



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 15th May 2019 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

Open Forum	One member of the public was present, who wished to speak and observe discussions relating to agenda item FC19/112. The chairman proposed this agenda item be heard after agenda item FC19/098 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, Gibbons, Hensher, Martin, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton and arrived at 8pm.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/096	Apologies for absence. Cllr Noakes.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/097	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/098	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.
FC19/099	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	The report was circulated ahead of this meeting. No further comments received.	Clerk to keep on file.	N/A.
	To receive crime figures for April 2019. (Appendix 1a).	No further comments received.	Clerk to keep on file.	

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	Please note the figures received to date only run to 10 th April 2019			
FC19/100	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC19/101	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10th April 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 March 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 20th March 2019.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/102	Matters arising from the minutes – for information only. 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 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.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC19/094 + FC19/115 – Community Centre at Berryfields. Refer to agenda item FC19/115. • 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. The Clerk and BBCllr/Cllr Wheeler continue to chase for these works to be completed. • FC19/048 + FC19/116 – Apex360. Resolved 13th February 2019 (FC19/048) to accept all documentation to enable the proposed Easter 2019 Holiday Camp. Refer to agenda item FC19/116. • 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			
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	receipt of the appropriate licences from Bedford Borough Council and the planters should be in place week commencing 15th 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), Mepham 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; • 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:			
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	▪Average Speed Cameras (location information has been passed to Bedford Borough Council); ▪Memorial Hall Play Area Upgrade (Clerk is awaiting confirmation from Bedford Borough Council); ▪Real Time Bus Passenger Information (Clerk has submitted a purchase order). • 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 + FC19/115 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park are ongoing. Refer to agenda item FC19/115.			
FC19/103	Chairman's report – for information only.	No report was made at this meeting, given this was the first Full Council meeting in a year of elections.	N/A.	N/A.
FC19/104	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.
FC19/105	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC19/106	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.	N/A.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	(Appendix 5). No report was available as this Steering Group had not met since 16 th January 2019.			
FC19/107	To receive, review and adopt the (Full Council) Project Action Plan for 2019-20, to determine which projects will be taken forward during 2019-20, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	To be carried over to the next meeting of Full Council.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/108	To receive, review and adopt all Risk Assessments for 2019-20, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	To be carried over to the next meeting of Full Council.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/109	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.	To follow when 2018-19 year end accounts have been completed and closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/110	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	To follow when 2018-19 year end accounts have been completed and closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/111	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.	To follow when 2018-19 year end accounts have been completed and closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/112	To receive a report from the Clerk and Borough Councillor regarding repeated episodes of anti-social behaviour within the recreation ground and adjoining car park (including littering, playing of loud music and vehicle nuisance) and to resolve a suitable course of action.	As noted under Open Forum, this agenda item was determined after agenda item FC18/098. The member of the public present introduced herself, explaining her property backed on to the recreation ground car park at Church Road. It was noted anti-social behaviour (including but not limited to playing loud music, drug dealing, littering, driving/scootering at speed within the car park) had started in March, with some vehicles arriving as early as 2-3pm and staying until the gates were closed by the recreation ground caretaker. This has resulted in disturbed sleep for the residents children whose bedrooms backed on to the car park and	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		the family being unable to use their garden, due to high noise levels. The resident had been working with the Clerk and police (who were also invited but unable to attend this meeting). All incidents were being reported via 101 and the Clerk was forwarding CCTV footage to the police, when required. The Clerk added Bedford Borough Council were currently looking to prosecute one car passenger (or the car owner, if the passenger details were not divulged) for littering. The hope was word would spread, stopping others doing the same. The resident's primary issue however was the noise levels and it was hard on occasion to prove the problem with the police (CCTV offered no sound control). Cllr Martin suggested involving the Borough Council's Environmental Team who could assist with noise nuisance, however the resident had been informed they could not cover this particular issue. This would be investigated further. Cllr O'Dell then suggested the Clerk investigate an additional PSPO (Public Spaces Protection Order) – to prevent noise, littering and other anti-social behaviour in the car park. This could be enforced either by Bedford Borough Council or possibly members of Wootton Parish Council (further investigation needed). The Clerk confirmed the gates would still be closed earlier than 10pm when no events were on at the recreation ground or village hall. After further discussion it was resolved the Clerk investigate further the following suggestions: • An additional PSPO as detailed above;		
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		- The addition of a camera to limit how long cars could park in the car park, with a no return caveat also; - Asking the police to enforce that known vehicles be banned from entering and using the car park. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present.		
FC19/113	To receive and accept an insurance renewal quotation from Came & Co and to resolve a suitable course of action.	Resolved to receive and accept the insurance renewal quotation without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/114	To receive and accept the Risk Assessment and Review of the Effectiveness of the System of Internal Control and to resolve a suitable course of action.	Resolved to receive and accept the Risk Assessment and Review of the Effectiveness of the System of Internal Control without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/115	To receive a report from various councillors with regard to the Community Centre and to resolve a suitable course of action.	The following was noted: - The charitable trust's registration was ongoing; - Cllr Bygraves was waiting for the completed TP1 form to finalise the lease agreement between the parish council and charitable trust; - A meeting to discuss the car park lease was due on 21st May 2019 between representatives from Bedford Borough Council and Wootton Parish Council. It was hoped progress/compromise could be made and it was noted insurance would be an area for discussion as two separate policies	Cllrs Bygraves, Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		would not work. In the absence of further progress it was agreed the next move would be to consult with a specialist planning solicitor; • Cllr O'Dell noted the aids to communication equipment had been tested in part, and a provisional instalment date of 29th May 2019 was noted (subject to successful testing of the remaining equipment); • Additional spend had been made (purchase of fridge freezer (in situ), oven and dishwasher (due week commencing 20th May 2019); • Cllr Lloyd had received one quotation for the installation of CCTV and would be following up on a second; • Cllr Lloyd was working on the installation of broadband after which focus would be on the parish council office. It was agreed to take the following issues forward: • Cllr Wallace agreed to chase Hegarty Solicitors with regard to the completed TP1 form, although it was recognised the delay was with the Land Registry; • Cllr Bygraves agreed to chase for an update on the proposed air conditioning units.		
FC19/116	To receive a report from the Clerk and Cllr Lloyd with regard to the upcoming holiday activity camp at the community centre (hosted and delivered by Apex 360) and to resolve a suitable course of action.	It was noted eight children were booked in for the Wednesday, Thursday and Friday programmes (being held during May half term). Funding received from Awards for All would cover any deficit. Resolved to note the above and accept the revised Service Level Agreement.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Hensher. Seconded: Cllr Lloyd. Resolved by all present.		
FC19/117	To consider a request that shrubs in the jubilee garden play area be reduced in height to allow better vision between the two play sites and to resolve a suitable course of action.	After discussion it was resolved to acknowledge the request but take no action at present and revisit the request in 12 months. Proposed: Cllr Quirk. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/118	To receive and approve the renewal lease between Wootton Parish Council and Messrs Murton and Stoneham in respect of the paddock at Hall End and to resolve a suitable course of action.	Resolved to approve the renewal lease without further amendment. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/119	To approve the appointment of Pam Anthony Accounting Services as payroll provider for Wootton Parish Council and to resolve a suitable course of action.	Resolved to approve the appointment of Pam Anthony Accounting Services without further comment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/120	To approve an extension to the existing contract between Wootton Parish Council and Warners of Bedford Ltd and to resolve a suitable course of action.	Resolved to approve the contract extension without further amendment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/121	To receive a recommendation from the Neighbourhood Plan Steering Group that Regeneration Positive's services be retained until the end of October 2019 and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.20pm.

Borough Councillor Update – May 2019

Election Results

Elections for the Mayor of Bedford Borough and Borough Councillors took place on the 2nd May. Dave Hodgson was re-elected Mayor and the Council's political Groups are now represented as follows:

Liberal Democrat 15

Conservative 11

Labour 11

Green 2

Independent 1

The Mayor will soon decide on appointments to his Executive.

In Wootton, I received 861 votes with a turnout of 32.4%. This meant I received 57% of the votes, increasing my vote share by 14.22 points. Wootton was the only ward where the opposition lost votes.

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

East Midlands Trains Franchise

The Department for Transport (DfT) has awarded the new East Midland Railway franchise to Abellio, which will take over from Stagecoach in August.

The East Midlands Railway is the line providing fast trains to Bedford (i.e. those travelling to and from St Pancras in under 40 minutes). Since May 2018 fast trains have not been serving Bedford in peak hours due to an upgrade to the Midland Main Line. The DfT has stated to local media that the peak hours service will return to Bedford (with 2 trains per hour) once the upgrade to the Midland Main Line has been completed towards the end of 2020.

Appendix 1

Bedford is currently on the 'Intercity' line which runs from St Pancras to Derby and Nottingham, amongst others. Under the new franchise Bedford will be on the London – Corby line, meaning that those travelling beyond that will have to change trains at Kettering.

Relief Road Bid

At the end of March the Borough Council submitted a bid to the Government for £15m to deliver a new road to reduce congestion in the Midland Road area. If approved, the road will connect the southern end of Ashburnham Road with Commercial Road (adjacent to Prebend Street and the Post Office depot). No further details have been released at this stage.

Rough Sleeper Initiative

The Council is to receive £383k from the Ministry of Housing, Communities and Local Government to continue a range of services to support rough sleepers. The money will be used to provide additional units of accommodation and outreach workers.

Hospital Merger

The proposed merger between Bedford Hospital Trust and Luton & Dunstable Hospital Trust is still no further forward. In December a bid from the Trusts for around £150m to enable the merger was refused, meaning that alternative funding options are now being considered.

When the merger was announced in 2017 both Chief Executives pledged that it would see the retention of key services on both sites including maternity, paediatrics and A & E.

Policing

Knife Crime

Bedfordshire Police was awarded £1m from the Government on the 17th April to tackle violent crime. This is in addition to the successful bid for £4.571m in December 2018 for the same purpose. Further details can be seen at: <https://www.bedfordshire.police.uk/news-and-appeals/force-wins-home-office-awards-april19>

Chief Constable Resignation

At the beginning of April it was announced that Bedfordshire Police's Chief Constable, Jon Boutcher, is to step down from his role in July. For more information see: <https://www.bedfordshire.police.uk/news-and-appeals/chief-constable-stands-down>

Council Website

A feature of the Council's new website 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'.

FC 19/099a Apr 2019 (part)					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/17762/19	Having possession of a controlled drug - Class B - Cannabis	27/03/2019	Church Road	NORTH-766	WOOTTON
40/18511/19	Assault without Injury - Common assault and battery	31/03/2019	Bedford Road	NORTH-766	WOOTTON
40/18450/19	Other criminal damage to a dwelling (Under £5,000)	31/03/2019	Fields Road	NORTH-766	WOOTTON
40/19022/19	Assault without Injury - Common assault and battery	02/04/2019	Goff Place	NORTH-766	WOOTTON
40/19036/19	Sec 4a POA Causing intentional harassment, alarm or distress	03/04/2019	A421	NORTH-766	WOOTTON
40/19711/19	Attempted Burglary - Residential - Dwelling	06/04/2019	Haycroft	NORTH-766	WOOTTON
40/19741/19	Burglary - Residential - Non-Dwelling	06/04/2019	Fields Road	NORTH-766	WOOTTON
40/19755/19	Theft from a motor vehicle	06/04/2019	A421	NORTH-766	WOOTTON
40/20048/19	Assault occasioning actual bodily harm (ABH)	07/04/2019	St. Marys Road	NORTH-766	WOOTTON
40/20215/19	Burglary - Residential - Non-Dwelling	08/04/2019	Fields Road	NORTH-766	WOOTTON

FC19/100 Schedule of correspondence			
Date received	Type	From	Brief details
8.4.18	Email	Bedfordshire Police & Crime Commissioner	Monthly Newsletter - On The Record
9.4.19	Email	CCLA	Public Sector Deposit Find Factsheet
9.4.19	Email	Rialtas Business Solutions	Customer Connection - Newsletter for RBS customers
15.4.19	Magazine	Campaign to Protect Rural England	Countryside Voice and Field Work Spring 2019
15.4.19	Email	Ordnance Survey	PSMA News April 2019
17.4.19	Email	Bedfordshire Police & Crime Commissioner	Press release - Bedfordshire Police wins second award of £1m from the Home Office to help tackle serious violence and knife crime
25.4.19	Email	Community Voluntary Service	CVS Email update 25 April 2019
2.5.19	Email	Came & Co	Council Matters Spring 2019

FC19/104

Neighbourhood Plan Steering Group Report

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

24th April 2019

NP19/046 – 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.
- NP19/037 + NP19/050 – Site Assessment/Allocation Work. Refer to agenda item NP19/050.
- NP19/035 + 036 and NP19/048 + 049 – Landowner communication(s). Refer to agenda items NP19/048 and 049.
- NP19/011 + NP19/053 – 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. Refer to agenda item NP19/053.
- NP19/025 + NP19/052 – Village Design Statement. A first draft is expected by the end of March 2019 which SS will incorporate into the emerging Neighbourhood Plan. Refer to agenda item NP19/052.
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 was approved/resolved by Full Council on 13th March 2019 (FC19/073).

Resolutions

NP19/048 – 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.

TR reported there had been no further progress since the last meeting of this steering group.

NP19/049 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/048 and including correspondence received from HSL (Hollins Strategic Land) and Bedford Borough Council), plus Cotswold Transport Planning and to make recommendation to Full Council as necessary.

TR reported transport assessments for all other sites had been received and all confirmed adequate access and visibility. In the absence of PDQ, SP read out a statement in which he disagreed there was safe and acceptable access/egress to the proposed site behind The Chequers PH. It was noted these assessments were simply a high-level overview and fuller details would come forward as appropriate. SS confirmed all reports contained a high level of detail for this stage of the process.

A proposal for development adjacent to the upper school, received from Hollins Strategic Land was acknowledged but not considered as it was not part of any ongoing site assessments. Any speculative formal application would be considered if made.

NP19/050 – To receive an update on the progress of site assessment/allocation work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed works were ongoing to complete a covering report/executive summary but that all assessments had been undertaken.

NP19/051 – 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 noted this was the second draft of the Neighbourhood Plan, not first as indicated.

SS thanked JN, SO and TR for their input and confirmed she was happy with all comments. SO reiterated the need to mirror Bedford Borough Council's use of the term Mobility Housing and the Neighbourhood Plan should use the same terminology.

SS sought clarification on the following:

- Policy W9 – as a new policy to SS, confirmation was needed that all members were happy with the wording and that affordable housing would be offered first to those with a connection to the parish. All were in agreement although it was noted there was no guarantee it would be accepted by the examiner. TR had a few minor comments which would be passed to SS;
- Local Green Spaces – this issue was flagged in the first draft as SS felt sites D & E did not meet the relevant criteria. After discussion it was agreed to leave them as present, as the suggestions had come from the earlier Green Infrastructure Plan process;
- Policy W15 – additions included Wootton Garage and Pharmacy, St Mary's Church Hall, the Scout Hut, plus the new nursery off Fields Road;
- Policy W20 – all points were accepted, with the inclusion of bridleways, alongside footpaths;
- It was also agreed to include the proposal to extend Lorraine Road cemetery, where most suitable.

SS stressed the village design statement was an intrinsic part of the plan – even if as an appendix.

SS added the proposals maps and graphic materials were not within her discipline and it was agreed she would meet separately with SP to discuss this further. In the meantime the second draft would be updated and sent to SP for onward circulation (including Bedford Borough Council).

NP19/052 – To receive, review and comment/approve the first draft of the Village Design Statement (Joff Duck – Building The Past) and to make recommendation to Full Council as necessary.

SO requested the paragraph relating to the post office and take away units (page 35) be removed and all were in agreement.

SS again raised the issue of graphics – to be discussed with SP.

The draft now included guidelines rather than just description and SS confirmed she would make references to its conclusions within the Neighbourhood Plan.

NP19/053 – To discuss the draft Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.

It was agreed the second draft of the Neighbourhood Plan could now be provided to enable the screening report to be taken forward.

NP19/054 – To receive a report from Regeneration Positive (TR) regarding the need to undertake a Strategic Environmental Assessment Screening in addition to the Habitat Regulations Assessment Screening and to make recommendation to Full Council as necessary.

It was noted Bedford Borough Council had now determined the completion of a Strategic Environmental Assessment Screening was the responsibility of Wootton Parish Council. A screening report template was available and it would be an additional remit for SS to complete (SS agreed to provide additional costings to SP for determination). SS outlined that the screening report would be consulted with Natural England, Historic England and the Environment Agency. The respective bodies would have 5 weeks in which to respond. SS stated it would be more realistic to take this forward before any consultation as an unrealistic time table would prove challenging and the parish council would be criticised if the consultation on the pre-submission plan took place during the summer months. In that respect, it was suggested the consultation take place Fri/Sat 6th/7th September.

SJ offered thanks to SS and TR for their efforts to date.

NP19/055 – To receive a report from Regeneration Positive (TR) regarding key issues surrounding the first draft of the Neighbourhood Plan (including draft exhibition/consultation materials) and to make recommendation to Full Council as necessary.

TR confirmed he had commenced works on the boards and survey forms – the latter of which had now been provided to BRCC for a fuller quotation in terms of Survey Monkey works. SP agreed to chase for the updated quotation and inform BRCC of the date changes in terms of the exhibition and distribution (now the week commencing 1st September 2019).

TR asked all present to confirm they were happy with the key messages – he confirmed the complete documentation would be circulated for all to input/comments. A list of Regulation 14 consultation bodies had also been circulated.

NP19/056 – To consider the further retention of Regeneration Positive’s services (in the preparation of the emerging Neighbourhood Plan) and to make recommendation to Full Council as necessary.

Resolved to retain Regeneration Positive’s services until the end of October 2019.

Proposed: JN.

Seconded: SO.

Resolved by all present.

NP19/057 – 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.

NP19/058 – 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
4th May 2019**

FC19/105

Planning & Environment Committee Report

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

10th April 2019

Matters arising from the minutes – for information only

See under 24th April 2019

Planning Applications – for resolution

19/00600/TPO – 66a Keeley Lane – removal of ash tree.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

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

Response received from Bedford Borough Council with regard to an earlier planning application deliberated by this committee – 19/00313/TPO – 44 Cause End Road.

No further comments received.

Resolutions

P19/059 – To receive a report from Cllr Quirk and the Clerk regarding proposed remedial works to the damaged/listing brick wall at St. Mary's churchyard and to resolve a suitable course of action.

After discussion it was resolved to source a suitably qualified individual/company to advise and quote for the remedial works as detailed by both Historic England and Bedford Borough Council, to enable the project to move forward.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

P19/060 – To consider suggestions for an improved entrance sign at Lorraine Road cemetery and to resolve a suitable course of action.

After discussion it was resolved to seek quotations to site a similar sign to Barton-le-Clay's cemetery entrance sign (but double-sided) adjacent to the street light on the corner of Lorraine Road/cemetery entrance road, which would be visible to all from both directions along Lorraine Road.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

24th April 2019

Matters arising from the minutes – 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.
- P19/059 – 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. Resolved 10th April 2019 (FC19/059) to source accompany/individual qualified to assist with the works.
- 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, a flowerbed installed, and summer planting will take place in May 2019.
- 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.
- P19/060 – 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. Resolved 10th April 2019 (FC19/060) to obtain quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay.
- 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

19/00626/LBC – Keeley Grange, Bedford Road – single storey rear sun lounge extension and internal alterations to relocate kitchen (minor amendments to previous application 18/02327/FUL and 18/01481/LBC. On both occasions this council raised no objections).

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

19/00698/FUL – 7 Parker Road – single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

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

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

This council previously raised **AN OBJECTION**.

Resolutions

P19/072 - To consider a response to the Department of Transport regarding their proposed stopping up of Highway at Land South of Fields Road and to resolve a suitable course of action.

Resolved to note for the files but to make no further response.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

P19/073 - To receive a report from Cllr Quirk regarding the damaged paving slab entrance to the village hall and to resolve a suitable course of action.

In the absence of Cllr Quirk it was agreed to defer this agenda item to a future meeting of this committee.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

4th May 2019

FC19/106

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

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

¹ Project Action Plan.
Full Council Minutes 15th May 2019

FC19/107

Project Action Plan for Ongoing Projects

To be carried over to the next meeting of Full Council.

FC19/108

RISK ASSESSMENTS PLAN 2019-20

To be carried over to the next meeting of Full Council.

Please visit the following link:

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