



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 14th August 2019 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present, who wished to be considered for co-option. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Martin, Noakes, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/171	Apologies for absence. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/172	Disclosure of local and/or disclosable pecuniary interests. Cllr Bygraves declared a pecuniary interest in agenda item FC19/197 and did not take part in voting on that agenda item.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC19/173	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.
FC19/174	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Keith Randell as a member of Wootton Parish	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules

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		Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Chairman and Keith was welcomed.		2006 SI2006/3305 r 5(5).
FC19/175	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for July 2019. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added works to build the shops were due to start next week. He then added a suggestion had been made by Bedford Borough Council to extend the 7.5t limit throughout the village, rather than just Fields Road. The cost of this suggestion (if approved) would be funded from BBCllr/Cllr Wheeler's ward funding. BBCllr/Cllr Wheeler was due to meet the deputy mayor and Jon Shortland (Chief Officer, Planning & Highways, Bedford Borough Council) at the end of August to progress the two Bedford Road crossings. It was still hoped the Persimmon works at the Potters Cross/ Berryfield entrance/exit would be completed by the start of the upcoming school term. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.
FC19/176	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.
FC19/177	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10th July 2019.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk.	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 (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 26th June 2019. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 22nd May 2019. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Pavements Safety Steering Group meeting held on 22nd May 2019.	Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. 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 Martin. Resolved by all present		
FC19/178	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. Hearing sessions have recently closed. The Planning Inspectorate have stated once adopted a revised Local Plan must be submitted within three years. - FC19/165 + FC19/188 – Community Centre at Berryfields. Refer to agenda item FC19/188.	No further comments received.	Clerk to keep on file.	N/A.

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	- 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). The Clerk has asked BBCllr/Cllr Wheeler to chase as the above requests have not yet been taken forward. - FC18/301 – Allocation of s106 monies (Developer Contributions). The clerk has received confirmation one tranche can be used to resurface the Memorial Hall Area (agreement has been made in principle) and a second tranche can be used to resurface the MUGA (Multi Use Games Area) at the recreation ground (payment from Bedford Borough Council is still awaited). - FC17/284 – Cranfield Road Village Sign. 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. The first kids camp was successful, and the summer camp is ongoing. - FC19/167 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in Bedford Road. Resolved 13th June 2018 to contribute £15k and up to £2.5k for a pelican crossing outside the lower school and island crossing outside Manor Road flats, respectively, from Community Infrastructure Levy funding. BBCllr/Cllr Wheeler will			
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	meet with the Deputy Mayor Charles Royden on 30th August 2019 to discuss the feasibility reports findings, proposals and costings. • 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 has received confirmation from Bedford Borough Council that s106 funding can be used in part – balance to come from CIL); • Real Time Bus Passenger Information – this project is now completed. Move to close.			
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	- 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. - FC19/168 + FC19/198 – Land in the vicinity of the Village Hall, Church Road. Resolved 10th July 2019 (FC19/168) to source quotations to undertake clearance and remedial works in the area. Refer to agenda item FC19/198.			
FC19/179	Chairman's report – for information only.	Cllr Lloyd confirmed he and the clerk had met with representatives from Clapham, Great Denham and Stewartby, to discuss several planning issues and a meeting was due to be held with Jon Shortland (11 th September 2019) to discuss the same.	Clerk to keep on file.	N/A.
FC19/180	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 further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/181	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.

FC19/182	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 there were currently no plans for the second wooden fence along the Fields Road footpath (newly widened) to be removed. BBCllr/Cllr Wheeler stated he would establish if that ditch could be infilled in the same manner as the other ditch initially fenced off. BBCllr/Cllr Wheeler also confirmed he would investigate how the footpath would be marked out, given it was a shared footpath/cycleway. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/183	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 Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/184	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).	Resolved to accept updated risk assessments for both MUGA's (Multi Use Games Area) and sports pitches. Resolved to accept the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/185	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and other deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Wallace. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.

FC19/186	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.
FC19/187	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 Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/188	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.	<u>Parish Council Office Layout</u> The clerk needed to detail the proposed contents before a decision could be made on whether to have fireproof or non-fireproof cabinets. <u>Charitable Trust Report</u> Charitable status was confirmed. Move to close. <u>Broadband installation</u> Cllr Lloyd confirmed all works were complete. Move to close. <u>CCTV installation</u> Refer to separate agenda item FC19/197. <u>Car Park lease/Memorandum of Understanding</u> The latest draft was currently being circulated for comments before being returned to Bedford Borough Council. <u>Air Conditioning installation</u>	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		An updated quotation (including the meeting room had been received) and the clerk was now able to place a purchase order. <u>Sports Pitches</u> The clerk is awaiting feedback from David Pilgrim (Planning Solicitor) with regard to the final specifications. <u>Spend to date</u> No further comments received. Resolved to accept/note the above findings. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.		
FC19/189	To receive, review and report on all s106 agreements relating to all medium/large-scale developments within Wootton and to resolve a suitable course of action.	Cllr O'Dell was thanked for collating all information ahead of this meeting. It was noted within the s106 agreement for Fields Road North (Berryfields) a provision was made to pay Bedford Borough Council in the region of £15,000 per year to monitor all triggers and deliverables. The question was asked where was this resource and what action had been taken to date. The above issue would be raised at an upcoming meeting with Jon Shortland. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/190	To receive a report from Cllrs Lloyd and Wheeler regarding preparations for the Remembrance Sunday Service and to resolve a suitable course of action.	Cllr Lloyd reported on proposals for this years event. After discussions it was resolved to request that Canon Ackroyd consider bringing the service start time forward to 10am prompt, finishing at 10.45am – to enable all to	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

		parade to the war memorial for the two minutes silence and reading the names of those who had fallen. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.		
FC19/191	To consider a request from Scope that a textile recycling bank be considered alongside the existing Salvation Army unit at the recreation ground (or to consider another location for Scope) and to resolve a suitable course of action.	Resolved this request be reconsidered in 12 months' time. Proposed: Cllr Bygraves Seconded: Cllr Noakes Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/192	To receive a quarterly maintenance survey report from Dura-Sport (Leisure Care) Ltd with regard to the MUGA (Multi Use Games Area) flooring (Church Road) and to resolve a suitable course of action.	Resolved to receive and accept the maintenance report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/193	To consider amendments to the Allotments Tenancy Agreement to accommodate tenants from Stewartby and to resolve a suitable course of action.	Resolved to accept the addition of Ecclesiastical without further comment. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/194	To consider a grant request from Wootton Car Fest (£254.40 to purchase signs and banner to publicise the event) and to resolve a suitable course of action.	Resolved to approve the grant request without further comment. Proposed: Cllr Martin. Seconded: Cllr Noakes. Resolved by majority vote.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/195	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).
FC19/196	To appoint a contractor to undertake the resurfacing of the play area at the Memorial Hall site and to resolve a suitable course of action.	Resolved to appoint Redlynch Leisure installations Ltd as the approved contractor. Proposed: Cllr Hensher. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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FC19/197	To appoint a contractor to install CCTV at the Community Centre, Harris Way and to resolve a suitable course of action.	Resolved to appoint Assegai Security Solutions as the approved contractor. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/198	To appoint a contractor to undertake remedial works at the village hall (including the jubilee garden area) and to resolve a suitable course of action.	Resolved to accept the quotation and ensure the village hall caretaker and litter picker were aware. Proposed: Cllr Quirk. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.03pm.

FC19/175

Council Update – August 2019

Council Agrees Funding for New Projects

Funding for a range of new Council projects was agreed at a meeting of all councillors on the 17th July, including funds to support the town centre.

A review of the final accounts for 2018/19 yielded an underspend of £800k which has been allocated to three projects, namely; £350k for new average speed cameras; £250k for required works at the Council's depots, and; £200k for security improvements at the Willow Drift traveller site, adjacent to Meadow Lane on the A603.

Councillors also agreed around £2.3m of funding for new initiatives following a review of reserves, summarised as follows:

- Public events and activities to support Bedford town centre
- A reintroduction of the Climate Change Fund, supporting local organisations with grants to reduce their carbon emissions
- A 'Young People Empowerment Fund' to assist voluntary organisations offering support to improve the skills of children and young people
- Additional funding to provide improvements to open spaces, highways and the public realm
- A continuation of the Council's Jobs Hub for a further four years, offering careers advice and guidance to job seekers

Further details of specific schemes will be announced in due course.

NHS Update

Hospital Merger

The Chief Executives of Bedford Hospital and Luton & Dunstable Hospital have reaffirmed their commitment to the Trusts' proposed merger, even though funding of £110m to support the business case has not been forthcoming from NHS England. Until funding is provided, the Trusts will continue to work on joint schemes including pathology and IT systems.

The merger, announced in autumn 2017, pledged to protect key services at Bedford Hospital including A & E, maternity and paediatrics.

Bedford Hospital's 'Three Year Plan'

Bedford Hospital has set out areas for enhanced services over the next three years, including:

- An upgrade to two theatres and day surgery (subject to the receipt of capital funding)
- Improvements to children's A & E
- The implementation of 'the largest digitalisation in the history of the Trust', including digital patient records and data

Appendix 1

- Improvements to ambulatory care (same day emergency appointments) to increase the number of patients that can be seen
- A focus on recruitment in A & E, maternity and paediatrics

For more information search 'Bedford Hospital 3 year plan'

Roadworks Update

Milton Keynes Council is undertaking roadworks on the A422 between Chicheley roundabout and the junction with the A428 at Bromham, resulting in the closure of the road for 24 hours a day from the 5th August – 18th August.

For more information on current roadworks across the Borough see www.roadworks.org

Homelessness Grant

The Council has accepted grant funding of £547k from the Government to deliver a range of support services for rough sleepers, as set out below:

- £85k is to be available for homelessness prevention work
- £221k will be used to provide a 24 hour 'Somewhere Safe to Stay Hub' based at 26 Harpur Street in the town centre, providing overnight beds as well as cooking and washing facilities whilst housing needs are assessed
- £125k will fund 'Rough Sleeper Navigators' for a 12 month period to ensure rough sleepers have access to services, providing in particular support to those with complex needs
- £106k has been allocated to employ Local Lettings Officers for 12 months who will work with housing providers to provide secure accommodation for rough sleepers.

Special Educational Needs and Disabilities Support

The Council has launched a 'Local Offer' website, providing details of support and services available to children and young people with special educational needs and disabilities (SEND). This includes details of health services, family support and entertainment. For more information see localoffer.bedford.gov.uk

Ward Fund

The Ward Fund allows councillors to support community schemes. Please do get in touch if you would like to discuss any potential projects. The following deadlines apply: highways and greenspace – 13th September; litter bins / salt bins – 22nd November, and; projects supporting external organisations – 13th December.

Borough Councillor John Wheeler
August 2019

FC 19/175a July 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/39135/19	Assault occasioning actual bodily harm (ABH)	09/07/2019 00:00	Bedford Road	NORTH-766	WOOTTON
40/37271/19	Assault occasioning actual bodily harm (ABH)	30/06/2019 00:00	Foster Way	NORTH-766	WOOTTON
40/36641/19	Assault occasioning actual bodily harm (ABH)	27/06/2019 00:00	Harris Way	NORTH-766	WOOTTON
40/36427/19	Assault occasioning actual bodily harm (ABH)	26/06/2019 00:00	Arthur Black Way	NORTH-766	WOOTTON
40/37972/19	Assault without Injury - Common assault and battery	03/07/2019 00:00	Browns Lane	NORTH-766	WOOTTON
40/39013/19	Burglary - Business And Community	08/07/2019 00:00	Fields Road	NORTH-766	WOOTTON
40/37591/19	Harassment - without violence (course of conduct)	02/07/2019 00:00		NORTH-766	WOOTTON
40/37576/19	Other criminal damage to a vehicle (£5,000 and over)	02/07/2019 00:00	Potters Cross	NORTH-766	WOOTTON
40/36600/19	Other criminal damage, other (Under £5,000)	27/06/2019 00:00	Harris Way	NORTH-766	WOOTTON
40/38017/19	Sexual	04/07/2019 00:00		NORTH-766	WOOTTON
40/37319/19	Sec 4 POA Fear or provocation of violence	30/06/2019 00:00	Cranfield Road	NORTH-766	WOOTTON
40/38054/19	Sec 4a POA Causing intentional harassment, alarm or distress	04/07/2019 00:00	St. Marys Road	NORTH-766	WOOTTON
40/37684/19	Theft of a motor vehicle	02/07/2019 00:00	Fields Road	NORTH-766	WOOTTON
40/39288/19	Theft or Unauthorised Taking of a Pedal Cycle	09/07/2019	Cynthia Court	NORTH-766	WOOTTON

FC19/176 Schedule of correspondence			
Date received	Type	From	Brief details
3.7.19	Email	Bedford & Milton Keynes Waterway Trust	B&MK Waterway to launch Community Boat on the Grand Union Canal at Milton Keynes in 2020
4.7.19	Email	Campaign to Protect Rural England Bedfordshire	Latest news from CPRE Bedfordshire
9.7.19	Email	Locality	Neighbourhood Planning Newsletter Issue 6
9.7.19	Email	Triodos Bank	Welcome to Sustainable Banking
11.7.19	Email	Office of the Police and Crime Commissioner for Bedfordshire	Newsletter June 2019
16.7.19	Email	Resident	Complaint about smoke from a nearby farm. Clerk forwarded to BBCLr Wheeler
16.7.19	Email	Resident	Complaint about the out-of-control party at the Community Centre. Clerk responded
17.7.19	Email	Resident	Notes from a recent Rookery South ERF Community Liaison Panel Meeting. Circulated
2.8.19	Email	Resident	Complaint about an overgrown hedgerow between Potters Cross and Berryfield. Clerk forwarded to BBCLr Wheeler
2.8.19	Newsletter	Bedford & Milton Keynes Waterway Trust	Newsletter August 2019

FC19/180

Neighbourhood Plan Steering Group Report

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

31st July 2019

NP19/080 – Matters arising from the minutes – for information only.

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document was completed, taking the timeline to Mar/Apr 2019. To be reviewed again after timescales are known for the Strategic Environmental Assessment Screening Report.
- NP19/067 + NP19/082 – Site Assessment Report. Refer to agenda item NP19/082.
- NP19/065 + 066 – Landowner communication(s). Ongoing.
- NP19/070 + NP19/085 – Habitat Regulations Assessment Screening Report. Refer to agenda item NP19/085.
- NP19/068 + NP19/083 + 084 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/083+084.
- NP19/071 + NP19/086 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/086.

Resolutions

NP19/082 – 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 the assessment report was complete and was now under review following comments received by Historic England.

NP19/083 – 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 comments from Bedford Borough Council had been received in the form of annotations to the plan itself, on 3rd July 2019. SS was now tasked with reviewing those comments and updating/amending the plan where relevant.

In summary:

- Minor amendments were needed to text and policy;
- Suggestions had been made regarding format/appendices;
- Some comments on policy were not reflected on other local Neighbourhood Plan;
- Issues were raised regarding housing allocations;
- The suggested approach to the allocation of affordable housing was not agreed;
- Justification was requested in terms of other important green spaces and also views identified within the Village Design Statement.

SS confirmed reasoning would be sourced to leave policies as was, not least the affordable housing policy – an aspiration from residents following previous consultations, with evidence an examiner could refer to.

SS hoped to have all recommendations for review at the next meeting of this steering group.

NP19/084 – 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.

SS confirmed she was liaising with TR.

NP19/085 – To receive, review and approve the final Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.

SS stated this assessment screening report (undertaken by Bodsey Ecology) confirmed the Neighbourhood Plan could proceed, as it would not have an adverse impact on any European sites, qualifying features and/or integrity of any sites.

It did provide minor alterations to some policy wording.

NP19/086 – To receive an update on the progress of the Strategic Environmental Assessment Screening Report and to make recommendation to Full Council as necessary.

SS noted both the Environment Agency and Natural England had confirmed there was no need for a Strategic Environmental Assessment.

However, Historic England had listed both positive and negative effects on the historic environment, meaning a Strategic Environmental Assessment was necessary. It was now necessary to scope a level of detail to go into the environmental report.

After further discussion it was resolved SP source appropriate contractors to assist with this process, with a view to obtaining quotations for consideration at the next Full Council meeting (14th August 2019).

Proposed: SO.

Seconded: JN.

Resolved by all present to take this recommendation to Full Council.

NP19/087 – To receive an update from APC Planning (Sally Stroman) regarding appointed Inspector's response to Bedford Borough Council following the recent examination of Bedford Borough Council's Local Plan 2030 and to make recommendation to Full Council as necessary.

Having reviewed the inspector's comments, SS noted the main finding was the recommendation that the Local Plan 2030 would be subject to an early review - submission was necessary within three years of the date of adoption. Given work for this local plan started in Jan/Feb 2014, timescales would be tight. It was hoped this early review would favour Wootton's Neighbourhood Plan, given there were allocated sites being taken forward.

SS then noted changes to both affordable housing and local green spaces policies and SO expressed his disappointment that the inspector's report wanted changes to the proposed Housing Mix Policy 60S which had sought to secure more dwellings suitable for elderly and disabled people in both market and affordable developments.

NP19/088 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP19/089 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further comments received.

Sue Edgar Playford PSLCC

Clerk to the Council

3rd August 2019

FC19/181**Planning & Environment Committee Report**

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

10th July 2019

Report from outside organisations – for information only

- Bedford Borough Council – Carlton and Chellington Neighbourhood Development Plan and Oakley Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Carlton and Chellington Parish Council and Oakley Parish Council have submitted their Neighbourhood Development Plans to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Carlton and Chellington Neighbourhood Development Plan and the Oakley Neighbourhood Development Plan for a period of 6 weeks. The submission plans and supporting documents are available to view on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection during normal opening hours at the following locations:
 - Bedford Central Library, Harpur Street, Bedford, MK40 1PG;
 - Bedford Borough Customer Service Centre, Horne Lane, Bedford, MK40 1RA.

Representations must be made in writing (preferably using the consultation form provided on the website) and can be emailed to: planningforthefuture@bedford.gov.uk; or posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plans. **All representations must be received by 5pm on 25 July 2019.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plans will each undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website <https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

- Department for Transport – stopping up of Highway at Land South of Fields Road.

Matters arising from the minutes – for information only

See under 31st July 2019.

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

18/02327/FUL – Keeley Grange, Bedford Road. Non-Material Amendment – roof lights and piers added. Configuration of side windows modified, and depth of sun-room increased by 300mm (single storey rear sun lounge extension). (Ref 19/00615/NMA).

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

19/00626/LBC – Keeley Grange, Bedford Road. Single storey rear sun lounge extension and internal alterations to relocate kitchen.

This council previously raised **NO OBJECTION**.

19/00249/FUL – 21 Canons Close. Single storey rear extension.

This council previously raised **NO OBJECTION**.

19/00756/TPO – 3 Bedford Road. Walnut tree – crown reduce by 1.5-2m (to near previous, perhaps 7-10 years ago), deadwood and crown thin by 10%. Crown lift to 4m all around.

This council previously raised **NO OBJECTION**.

19/00824/FUL – Land adjacent 17 Oak Close. Erection of double garage.

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

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

19/00142/PRM – Land between 51 and 53 Hall End Road. Repositioning of post box.

Resolutions

P19/111 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Nirmal Kumar Badhan T/A Dave's Snax and to resolve a suitable course of action.

Resolved to accept the renewal application without further comment.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

P19/112 – 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.

P19/113 – To appoint a contractor to undertake remedial works to a tarmac footpath at Lorraine Road cemetery and to resolve a suitable course of action.

It was noted the one price received was an estimate rather than quotation. The meeting was then adjourned for five minutes to allow the clerk and Cllr Lloyd to move their cars due to an event at the adjacent lower school. Upon returning, discussions then centred on whether the proposed works detailed in the estimate were what was needed and whether additional quotations should be sourced which may focus on killing weeds in the area and undertaking a bitumen pour. The clerk had previously asked members for further contractors, however none were received.

After further detailed discussions the following was resolved:

- The clerk request the estimate be amended to a quotation;
- Additional quotations be requested (to include weed kill and bitumen pour). Cllr Bygraves agreed to pass on a contact detail to the clerk.

Proposed: Cllr O'Dell.

Seconded: Cllr Bygraves.

Resolved by all present.

31st July 2019

P19/115 – Disclosure of local and/or disclosable pecuniary interests.

Cllr Quirk stated for the public record that whilst he lived in the vicinity, he did not feel it necessary to declare an interest in agenda item P19/122 (19/01313/FUL – 31 Hall End Road).

Report from outside organisations – for information only

- Bedford Borough Council - notification that an appeal has been made by a landowner, challenging Bedford Borough Council's decision to decline a Definitive Map Modification Order for the deletion of footpaths 7 and 10 within the parish of Wootton. The appeal will be determined by an inspector appointed by the Secretary of State.

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.
- P18/262 – 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.
- P19/113 – Remedial works to a cracked pavement within Lorraine Road cemetery. The clerk was asked to ensure the one estimate received was changed to a quotation and seek additional quotations also, using a weed killer and bitumen pour.

Planning Applications – for resolution

19/01313/FUL – 31 Hall End Road. Erection of three dwellings and two detached garages.

(Please note the clerk has received permission from the case officer for an extension until Thursday 1st August 2019 to permit comments to be filed).

After detailed discussion it was resolved **TO OBJECT** using the following material considerations:

- The proposal would extend the end of Hall End towards Keeley Lane and would set a precedence which could see encroachment and the two areas conjoined;
- Access/egress to the site was poorly situated and the visual splay did not give sufficient access to see oncoming vehicles;
- The road was too narrow to support the development and additional traffic;
- A lack of pavement meant pedestrians had no choice but to walk in the (already narrow) road.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by majority vote.

19/01397/FUL – 31 Haycroft. One and two storey rear extension with garage conversion.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/01398/TPO – 7 Potters Cross. Yew – remove lower branches.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

19/01003/FUL – 1 Foster Way. Single storey rear/side extension.

This council made no comment as the scheduled meeting was not quorate.

19/01005/FUL – 2 Tithe Barn Road. Loft conversion with rear dormer and rooflights to front roof slope.

This council made no comment as the scheduled meeting was not quorate.

19/01041/FUL – 12 St. Mary's Road. Single storey rear extension.

This council made no comment as the scheduled meeting was not quorate.

19/01176/NMA (17/00666/MAO) – land south of Fields Road. Non-Material amendment for alterations to plot only including the repositioning of the bin store, transformer enclosure, reorientation of some car

parking bays and realignment of the entrance footway (Hybrid application comprising full planning application for means of access, Plots 1E-F and 6 (Class B1c light industrial/B2 general industrial/B8 storage and distribution) access, parking, drainage, landscaping and associated works. Outline planning application for Plots 1A-D (Class A3 food and drink/A4 public house/C1 hotel/D1 crèche) Plots 2 and 3 (Class B1A office/B1B research and development/B1C light industrial) and Plots 4 and 5 (Class B1C light industrial/B2 general industrial/B8 storage and distribution) access, parking, drainage, landscaping and associated works. All other matters reserved).

This council previously raised **AN OBJECTION**.

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

19/00984/S73A and 19/00985/LBC – The Chequers Inn PH, 47 Hall End Road. Removal of timber/polycarbonate flat roof and replacement with metal/glass flat roof (development already carried out). This council made no comment as the scheduled meeting was not quorate.

Resolutions

P19/123 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved that application 19/01313/FUL be called in for consideration by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P19/124 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved that Cllr Quirk attend the relevant meeting of the Full Planning Committee of Bedford Borough Council as representatives of Wootton Parish Council and that he have opportunity to speak in relation to application 19/01313/FUL.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P19/125 – To consider works to improve the area known as The Pound on Bedford Road (opposite the Cock Inn PH and behind the parish council noticeboard) and to resolve a suitable course of action.

After discussion it was resolved the clerk would speak to Warner's of Bedford (current planters maintenance contractors) to discuss options before bringing those back to a future meeting of this committee.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

3rd August 2019

FC19/182**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. <u>24th July 2019</u> Persimmon have confirmed work will be completed in September 2019.	
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 streetlights along	GL/SO. BBC/Persimmon.

				Harris Way would be repaired by the end of May 2019. Further noted the crossing for Harris Way (near the lower school) would be discussed by Thomas during his meeting with Persimmon. <u>24th July 2019</u> All streetlights are in fact still not illuminated (two close to the Harris Way roundabout are still out), and the crossing should be installed by September 2019.	
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. <u>24th July 2019</u> BBC are still investigating which property(ies) have compromised the drainage system.	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. (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). <u>24th July 2019</u> JW has been informed it is not feasible to move the bus stop. Move to close.	BBC/Bus Companies.
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 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). <u>24th July 2019</u> JW has confirmed works have been approved and works should start imminently.	BBC/Developer. GL.
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). <u>24th July 2019</u> JW confirmed BBC have not yet started the 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.	Goodmans/BBC. WPC/BBC/GL.

⁶ Fields Road South
Full Council Minutes 14th August 2019

				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 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>24th July 2019</u>	
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				The ditches in question are now being piped and infilled and TI continues to request a meeting with John McKinney. JW confirmed the area recently dug up by British Gas will need to be remedied by them. GL noted works near the Cock Inn PH may have affected the drains. JW and SO agreed to speak to John McKinney to facilitate the meeting mentioned 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. <u>24th July 2019</u> JW and SO to speak to Allan Burls.	
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 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	SO.

(To include fading white lining at several sites within the village). (To include the newly-widened footpath along Fields Road North).				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. <u>24th July 2019</u> The Planning & Environment Committee determined the proposal being made would not solve the issues at the One Stop Shop and an alternative proposal was given to BBC. No response has been received to date. SO confirmed he would speak to Andy Prigmore. A formal report has been delivered to BBC regarding advisory white lines, but no further response has been received. SO confirmed he would speak to Andy Prigmore and JW agreed to speak to Iain Booth regarding the existing (faded) white lines.	
Pedestrian crossings on Bedford Road between Mephram 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. <u>24th July 2019</u>	BBC/WPC.

				Resolved at Full Council (FC19/167 10th July 2019) that: • WPC remained willing to work alongside BBC to deliver both crossings; • JW continue to liaise between both councils. It was noted again at this meeting WPC had resolved to contribute £17.5k towards both crossings in June 2018 (and informed BBC of the same). JW will provide a further report after BBC's Full Council meeting on 17th July 2019. JW confirmed BBC's Full Council agreed to work with WPC and may make a financial contribution. JW will be meeting with BBCLlr Royden (week commencing 27th August 2019) to take the proposals forward (feasibility studies have been completed).	
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 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). <u>24th July 2019</u>	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

				SO confirmed he would speak to Andy Prigmore to confirm the current status of this project, costings and final locations.	
Village-wide review of the safety of all roads and pavements.	Residents.	Ongoing.	Not yet identified.	<u>24th July 2019</u> In light of recent events, this safety steering group is asked to consider now best to liaise with BBC to achieve this aim. It was agreed by all present to note this but not to leave this on the agenda as all issues were reviewed at each meeting of this safety steering group.	TBC.
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. <u>24th July 2019</u> JW asked to chase Jon Shortland again.	BBC/Developer.

To be reviewed at each committee meeting.

FC19/183
Project Action Plan for Ongoing Projects

Real ti

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	Cllrs Lloyd and Wheeler

⁹ Bedford Borough Council
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							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> Andy Prigmore has been provided with a detailed report and map of areas <u>10th July 2019</u> No further updates received <u>14th August 2019</u> Jon Shortland has confirmed the tender will be awarded on 21st October 2019 but works most likely won't start until early 2020	
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 WPC¹⁰ was willing to make contributions from CIL¹¹ monies and it continues to push for both crossings	Cllrs Lloyd and Wheeler

¹⁰ Wootton Parish Council

¹¹ Community Infrastructure Levy

							<u>14th August 2019</u> BBCllr/Cllr Wheeler is due to meet with BBCllr Royden and Jon Shortland on 30 th August 2019 to discuss the feasibility report findings, proposals and costings	
High	Community Centre Lease Agreement	2019	£0	£0		£1,500	<u>9th January 2019</u> Cllr Bygraves is drawing up a lease between WPC and the Community Centre Charitable Trust. Items for inclusion are: • The office is for WPC use only; • The meeting room will be booked every Wednesday evening for WPC use only; • Buildings insurance will be met by WPC to ensure free access to the	Cllr Bygraves

							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	
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							Cooper Law to draft the lease at an estimated fixed cost of £1,500 <u>10th July 2019</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	
High	Community Centre Office Setup	2019	£0				<u>9th January 2019</u> 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>14th August 2019</u> Refer to agenda item FC19/188	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and	Cllr Wallace

							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 <u>12th June 2019</u> Clerk has provided Hegarty Solicitors with evidence of hardship in order to expedite the TPI transfer <u>10th July 2019</u> Hegarty Solicitors have confirmed the Land Registry has raised requisitions in respect of the title, which Persimmon's solicitors must deal with. Hegarty is awaiting their response	
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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 continues to investigate email addresses	Cllrs Lloyd and Martin
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>9th January 2019</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk

¹³ General Data Protection Regulations
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High	Memorial Hall play area resurfacing	ASAP	£8,726	£15,104. 55 s106 funding	£19,431 for wet pour under equipment only £4,400 for pathway	<u>9th January 2019</u> Awaiting confirmation from BBC that s106 monies may be used in part for resurfacing. Resolved at Full Council 12th 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>10th July 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project. Additional quotations are being obtained before taking this project forward <u>14th August 2019</u> Refer to agenda item FC19/ 196	Cllr Hensher
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Low	MUGA (Multi Use Games Area) resurfacing (Church Road)	2019		£32k in part s106 funding		£18,635	<u>10th July 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project. Confirmation is now awaited that one quotation will be sufficient, before taking this project forward <u>14th August 2019</u> Clerk has received email confirmation that the funding will be paid imminently to WPC	TBC
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>10th July 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. The clerk has been told this could be pushed into July	Cllr Hensher

							<u>14th August 2019</u> Sally Stroman is currently reviewing comments received from BBC	
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	TBC			TBC	<u>14th August 2019</u> Cllr Hensher is putting together another CIL project to add this information to all remaining bus stops within the village	Cllr Hensher
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 BBCLr/Cllr Wheeler on how best to take this forward <u>13th February 2019</u> The Clerk has now been informed a pre-application notice must be completed and submitted to BBC in order to determine	Cllr Quirk

							how to take remedial works forward <u>10th July 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 <u>14th August 2019</u> Clerk and Cllr Quirk have met with one potential contractor and are awaiting a written report following a site visit	
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	Cllr Quirk

							wishing to do the same	
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 <u>14th August 2019</u> Clerk to liaise with Margaret Birtles (Estates Manager, Bedford Borough Council) to establish the feasibility in siting the pitch adjacent to Berry Woods.	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) (Various Locations)	2019 and ongoing		£20,000 Fields Road £15,000 Keeley Lane £5,000		£20,000	<u>9th January 2019</u> A design is needed for Keeley Lane <u>only</u> at this stage, once the flower bed is in place in front of the sign along Bedford/Wootton Road (BBC Highways Department to be consulted when the design/quotation is received). A consultation will then be included in the Wootton newsletter,	Cllr Martin

							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> 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>	
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							Summer planting has been completed and a consultation is now required for September's newsletter <u>14th August 2019</u> Consultation for September's newsletter has been drafted	
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FC19/184**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.

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	SP	10.7.19	None		8.8.19 SP
Cemeteries	PDQ	8.8.19			
Changing Rooms and Toilet Block	SP	10.7.19			
Christmas Street Lighting	SP	10.7.19	To be carried out once installed for Christmas 2019	Nov/Dec 19	
Christmas Tree (including Switch On Event)	SP	10.7.19	To be carried out week before tree is installed	Nov 19	
Community Centre	SP	10.7.19			
Defibrillator	SP	10.7.19	Chris Maher undertakes daily and monthly checks		
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	12.6.19			
Litter Picking (and caretaker)	SP	10.7.19	Emailed Charlotte and Lorna to check all equipment and clothing/alarms are	ASAP when Lorna responds	

¹⁴ Wootton Parish Council
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			ok. Charlotte has confirmed all is in order (8.8.19).		
Lone & Isolated Working	SP	10.7.19	Emailed Charlotte and Lorna to check all equipment and clothing/alarms are ok. Charlotte has confirmed all is in order (8.8.19).	ASAP when Lorna responds	
Marquee	SP	31.5.19	None	ASAP	31.5.19 SP
Memorial Hall Play Area	SP	10.7.19			
MUGA (both)	SP	10.7.19	See attachments		
Recreation Ground Car Park Opening/Closure including volunteers	SP	10.7.19			
Recreation Ground Play Area	SP	10.7.19			
Remembrance Sunday Parade	SP	10.7.19			
Silhouette	SP	10.7.19			
Skate Park	SP	10.7.19			
Sports Pitches – Church Road	SP	10.7.19	See attachments		
Sports Pitches – Harris Way	SP	10.7.19	See attachments		
Street Furniture	SP	10.7.19			
Trees	SP	10.7.19			
Village Sign(s)	SP	10.7.19			
War Memorial	JN	12.6.19	A report submitted in March 2019 has been taken forward and remedial works are planned (Wrighton & Barker) to undertake. Works have been delayed and are now expected to be completed by end of August 2019	End of July 2019. A further inspection to be carried out in September 2019	
Work Station (Clerk)	GL	12.6.19			

To be reviewed monthly at Full Council.

Please visit the following link:

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