Mar 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/11763/19	Burglary - Residential - Dwelling	27/02/2019	Cause End Road	NORTH-766	WOOTTON
40/11740/19	Sexual	27/02/2019		NORTH-766	WOOTTON
40/12289/19	Breach of non-molestation order	01/03/2019		NORTH-766	WOOTTON
40/14478/19	Assault occasioning actual bodily harm (ABH)	12/03/2019	Studley Road	NORTH-766	WOOTTON
40/14502/19	Harassment - without violence (course of conduct)	12/03/2019		NORTH-766	WOOTTON
40/12508/19	Assault occasioning actual bodily harm (ABH)	03/03/2019	Folkes Road	NORTH-766	WOOTTON
40/14079/19	Sexual	10/03/2019		NORTH-766	WOOTTON
40/16272/19	Assault without Injury - Common assault and battery	20/03/2019	Bedford Road	NORTH-766	WOOTTON
40/14730/19	Assault without Injury - Common assault and battery	13/03/2019	Cause End Road	NORTH-766	WOOTTON
40/17048/19	Attempted Burglary - Residential - Non-Dwelling	24/03/2019	St. Marys Road	NORTH-766	WOOTTON
40/14800/19	Attempted Burglary - Residential - Non-Dwelling	13/03/2019	Goff Place	NORTH-766	WOOTTON
40/15028/19	Harassment - without violence (course of conduct)	14/03/2019		NORTH-766	WOOTTON
40/16674/19	Other criminal damage to a vehicle (Under £5,000)	22/03/2019	A421	NORTH-766	WOOTTON
40/15955/19	Other criminal damage to a vehicle (Under £5,000)	19/03/2019	Foster Way	NORTH-766	WOOTTON
40/17350/19	Sexual	26/03/2019		NORTH-766	WOOTTON
40/16513/19	Theft if not classified elsewhere	21/03/2019	Stables Court, Potters Cross	NORTH-766	WOOTTON
40/15369/19	Theft of a motor vehicle	16/03/2019	Haycroft	NORTH-766	WOOTTON
40/16100/19	Theft or Unauthorised Taking of a Pedal Cycle	19/03/2019	Summerfield Drive	NORTH-766	WOOTTON

Appendix 2

FC19/080 Schedule of correspondence			
Date received	Type	From	Brief details
8.3.19	Email	CCLA	Public Sector Deposit Fund Factsheet
18.3.19	Email	Andrea Pellegram Ltd	Planning Local Newsletter and Toolkit
18.3.19	Letter and enclosure	Campaign to Protect Rural England Bedfordshire	Invitation to the 32nd AGM plus Trustee's Report for 2018

To include Millbrook Power Project drop-in session information – The Forest Centre, Station Road, Marston Moretaine, Bedford, MK43 0PR, Wednesday 24th April 2019 14.00-19.00.

FC19/084

Neighbourhood Plan Steering Group Report

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

20th March 2019

NP19/033 – Matters arising from the minutes – for information only.

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
 - NP19/010 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
 - NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019.
 - NP19/024 + NP19/037 – Site Assessment Work. Refer to agenda item NP19/037.
 - NP19/022, 023 + NP19/035 + 036 – Landowner communication(s). Refer to agenda items NP19/035 and NP19/036.
 - NP19/011 – Habitat Regulations Assessment Screening Report. Resolved 16th January 2019 (NP19/011) not to move forward with this report until the site allocation process was further forward.
 - NP19/025 – Village Design Statement. A first draft is expected by the end of March 2019 which SS will incorporate into the emerging Neighbourhood Plan.
- NP19/026 – Emerging Neighbourhood Plan. A first draft is expected by early April 2019 after which there will be a need for a further public consultation on the pre-submission version (in accordance with regulation 14 of the Neighbourhood Planning (General) Regulations 2012). A proposal that Regeneration Positive (TR) oversee this consultation will be determined at Full Council on 13th March 2019.

Resolutions

NP19/035 – To receive a report from Regeneration Positive (Trevor Roff) with regard to ongoing discussions with Savills and to make recommendation to Full Council as necessary.

It was noted Savills were still engaged in positive dialogue regarding the potential allocation of site 317 (land between Potters Cross and Wootton Road) – with 50 dwellings considered for that area, plus the allocation of considerable amenity land. It was noted a highways consultant had been appointed to prepare a suitably evidenced report, supporting the proposed allocation. The report would cover the following aspects:

- Vehicle access to the site;
- Traffic volume and speed counts for the relevant length of Bedford Road in order to establish visibility splay requirements;
- Review of any relevant accident data;
- Review of adopted highway boundaries;
- High level review of potential traffic generation and general impact on the network.

No timescales were given for the transport assessment report. Savills were also reminded of the need to establish an appropriate undertaking for the transfer of amenity land to the parish council, should site 317 be eventually allocated within the Neighbourhood Plan. It was noted Savills were in talks with their legal advisers to establish a workable mechanism for the land transfer that would meet the needs of both parties. Further communications would follow.

NP19/036 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/035) and to make recommendation to Full Council as necessary.

(a) Land Agents acting for landowners of the preferred sites site 312 (land South of Keeley Lane, Wootton), site 652 (land at The Chequers Public House, Wootton) and site 653 (land at Tinkers Corner, Keeley Lane, Wootton) all confirmed transport assessments had been commissioned to confirm adequate visibility and safe access – required to fully inform the emerging Neighbourhood Plan. It was hoped the reports would be available for release before the end of March 2019.

(b) A meeting with the promoter of Site 463 (Land on South Side of Keeley Lane) – DevComms (on behalf of Rainer Developments) was held ahead of this meeting. The promoter had noted the land could accommodate over 80 dwellings but had suggested a figure of 54, in light of ridge and furrow on site. They had been reminded the Neighbourhood Plan would be looking for a maximum of 25 dwellings. The promoter had also confirmed preparedness to obtain a transport assessment for the site, alongside indicative sketch designs and illustrative site plans. It was hoped the documents would be ready to review by the end of March 2019.

NP19/037 – To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

It was hoped the site assessment would be available for review at the next meeting of this steering group, following receipt of the transport assessments as detailed under agenda item NP19/036.

NP19/038 – 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.

It was hoped the first draft would be available ahead of the next meeting of this steering group.

NP19/039 – To receive a report from Regeneration Positive (TR) regarding key issues surrounding the first draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

(a) **Project Planning:** TR provided an update of key tasks associated with the evidence gathering and drafting of the Neighbourhood Plan (originally considered by the Steering Group at its meeting on 26 September 2018). The following issues were to be brought back to the next meeting of this steering group for discussion/review:

- The initial draft Neighbourhood Plan;
- Village Design Statement;
- Habitat Regulation Screening Assessment;
- Final Draft Site Assessment Report;
- Ideally, all draft exhibition/consultation material.

SP would also need to approach BRCC to confirm timescales in terms of supporting the preparation, printing, distribution and collation the final consultation papers – distribution to be completed no later than 13th May 2019.

(b) **Regulation 14 Consultation:** TR provided a summary of the key tasks associated with the arrangements for the statutory 6 week “pre-submission consultation” in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. It was hoped the consultation would take place during May/June 2019. The community centre had been booked for Friday/Saturday 17th/18th May and Saturday 18 May 2019.

NP19/040 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further information or updates received.

NP19/041 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further information or updates received.

Sue Playford PSLCC

Clerk to the Council

29th March 2019

FC19/085**Planning & Environment Committee Report**

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

13th March 2019

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.
- P19/036 – Popes Way. 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, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Bedford Borough Council should offer their response by 29th March 2019.
- 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.
- P19/012 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location and costings) be submitted to the Clerk ahead of further discussions by this committee.
- P19/024 – Bench adjacent to the Keeley Corner bus shelter (Bedford bound). Resolved 13th February 2019 (P19/024) to refurbish the bench using recycled plastic planks, keeping the concrete frame.

Planning Applications – for resolution

19/00195/FUL – 16 Tithe Barn Road. Single storey rear extension and two storey side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by majority vote. Cllr Lloyd did not take part in discussions or voting.

19/00313/TPO – 44 Cause End Road. Ash – remove.

Resolved **TO OBJECT.**

An independent arboricultural report was requested ahead of any works being carried out. If possible, only the infected/dead areas should be removed. If it were necessary to remove the tree in full then a new ash tree should be planted in its place.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

27th March 2019

Meeting cancelled due to lack of business to transact.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

29th March 2019

FC19/086

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2018-19

No report was available as this Steering Group had not met since 16th January 2019.

¹ Project Action Plan.
Full Council Minutes 10th April 2019

FC19/087**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 (BBC²) 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 <u>13th March 2019</u> A map had been forwarded to BBC detailing the roads to be covered (Fields Road, Cranfield Road, Bedford Road and the Church Road/Hall End Road/Keeley Lane loop. It was	Cllrs Lloyd and Wheeler

² Bedford Borough Council
Full Council Minutes 10th April 2019

							noted BBC were currently going through a tender process to select a contractor/supplier and once complete, engineers would advise further on the most suitable camera locations <u>10th April 2019</u> Andy Prigmore has been provided with a map of all proposed areas for cameras	
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> Quotations are ongoing. Cllr O'Dell will involve the Community Centre charitable trust in the decision process, following an equipment demonstration <u>13th March 2019</u> Cllr O'Dell agreed to organise a demonstration for members of the parish council and community centre charitable trust – dates to be provided	Cllr O'Dell
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:	Cllr Bygraves

						•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 lease at an estimated fixed cost of £1,500 <u>13th March 2019</u> Resolved 13th March 2019 (FC19/067) the draft lease was in order. Cllr Wallace agreed to send Cllr Bygraves an outline plan of the community centre, MUGA (Multi Use Games Area) and pitches. Cllr Wallace agreed to	
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							chase Hegarty Solicitors for a further update on the transfer documentation <u>10th April 2019</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	
High	Community Centre Office Setup	2019	£0				<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ³ will be transferred to WPC ⁴ in early January 2019 <u>13th February 2019</u> Cllr Lloyd will lead on the setup <u>13th March 2019</u> No further update available	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ⁵ will be transferred to WPC ⁶ in early January 2019 <u>13th February 2019</u>	Cllr Wallace

³ Multi Use Games Area

⁴ Wootton Parish Council

⁵ Multi Use Games Area

⁶ Wootton Parish Council

							Clerk is awaiting a copy of the completed TP1 form from Hegarty Solicitors <u>13th March 2019</u> Clerk has chased Hegarty Solicitors for the completed TP1 form – not yet received	
High	GDPR	2019				£2,000	<u>9th January 2019</u> Procedures and policies are complete. Agendas and other sensitive documents are now retrieved directly from WPC's website and all documents are correctly marked with GDPR⁷ information. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses <u>13th March 2019</u> Cllr Lloyd continues to investigate email addresses	Cllrs Lloyd and Martin
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

⁷ General Data Protection Regulations
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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 ⁸ 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 ⁹ monies <u>13th February 2019</u> Clerk is still awaiting that confirmation from BBC in order to proceed. BBCLr/CLr Wheeler will chase for an update <u>10th April 2019</u> Clerk continues to chase	Cllr Hensher
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 March 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	Cllr O'Dell

⁸ Bedford Borough Council

⁹ Community Infrastructure Levy

							in under budget. Once installed they will become BBC assets. Clerk to raise an order. <u>13th March 2019</u> Clerk has taken the order forward	
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 completed and submitted to BBC in order to determine how to take remedial works forward <u>13th March 2019</u> Clerk has submitted a pre-application notice and is awaiting further feedback <u>10th April 2019</u> Pre-application advice from BBC is due to be discussed at the Planning & Environment committee meeting ahead of this meeting	Cllr Quirk

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 <u>10th April 2019</u> Both will be in situ week commencing 6 th May 2019	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	Cllr Martin

						Road (BBC Highways Department to be consulted when the 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 <u>13th March 2019</u> Flower bed is now complete, and summer planting will take place in May 2019 after which a consultation will take place in June's Wootton Newsletter regarding other village entrance sign(s) <u>10th April 2019</u> Summer planting will take place in May 2019	
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To be reviewed monthly at Full Council.

FC19/088**RISK ASSESSMENTS PLAN 2018-19**

WPC¹⁰ 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	No issues arising		10.4.19 CG
Litter Picking*	Cllr Gibbons	10.5.18			
Lone & Isolated Working*	Cllr Gibbons	10.5.18	No issues arising		13.8.18 CG

¹⁰ 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) – Church Road	Cllr Gibbons	10.5.18			
MUGA (Multi Use Games Area) – Harris Way	Cllr Gibbons	Mar 19			
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 – Church Road	Cllr Gibbons	Mar 19			
Sports Pitches – Harris Way	Cllr Gibbons	Mar 19	Refer to agenda item FC19/088 as issues require addressing		
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		8.3.19 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.