



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 12th June 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, Noakes, O'Dell and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/122	Apologies for absence. Cllrs Bygraves, Hensher, Martin, Quirk and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/123	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/124	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.
FC19/125	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. BBCllr/Cllr Wheeler added the street lighting along Harris Way were currently being energised. In addition, BBCllr/Cllr Wheeler had recently attended a meeting at Bedford Borough Council in relation to education, at which he had raised the issue of safety and lack	Clerk to keep on file. Clerk to keep on file.	N/A.

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	To receive crime figures for May 2019. (Appendix 1a).	of crossings within Wootton. He was interviewed after that meeting and had also given an account to BBC Three Counties Radio – making it clear the parish council had been pushing for the same for over a year. BBCllr/Cllr Wheeler then confirmed minutes from his meeting with Jon Shortland (Chief Officer, Planning and Highways, Bedford Borough Council) and Andy Prigmore (Manager, Traffic Operations, Bedford Borough Council) would be circulated when available. It was noted cautions had been made to four individuals for the possession of cannabis – which would be recorded on their files, potentially affecting future employment options. The Clerk confirmed she and BBCllr/Cllr Wheeler were due to meet with representatives from Bedford Borough Council's Environment Enforcement Team and a resident, to discuss additional measures available to drive anti-social behaviour away from the recreation ground and car park.		
FC19/126	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.
FC19/127	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 Annual Council meeting held on 15 th May 2019.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 15th May 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 24th April 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 24th April 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 16th January 2019.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Gibbons. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC19/128	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. - FC19/1115 + FC19/138 – Community Centre at Berryfields. Refer to agenda item FC19/138. - FC18/297 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 14th March 2018	No further comments received.	Clerk to keep on file.	N/A.

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	(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 has receive confirmation one pot can be used to resurface the Memorial Hall Area and a second pot can be used to resurface the MUGA (Multi Use Games Area) at the recreation ground. • FC17/284 – Cranfield Road/Village Sign. Repeater signs now mean the 30MPH speed limit can 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. • FC19/116 – Apex360. At the time of this meeting the first kids camp will have just come to a close. A progress report will be given when available. • FC18/093 – Additional planters. Two new planters are in place, however one on Fields Road needs to be moved to its correct position. • 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			
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	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 continue to chase for a further update and have provided a timeline of email audit trails, to push this issue forward. • 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. A report requesting the same is currently with Bedford Borough Council for implementation. • 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 (this is on hold pending investigative works to identify the cause of flooding in the area); • 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 (location information has been passed to Bedford Borough Council); ▪ Memorial Hall Play Area Upgrade (Clerk is awaiting confirmation from Bedford Borough Council);			
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	▪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. • FC19/115 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park are ongoing and further information is awaited from Margaret Birtles following a recent meeting between her and members of the parish council. • FC19/112 – Anti Social Behaviour in the recreation ground car park. The Clerk has passed several lots of CCTV footage to the police and a meeting is taking place on 13th June 2019 with one resident, the police, parish council representatives and representatives from Bedford Borough Council's Environmental-Crime Team and Community Regulation Team in order to establish additional measures to move on and ideally prevent the offenders from entering the area.			
FC19/129	Chairman's report – for information only.	Cllr Lloyd confirmed he would be calling an extra-ordinary meeting of Full Council, to be held on Wednesday 19 th July 2019 at 7.30pm to discuss the ongoing situation regarding the two proposed Bedford Road crossings.	Clerk to keep on file.	N/A.
FC19/130	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 Gibbons. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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FC19/131	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.
FC19/132	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).	It was noted a robust response had been made to Bedford Borough Council regarding their reluctance to take forward the parish council's wish to trial advisory white lining at several points within the village. It remained the parish council's wish for this to be implemented. Resolved to receive, review and adopt the report without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/133	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).	Resolved to receive, review and adopt the Project Action Plan with amendments/updates noted in red. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/134	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).	Cllr Gibbons agreed to oversee all risk assessments and members were asked to confirm with him (copying the clerk) which RA's they would undertake themselves. Cllr Gibbons – would resend recently completed RA's to the clerk. Resolved to receive, review and adopt RA's for the Fun Fest, Generator and Marquee and to receive, review and adopt the RA schedule with amendments/updates noted in red. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/135	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (to	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Gibbons and Noakes.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.

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	be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.		
FC19/136	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 2019.
FC19/137	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 both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/138	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	No representatives from the charitable trust were in attendance. Cllr Lloyd noted quotations for CCTV would be determined under a separate agenda item (FC19/148). A meeting with Bedford Borough Council to move forward with the car park Memorandum of Understanding had recently taken place – a further response from them was awaited. At that meeting, it was asked if the parish council would consider a contribution to the lower school's insurance policy (in respect of the car park) as two policies would cause issues, were a claim made. The clerk was asked to obtain a quotation from the parish council's insurers to determine the likely cost – to be agreed at a future full council meeting. The lower school had recently complained the car park gates were not being closed at night – Cllr Lloyd had notified the charitable trust. Delays had occurred with the air conditioning quotation as the specification was not as previously agreed. The clerk was instructed to contact Persimmon Homes to seek confirmation they were happy they had met s106 agreement conditions, in relation to the sports pitches – following a	Cllr Lloyd and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		breach of condition investigation that they are not FA standard.		
FC19/139	To receive and approve the Internal Audit report for year end 2018/19 and to resolve a suitable course of action.	Resolved to receive and approve the Internal Audit report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/140	To review the effectiveness of the Internal Audit for year end 2018/19 and to resolve a suitable course of action.	Resolved to accept the review of the effectiveness of the Internal Audit without further comment. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/141	To receive and approve the Annual Governance Statement 2018/19 (Section 1 – Annual Return for the year ended 31st March 2019 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2018/19 (Section 1 – Annual Return for the year ended 31 st March 2019 - Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/142	To receive and approve the Accounting Statements 2018/19 (Section 2 – Annual Return for the year ended 31st March 2019 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Accounting Statements 2018/19 (Section 2 – Annual Return for the year ended 31 st March 2019 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/143	To receive a report from Cllrs Lloyd and Wheeler regarding a proposed outdoor film night to be held on the sports pitches (Berryfields) on Friday 12th July 2019 and to resolve a suitable course of action.	Cllr Lloyd confirmed the sports pitches would be used to host the event – an opportunity to bring old and new Wootton together. It was noted the community group did not have its own public liability insurance and Cllr Lloyd requested it come under the parish council's	Cllrs Lloyd, Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		insurance. The films would now be Dumbo and Captain Marvel as Avengers would not be released until August. Start time would be put back until 4.30pm to accommodate school children travelling home on buses – finish time was 9.30pm. Cllr Lloyd was asked to ensure the community centre was not used that evening as the car park would be needed and a request to increase the budget to £2,500 was made – to allow for portaloos to be ordered by the clerk. Resolved to accept the above requests. Proposed: Cllr Noakes. Seconded: Cllr Gibbons. Resolved by all present.		
FC19/144	To receive a report from Cllr Quirk regarding land in the vicinity of the Village Hall, Church Road and to resolve a suitable course of action.	In the absence of Cllr Quirk it was agreed to carry this item over to a future meeting of full council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/145	To consider a grant request from Wootton WI (£250 to erect a commemorative plaque on the exterior of the Memorial Hall) and to resolve a suitable course of action.	Resolved to approve the grant request (revised amount of £131.25). Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/146	To receive a recommendation from the Neighbourhood Plan Steering Group that a quotation from BRCC (Bedfordshire Rural Communities Charity) in relation to an upcoming Neighbourhood Plan consultation be accepted and to resolve a suitable course of action.	Resolved to accept the recommendation to accept the quotation from BRCC without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Gibbons. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/147	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC19/148	To appoint a contractor to install a CCTV system to cover both the interior and exterior of the community centre (including car park) and to resolve a suitable course of action.	Resolved to obtain further details from one contractor, to ensure like-for-like quotations and to bring this item back to a future meeting of full council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 8.35pm.

FC19/125

Borough Councillor Update – June 2019

Local Plan

The Planning Inspectorate is currently undertaking Examination of the Borough Council's Local Plan 2030 with 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

Covanta Incinerator

Work has started on the Covanta waste incineration facility in Stewartby following an unsuccessful attempt by campaigners in November 2018 to halt the scheme.

The Bedfordshire Against Covanta Incinerator's (BACI) judicial review of the permit issued by the Environment Agency, which had given the go ahead for the scheme, was dismissed but there is now likely to be a further hearing at the Court of Appeal in July.

The facility is due to open by 2022. A recent BBC report stated that it will power 112,000 homes a year by incinerating 500,000 tonnes of non-recyclable waste.

New Chief Constable

Bedfordshire Police has appointed Garry Forsyth as its new Chief Constable following the resignation of Jon Boutcher. Mr Forsyth, the current Deputy Chief Constable, will take on the role in July.

Proposed Development at Aspects Leisure Park

A public consultation was recently held by planning consultants Barton Willmore in relation to proposals to develop the Aspects leisure park in the town centre. The plans include the development of 100 new apartments as well as a refurbishment of the site. No further details are available at this stage.

Community Safety Partnership Consultation

Appendix 1

A new consultation from the Bedford Borough Community Safety Partnership (CSP) is asking residents for their views on crime and anti-social behaviour.

The (CSP) is comprised of: the Borough Council; Bedfordshire Police; the Bedfordshire Fire & Rescue Service; the Bedfordshire Clinical Commissioning Group, and; the Probation Service. These organisations work together to tackle crime and disorder.

The consultation ends on the 2nd August. The response form can be seen here: <http://www.forms.bedford.gov.uk/csp/>

Foster Care

‘Foster Care Fortnight’ was held from the 13th – 26th May to raise awareness of the continuing need for the Council to recruit foster carers to support children in care. For more details of how to become a foster carer call 01234 718718 or search ‘Bedford Foster Adopt’

Over 70s Exercise Classes

The Council is running a programme of exercise classes for over 70s during the summer. The sessions, covering sports such as archery and table tennis, cost £4 each and will be held at the Athletics Stadium, Bunyan Centre and Bedford Central Library. For further details call 01234718835 or search ‘Bedford Council exercise classes’.

BBCllr Wheeler
31st May 2019

FC 19/125a Apr/May 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/28045/19	Theft from a motor vehicle	16/05/2019 20:00	A421	NORTH-766	WOOTTON
40/24850/19	Theft from a motor vehicle	01/05/2019 21:00	A421	NORTH-766	WOOTTON
40/21714/19	Theft from a motor vehicle	16/04/2019 00:00	A421	NORTH-766	WOOTTON
40/28840/19	Assault without Injury - Common assault and battery	20/05/2019 00:00	Ashpole Avenue	NORTH-766	WOOTTON
40/25283/19	Assault without Injury - Common assault and battery	04/05/2019 01:01	Bedford Road	NORTH-766	WOOTTON
40/22570/19	Assault without Injury - Common assault and battery	18/04/2019 00:00	Bedford Road	NORTH-766	WOOTTON
40/24007/19	Burglary - Residential - Dwelling	27/04/2019 00:00	Bedford Road	NORTH-766	WOOTTON
40/21481/19	Other criminal damage to a vehicle (Under £5,000)	14/04/2019 00:00	Bedford Road	NORTH-766	WOOTTON
40/21482/19	Sec 4 POA Fear or provocation of violence	13/04/2019 00:00	Bedford Road	NORTH-766	WOOTTON
40/26085/19	Theft if not classified elsewhere	08/05/2019 00:45	Bedford Road	NORTH-766	WOOTTON
40/29907/19	Assault without Injury - Common assault and battery	25/05/2019 18:40	Bedford Road	NORTH-766	WOOTTON
40/28829/19	Theft of a motor vehicle	20/05/2019 21:35	Cause End Road	NORTH-766	WOOTTON
40/29666/19	Sec 4 POA Fear or provocation of violence	16/05/2019 18:30	Cause End Road	NORTH-766	WOOTTON
40/23124/19	Assault occasioning actual bodily harm (ABH)	23/04/2019 15:10	Church Road	NORTH-766	WOOTTON
40/21243/19	Having possession of a controlled drug - Class B - Cannabis	13/04/2019	Church Road	NORTH-766	WOOTTON
40/21240/19	Having possession of a controlled drug - Class B - Cannabis	13/04/2019	Church Road	NORTH-766	WOOTTON
40/21239/19	Having possession of a controlled drug - Class B - Cannabis	13/04/2019	Church Road	NORTH-766	WOOTTON
40/21235/19	Having possession of a controlled drug - Class B - Cannabis	13/04/2019	Church Road	NORTH-766	WOOTTON
40/22081/19	Sec 4a POA Causing intentional harassment, alarm or distress	17/04/2019 11:00	Church Road	NORTH-766	WOOTTON
40/27199/19	Theft if not classified elsewhere	09/05/2019 18:00	Fields Road	NORTH-766	WOOTTON
40/24273/19	Theft if not classified elsewhere	20/04/2019 18:00	Fields Road	NORTH-766	WOOTTON
40/29931/19	Other criminal damage, other (Under £5,000)	26/05/2019 07:45	Folkes Road	NORTH-766	WOOTTON
40/22567/19	Assault without Injury - Common assault and battery	20/04/2019 18:10	Foster Way	NORTH-766	WOOTTON

Appendix 1a

40/23944/19	Assault occasioning actual bodily harm (ABH)	27/04/2019 13:20	Hall End	NORTH-766	WOOTTON
40/23966/19	Burglary - Residential - Dwelling	27/04/2019 18:03	Hall End Road	NORTH-766	WOOTTON
40/29915/19	Assault without Injury - Common assault and battery	18/05/2019 00:00	Harris Way	NORTH-766	WOOTTON
40/29755/19	Burglary - Residential - Dwelling	24/05/2019 13:05	Harris Way	NORTH-766	WOOTTON
40/28835/19	Theft of a motor vehicle	20/05/2019 22:00	Lorraine Road	NORTH-766	WOOTTON
40/22279/19	Breach of non-molestation order	18/04/2019 17:00	St. Marys Road	NORTH-766	WOOTTON
40/28833/19	Harassment - without violence (course of conduct)	01/09/2018 00:00	Wootton	NORTH-766	WOOTTON
40/27253/19	Harassment - without violence (course of conduct)	01/01/2018 00:00	Wootton	NORTH-766	WOOTTON
40/22646/19	Harassment - without violence (course of conduct)	07/04/2019 00:00	Wootton	NORTH-766	WOOTTON
40/28667/19	Sexual	18/05/2019 00:00	Wootton	NORTH-766	WOOTTON
40/29392/19	Harassment - without violence (course of conduct)	22/05/2019 00:00	Wootton	NORTH-766	WOOTTON
40/28833/19	Harassment - without violence (course of conduct)	16/05/2019 00:00	Wootton	NORTH-766	WOOTTON

FC19/126 Schedule of correspondence			
Date received	Type	From	Brief details
20.5.19	Email	Campaign to Protect Rural England Bedfordshire	Wildlife photos, link roads and office moves - recent news from CPRE Bedford
22.5.19	Email	Bedfordshire Police and Crime Commissioner	Serious Youth Violence update
23.5.19	Email	Bedfordshire Association of Town & Parish Councils	Govia Thameslink Railway Passenger Benefit Fund
31.5.19	Email	Andrea Pellegram Ltd	Planning Local Newsletter 12
31.5.19	Email	Bedford Borough Council	Active Places - Newsletter June 2019

FC19/130

Neighbourhood Plan Steering Group Report

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

22nd May 2019

NP19/063 – 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. This proposal will feature in the Neighbourhood Plan. Move to close.
 - NP18/093 + NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. Refer to agenda item NP19/073.
 - NP19/050 + NP19/067 – Site Assessment Report. Refer to agenda item NP19/067.
 - NP19/048 + 049 + NP19/065 + NP19/066 – Landowner communication(s). Refer to agenda items NP19/065 and NP19/066.
 - NP19/053 + NP19/070 – Habitat Regulations Assessment Screening Report. Resolved 24th April 2019 (NP19/053) that SS would send a copy of the draft N Plan to Bodsey Ecology Ltd once amendments had been made. Refer to agenda item NP19/070.
 - NP19/052 + NP19/069 – Village Design Statement. The final draft has now been received. Refer to agenda item NP19/069.
- NP19/026 + NP19/068 – 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). The latest draft has been forwarded to Bedford Borough Council. Refer to agenda item NP19/068.

Resolutions

NP19/065 – 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 confirmed there had been minimal ongoing discussions with Savills, but the highways report was nearly complete. A land transfer mechanism was also being investigated.

NP19/066 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/065) and to make recommendation to Full Council as necessary.

TR noted one clarification over site acreage was ongoing but there had been no other discussions.

NP19/067 – To receive an update on the progress of the Site Assessment Report (currently being drafted by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed her priority had been the Neighbourhood Plan and Strategic Environmental Assessment Screening report as there was a need for those to be seen by other parties. The site assessment works were complete and the report was nearly complete.

NP19/068 – To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

SS confirmed the latest draft was with Bedford Borough Council. Due to upcoming Local Plan 2030 hearings, a meeting with them was not expected to take place until the end of June 2019.

PDQ raised concerns regarding access to the site behind the Chequers PH (policy W5), however it was noted were a formal planning application taken forward, a more detailed transport assessment would be necessary. SS confirmed she would meet with GL and SP to discuss the policies map.

NP19/069 – To receive, review and approve the final draft of the Village Design Statement (Joff Duck – Building The Past) and to make recommendation to Full Council as necessary.

SS confirmed she would make the amendments referencing the Chequers PH previously being known as the Star Inn.

Resolved to receive, review and approve the final draft, subject to the above amendment and make the same recommendation to Full Council.

Proposed: GB.

Seconded: GL.

Resolve by all present.

NP19/070 – To receive an update on the draft Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.

Bodsey Ecology Ltd were now in receipt of the latest draft of the Neighbourhood Plan and had confirmed works should be completed by the end of June 2019.

NP19/071 – To receive an update on the progress of the Strategic Environmental Assessment Screening (currently being drafted by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed the report was almost complete and would need to be sent to the Environment Agency, Natural England and Historic England, alongside the draft Neighbourhood Plan. After discussion it was agreed SS would circulate it to all steering group members and invite comments via email, before SP forwarded the documents as necessary.

NP19/072 – To receive a report from Regeneration Positive (TR) regarding key issues surrounding the latest draft of the Neighbourhood Plan (including draft exhibition/consultation materials) and to make recommendation to Full Council as necessary.

TR confirmed all exhibition materials had been updated following the latest refresh of the Neighbourhood Plan. Further changes may be necessary following Bedford Borough Council's response to the latest draft. As mentioned previously, Bedford Borough Council were not expected to respond until June. It was agreed SP and SS would approach Bedford Borough Council mid-June in order to arrange an initial meeting.

It was noted the Neighbourhood Plan referenced the Crown Estate land within policy W12 (Other Important Green Spaces) and policy W20 noted a wish to extend Lorraine Road cemetery.

Resolved to accept the amended quotation from BRCC without further comment and make the same recommendation to Full Council.

Proposed: BH.

Seconded: JW.

Resolved by all present.

NP19/073 – To review the Neighbourhood Plan Project Plan and to make recommendation to Full Council as necessary.

No further comments received.

NP19/074 – 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.

NP19/075 – 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
31st May 2019**

FC19/131

Planning & Environment Committee Report

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

15th May 2019

P19/074 – To elect a Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr Quirk. Resolved that Cllr Quirk be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

P19/075 – To elect a Vice-Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr Martin. Resolved that Cllr Martin be appointed Vice-Chairman for the ensuing municipal year.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

Open Forum

A large number of the public were present who wished to speak and observe discussions relating to agenda item P19/084 (19/00894/MAO – Land Adjacent to Wootton Upper School and Arts College, Hall End Road. Outline application with all matters reserved except access for the erection of up to 81 dwellings). The chairman proposed this agenda item be heard after agenda item P19/078 and this was resolved by all present.

Matters arising from the minutes – for information only

See under 29th May 2019

Planning Applications – for resolution

[19/00742/MAR](#) – Land South of Fields Road. Reserved Matters for Plots 4 and 5 (layout, scale, appearance and landscaping) pursuant to permission 17/00666/MAO and details pursuant to conditions 12 (construction management plan), 13 (boundary treatments), 14 (external materials), 16 (lighting scheme), 18 (refuse details), 19 (energy audit), 21 (landscaping details) and 24 (drainage).

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

[19/00756/TPO](#) – 3 Bedford Road. Walnut tree – crown reduce, thin and lift and deadwood.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

[19/00824/FUL](#) – Land adjacent 17 Oak Close. Erection of double garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

[19/00845/FUL](#) – 33 Potters Cross. Single storey rear/side extension, following demolition of existing garage and conservatory.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

[19/00871/FUL](#) – 17 Oak Close. Side/rear single and two storey extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

[19/00894/MAO](#) – Land Adjacent to Wootton Upper School and Arts College, Hall End Road. Outline application with all matters reserved except access for the erection of up to 81 dwellings.

As noted under Open Forum, this agenda item was determined after agenda item P19/078.

Cllr Quirk began by asking if any one present wished to act as spokesperson for all, and Ruth Sneath agreed to act in that capacity. She introduced herself and provided copies of documents highlighting the area in question as a County Wildlife Site (Wootton Wood) – refer to Appendix A (available upon request).

Ms Sneath then voiced her opposition to the application – refer to Appendix B (available upon request). She was thanked for her presentation and others were invited to voice additional concerns also.

During the presentation it was noted there had been a lack of community awareness regarding the application. The Clerk confirmed the application was received on 9th May 2019.

In addition to the considerations raised in Appendix B, it was noted the area (if developed) would lose its historic connection to the brickmaking industry which once took place on that site. Unspoilt countryside views from the top of the bridle path and over Hall End would also be lost.

Another member of the public suggested if the land had to be developed, it be used for the adjacent upper school's benefit in order to offer a balance within the community. It was noted the area of land adjacent to the Little Wootton development had not yet come forward – if that too were developed, it would reduce further the area of road where parents/carers could legally set down and pick up pupils. It was further noted during the ongoing construction of Little Wootton, HGV vehicles regularly reversed/mounted pavements to avoid buses travelling to the upper school and concerns were also raised that parked cars would be pushed further along Hall End Road towards the Chequers PH, on what was a dangerous, blind bend.

Cllr Lloyd explained the status of a County Wildlife Site meant Bedford Borough Council were obliged to consult with members of that committee, however it did not offer protection against proposed development. He went on to detail how Central Government were dictating how many houses had to be provided by local

authorities, meaning they in turn were looking to all parishes for the same. Bedford Borough Council were obliged to consider Neighbourhood Plans when in place, but could dictate any development, in those parishes without a Neighbourhood Plan. This was done via a “Call For Sites” process, whereby landowners could choose to put areas forward for potential development. If accepted as part of Bedford Borough Council’s Local Plan, those areas were then available for development. Cllr Lloyd added the Borough Council’s ongoing Local Plan had reduced in term from 2035 to 2030, decreasing the amount of housing required during that period. Once adopted however, the process would begin again for the next Local Plan. Wootton Parish Council’s emerging Neighbourhood Plan made no provision for development on this site – small pockets of development were proposed elsewhere, following public consultations calling for the same.

The Clerk stressed the need for all present to voice their objections (using material considerations) to Bedford Borough Council who, as local planning authority, would ultimately determine the application.

Cllr Hensher then detailed observations passed to him by Regeneration Positive who were assisting the parish council with its emerging Neighbourhood Plan – refer to Appendix C (available upon request). All other members also voiced their objections to the proposal.

BBCllr/Cllr Wheeler stated Wootton Upper School intended to lodge its own objections to the proposal – noting increased traffic congestion and the safety of pedestrians/inconsiderate and nuisance parking would be considerations.

After further discussion it was resolved **TO OBJECT** using the material considerations summarised in Regeneration Positive’s notes and read by the Clerk at this meeting (refer to Appendix C) and the following, additional material considerations:

- Increase in parking issues in an area which already suffers congestion and poor infrastructure in terms of highways – a highway safety issue;
- Adverse effect on the street scene;
- Increase in noise and air pollution levels;
- Loss of important trees (nature conservation);
- Safety concerns over vehicular access to/from the proposed site, close to a blind bend;
- This site was not put forward during any Bedford Borough Council Call for Sites consultations and does not feature in its emerging Local Plan 2030. Furthermore, the same Local Plan 2030 details no further development within Wootton.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

Following the above resolution, Cllr Quirk then adjourned the meeting for 10 minutes to allow members of the public opportunity to pass their contact details to Ms. Sneath and leave the building.

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

19/00329/FUL – 16 Elmsdale Road. First floor side extension.

This council previously resolved **NO OBJECTION**.

Resolutions

P19/085 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved that application 19/00894/MAO be called in for consideration by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

P19/086 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved that Cllrs Lloyd and Quirk attend the relevant meeting of the Full Planning Committee of Bedford Borough Council as representatives of Wootton Parish Council and that they have opportunity to speak in relation to application 19/00894/MAO. BBCllr/Cllr Wheeler confirmed he too would attend and it was noted members of the public were also permitted to attend as observers.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

29th May 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 streetlights 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

19/00956/FUL – 2 White Lion Close. Single storey front extension to link to existing detached garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolutions

P19/098 – To receive a report from FA Bartlett Tree Experts with regard to their latest visual tree inspection of all parish council owned trees and to resolve a suitable course of action.

It was noted the conifers within Lorraine Road cemetery were healthy and the tree inspection report made no recommendations for remedial works.

The Clerk was asked to keep the information on file for 12 months for further review.

Resolved to accept all findings from the visual tree inspection report and request all remedial works without further comment.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by majority vote.

P19/099 – To consider a response to Bedford Borough Council in relation to their proposal to add a waiting restrictions (double yellow lines) along Cause End Road (opposite the One Stop Shop and junction with Lorraine Road) and to resolve a suitable course of action.

Members were concerned this proposal would encourage more parking directly outside the One Stop shop. The following questions were raised:

- Why did Bedford Borough Council think this proposal was best for the area;
- What enforcement measures would be in place (given ongoing issues at other areas in the village including Hall End near the upper school);
- Would Bedford Borough Council consider the addition of parking cameras (as seen outside Bedford Road lower school).

A suggestion was made for the lines to be placed on the other side of the road, directly outside the shop and around the corner into Lorraine Road.

After further discussion it was resolved to take all questions and suggestions above back to Bedford Borough Council for clarification, in order for this item to be discussed at a future meeting of this committee.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

31st May 2019

FC19/132**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20**

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 2019-20 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 2018-19.	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 streetlights 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. <u>22nd May 2019</u> JW confirmed (via Thomas Emmett) that the s278 agreement was in place for the Potters Cross scheme and that Persimmon would be chased for timescales. JW was meeting with Thomas on 31st May 2019 at which time it was hoped Persimmon would have provided a programme of works.	
Berryfields Estate (infrastructure).	GL.	Ongoing.	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. <u>22nd May 2019</u> JW confirmed this would be discussed during an upcoming meeting between Thomas Emmett and Persimmon. It was noted the street lights along Harris Way would be repaired by the end of May 2019.	GL/SO. BBC/Persimmon.

				Further noted the crossing for Harris Way (near the lower school) would be discussed by Thomas during is meeting with Persimmon.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>16th January 2019</u> Initial works did not locate the cause of the leak and are continuing. Resurfacing will be undertaken from the Church End of Cause End Road to opposite 22 Cause End Road. <u>22nd May 2019</u> BBC have established (via CCTV cameras) that the drainage system in the road has been compromised in two areas with other pipes – one of which goes straight through. Steps are being taken to identify which dwellings are responsible so further action can be taken. JW and SP have met with a BBC Highways Engineer on several occasions and they are aware of the road's continuing decline. Plans for the road to be resurfaced have been placed on hold pending these ongoing investigatory/remedial works.	BBC/Anglian Water.
Church Road Bus Stop.	Resident.	Ongoing.	BBC/Bus Companies.	<u>22nd May 2019</u> SP was contacted by a resident concerned about the bad positioning of the bus stop on Church Road, (junction of Church Road/Squires Road adjacent to the village hall). They had requested the bus stop be moved so buses were not stopping opposite the T-junction. SP agreed to take the residents concerns to this meeting, however JW had already confirmed the stop nor route could not be moved/alterd. In any event it was one school bus, per day, in the morning. Move to close.	BBC/Bus Companies.

				(JW noted separately the new bus route through the Fields Road South development would be routed down Fields Road, to the Berryfields terminus, then through the new development to Cranfield Road. BBC had plans were in place to add two additional bus stops along Cranfield Road, to accommodate the C1 buses).	
Cranfield Road – 30MPH.	Resident.	Ongoing – carried forward from 2017-18.	BBC.	<u>16th January 2019</u> The lighting is still only energised in part. <u>22nd May 2019</u> Repeater signage now in place – move to close.	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. <u>22nd May 2019</u> BBC had stated all works were complete. Review winter 2019/20.	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. <u>22nd May 2019</u> It was noted the kerb line could not be altered however the pavement could be widened slightly to provide a flush crossing point (with tactile paving) for pedestrians. Further ideas would be considered during JW's upcoming meeting with Thomas Emmett and JW confirmed he had reminded Thomas about	BBC/Developer. GL.

				the quotation passed to BBC by WPC for works to reduce the height of the cemetery extension hedgerow (as provided by FA Bartlett Tree Experts).	
Fields Road HGV signage	N/A	N/A	N/A	<u>22nd May 2019</u> JW confirmed BBC were looking to reinstate the weight restriction (end of July 2019 after consultation).	BBC.
Fields Road pavement – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	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>22nd May 2019</u> It was noted works to widen the footpath were ongoing, but the ditch was not been piped and	Goodmans/BBC. WPC/BBC/GL.

				infilled (permanent fencing had been erected in places). JW was asked to establish why this was the case, when costs were being met by developers not BBC. BBC had confirmed the fencing was a standard highway fencing. Confusion remained whether BBC ran the same scheme as Luton Borough Council. After discussion TI agreed to approach BBC to arrange a meeting between their representative and members of this steering group, to discuss options including those raised above *. <u>FIELDS ROAD SOUTH</u> <u>16th January 2019</u> Allan Burls to deliver his feasibility study report, end of January 2019. <u>22nd May 2019</u> No further progress has been made, nor feasibility report received.	
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). <u>22nd May 2019</u> JW and SP had chased BBC on several occasions, but no progress had been made. It was noted this item could be discussed when a meeting was arranged by TI (see above). *	SO.

(To include fading white lining at several sites within the village).				SO was concerned over the lack of progress on white lining in particular, given resident's concerns over parking near the Legstraps PH, adding he was now aware of other areas where existing white lining was fading. It was noted WPC had previously agreed to contribute up to £595 in this respect. GL agreed to provide a formal document to take to BBC and SO agreed to provide locations where lining was fading. It was noted BBC were considering parking restrictions along Cause End Road opposite the One Stop Shop and Lorraine Road junction. SP confirmed the proposal would be taken to the Planning & Environment Committee for discussion.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school.	GB.	Ongoing.	£60k and £10-£12k.	<u>16th January 2019</u> No further update available. <u>22nd May 2019</u> JW confirmed BBC were taking both crossings requests forward and specifications were expected in early June 2019.	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 12th December 2018 (FC18/325) that an ASC⁷ project be taken forward using CIL⁸ monies. JW to investigate whether BBC funding may be available. <u>22nd May 2019</u>	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

				GL confirmed a detailed document requesting Average Speed Cameras at several locations within the village had been passed to BBC. Specifications and costings were awaited (£80k contribution from Goodmans had already been made to BBC).	
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>16th January 2019</u> No further update available. <u>22nd May 2019</u> JW and SP have chased BBC on several occasions. No further progress has been made.	BBC/Developer.

FC19/133**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	£80,000 s106 funding		£300,000	<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 (BBC⁹) 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> Cllr Lloyd will provide BBC with a map of the areas in question <u>12th June 2019</u>	Cllrs Lloyd and Wheeler

⁹ Bedford Borough Council
Full Council Minutes 12th June 2019

							Andy Prigmore has been provided with a detailed report and map of areas	
High	Bedford Road crossings – outside the lower school (pelican) and Manor Road Flats (island)	2019	£15,000 towards a pelican crossing and £2,500 towards an island crossing				<u>12th June 2019</u> Bedford Borough Council was informed in June 2018 WPC ¹⁰ was willing to make contributions from CIL ¹¹ monies and it continues to push for both crossings	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> Quotations are ongoing. Cllr O'Dell will involve the Community Centre charitable trust in the decision process, following an equipment demonstration <u>12th June 2019</u> Instalment and a demonstration will take place on 19 th June 2019	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

¹⁰ Wootton Parish Council

¹¹ Community Infrastructure Levy

						• 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>12th June 2019</u>
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							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> The office will be set up with broadband and telephone facilities, furniture including IT and CCTV equipment (internal and external). S106 monies will be used for this purpose <u>13th February 2019</u> Cllr Lloyd will lead on the setup <u>11th June 2019</u> No further progress made	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 WPC in early January 2019 <u>13th February 2019</u> 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	Cllr Wallace

¹² Multi Use Games Area
Full Council Minutes 12th June 2019

							<u>12th June 2019</u> Clerk has provided Hegarty Solicitors with evidence of hardship in order to expedite the TPI transfer	
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 GDPR ¹³ information. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses <u>12th June 2019</u> Cllr Lloyd hopes to provide a further update at next Full Council	Cllrs Lloyd and Martin
Low	Lorraine Road Cemetery extension	Ongoing			£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	<u>9th January 2019</u> Awaiting confirmation from BBC that s106 monies may be used in	Cllr Hensher

¹³ General Data Protection Regulations
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						£4,400 pathway	for part for resurfacing. Resolved at Full Council 12 th December 2018 (FC18/325) to take the balance from CIL monies <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 <u>12th June 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project and Cllr Hensher has requested additional resurfacing quotations	
Low	MUGA (Multi Use Games Area) resurfacing (Church Road)	2019		£32k in part s106 funding		£18,635	<u>12th June 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project	Clerk/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>12th June 2019</u> The draft plan is with BBC for review and a first meeting is anticipated to take place towards the end of June 2019	Cllr Hensher
Low	Noticeboards	Ongoing			£500	£500	<u>9th January 2019</u>	Clerk

							When needed	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£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 <u>13th March 2019</u> Clerk has taken the order forward <u>12th June 2019</u> Order has not yet been delivered. A resident has requested the same for bus stops along Church Road (and bus shelters). Cllr O'Dell is investigating	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 completed and submitted to BBC in order to	Cllr Quirk

							determine how to take remedial works forward <u>12th June 2019</u> The Clerk is currently sourcing a suitably qualified bricklayer to assist with remedial works and has been liaising with the churchwardens in this respect	
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).	Cllr Hensher

							<u>10th April 2019</u> Both are be in situ however the one on Fields Road is not in the correct location	
Low	Wootton Village Entrance Sign(s) – Various sites	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 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 is awaiting timescales. Cllr Martin will chase <u>13th March 2019</u>	Cllr Martin

							Flower bed is now complete, and the Clerk will contact Warners of Bedford (village planter maintenance and planting contractors) regarding its planting <u>12th June 2019</u> Summer planting is now in place and a consultation will take place in September's edition of the Wootton newsletter (see under 9th January 2019 above)	
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FC19/134**RISK ASSESSMENTS PLAN 2019-20**

WPC¹⁴ assigns and reviews all Risk Assessments annually in May (June for 2019). This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions, once determined at Full Council on 12th June 2019 (FC19/134).

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.

Some, but not all, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736.

Wootton Parish Council's Risk Assessments for 2019-20:

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters					
Cemeteries					
Changing Rooms and Toilet Block					
Christmas Street Lighting					
Christmas Tree (including Switch On Event)					
Community Centre					
Defibrillator					
Fun Fest	SP	31.5.19	None	ASAP	31.5.19 SP
Generator	SP	31.5.19	None	ASAP	31.5.19 SP
Keeley End Pond	GL				
Litter Picking					
Lone & Isolated Working					
Marquee	SP	31.5.19	None	ASAP	31.5.19 SP
Memorial Hall Play Area					

¹⁴ Wootton Parish Council
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MUGA (Multi Use Games Area) – Church Road					
MUGA (Multi Use Games Area) – Harris Way					
Recreation Ground Car Park Opening/Closure including volunteers					
Recreation Ground Play Area					
Remembrance Sunday Parade					
Silhouette	SP				
Skate Park					
Sports Pitches – Church Road					
Sports Pitches – Harris Way					
Street Furniture					
Trees					
Village Sign(s)					
War Memorial	JN				
Work Station (Clerk)	GL				

To be reviewed monthly at Full Council.

Please visit the following link:

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