



WOOTTON PARISH COUNCIL



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

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), Bygraves, Hensher, Martin, Noakes, O'Dell, Quirk and Randell. Cllr Wheeler arrived at 8.40pm and Cllr Bygraves left the meeting at 8.55pm. Cllr Wheeler is also the Borough Councillor for Wootton. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was in attendance.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC19/228	Apologies for absence. Cllr Wallace. It was noted Cllr Wheeler would arrive late as he was attending Full Council at Bedford Borough Council.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/229	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/230	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.
FC19/231	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. It was noted plans for the installation of average speed cameras within the village remained on target.	Clerk to keep on file.	N/A.

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	To receive crime figures for September 2019. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC19/232	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.
FC19/233	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 11th September 2019. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 2nd October 2019. To follow after the minutes have been produced. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 28th August 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 31st July 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 24th July 2019.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present . Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/234	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	No further comments received.	Clerk to keep on file.	N/A.

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	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. • FC19/215 + FC19/244 – Community Centre at Berryfields. Refer to agenda item FC19/244. • 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).			
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	• 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. All camps to date have been successful and there are plans for a further camp during October 2019 half term. • FC19/220 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in Bedford Road. Resolved 11th September 2019 (FC19/220) to contribute £29,575 towards the two crossings (island and zebra). Works are to be programmed by Bedford Borough Council imminently. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mephram Road and Sherwood Close. Lines are in place although repainting existing white lines has not yet been completed by Bedford Borough Council. • FC18/295 – Areas of road requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: • Bedford Road – from Cause End Road to Elmsdale Road; • Cause End Road – from Lorraine Road to Tithe Barn Road (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). • FC19/217 + FC19/246 – Community Infrastructure Levy (CIL) projects. Refer to agenda item FC19/246.			
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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 the parish council has responded to the latest draft agreement. • FC19/222 – Email usernames. Resolved 11th September 2019 (FC19/222) that Cllr Lloyd would investigate the creation of .gov email usernames for all members and the clerk. • FC19/223 – Installation of grit bins at all parish council-owned car parks. Resolved 11th September 2019 (FC19/223) to site three bins. The clerk has requested guidance from Bedford Borough Council.			
FC19/235	Chairman's report – for information only.	Cllr Lloyd thanked those members who had submitted Community Infrastructure Levy (CIL) projects for scoring. Cllr Lloyd added the CCTV system at the Community Centre was now operational and that the same contractor had offered advice on how to remedy a remote access issue with the Memorial Hall system.	Clerk to keep on file.	N/A.
FC19/236	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/237	To receive a report from the (Executive) Planning & Environment Committee – for information only.	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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	(Appendix 4).			
FC19/238	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 undertakings by one borough council officer that action was being taken to resolve several outstanding issues, had not been taken forward. Members were in agreement these delays were frustrating and after discussion it was recommended all future highways issues be sent directly to Jon Shortland, Chief Officer, Planning & Highways. If no response was received after one week, issues would then be escalated to Philip Simpkins, Chief Executive. BBCllr/Cllr Wheeler confirmed other local parishes were experiencing the same lack of action/response and that Jon Shortland had already been copied in on correspondence, without response. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/239	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/240	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).	It was noted the war memorial remedial works were beyond the remit of Wrighton & Barker who had recommended seeking a qualified structural engineer. The clerk was awaiting that recommendation in writing and agreed to obtain quotations in the meantime. Resolved to accept this recommendation, updated risk assessment for the Remembrance Sunday Parade and risk assessment plan without further comment. Proposed: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Randell. Resolved by all present.		
FC19/241	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and 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 Randell. Proposed: Cllr Bygraves. Seconded: Cllr O’Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/242	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.
FC19/243	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 Randell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/244	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>Air Conditioning installation</u> It was noted works were ongoing. <u>Car Park Heads of Terms</u> The following were noted: •HOT’s made no reference to the parish council owning some parking bays; •The arbitrator needed to include one councillor from WPC and all decisions needed to be unanimous; •Maintenance costs were unfairly apportioned, given the car park was largely used by the school – 75%/25% split weighted towards the school was considered fair; • A compromise of 4.30pm as the school core hour finish time was agreed; •The Termination clause was not agreed. HOT could only be terminated if either party ceased to exist; •Inspections should be quarterly;	All to take forward.	Localism Act 2011, Ch 1, s1-8.

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		•Damage clause should be removed as it would be impossible to determine who was at fault. Insurance would cover this in any event; •The addition of traffic control plates was requested; •Only the parish council would have access to CCTV images. It was noted criminal damage should be reported to the police in any event and they were authorised to view images; •Better signage was needed for the gates and directional arrows for the car park floor were recommended. <u>CCTV</u> System now installed – move to close. <u>Charitable Trust</u> Cllr Lloyd had requested a list of outstanding issues and it was noted Cllrs Bygraves and Quirk did not receive all notifications of meetings. <u>Parish Council Office Layout</u> Cllr Noakes was experiencing difficulties in obtaining quotations for one-way glass. Cllr Bygraves agreed to assist with sourcing the glass if this continued. <u>Spend to Date</u> No further comments received. <u>Sports Pitches</u> The clerk and Cllrs Bygraves and Lloyd confirmed they were meeting with David Pilgrim (Planning Solicitor) on 10th October 2019 with regard to the final specifications. Resolved to accept/note the above findings.		
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		Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC19/245	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields), Fields Road South, Innovation Park and Little Wootton developments and to resolve a suitable course of action.	It was noted issues around the delays in monitoring s106 deliverables and triggers were not a reflection on Bedford Borough Council's Planning Department – it was for the Mayor and Chief Executive to explain why these delays were occurring. The latest updates had been received by the clerk just two hours before this meeting and Cllr O'Dell requested this agenda item roll forward to all future Full Council meetings. The following was noted: • Bedford Borough Council had received £95k towards s106 monitoring costs (FRN). £62k had been transferred in April 2019 towards planning staff salaries and members wished to learn where the balance was being allocated; • £28k had been allocated for four electric charging points. It was unclear in the s106 agreement where they would be sited, and members knowing that the 250 dwelling trigger point was going to be hit in early 2020, asked why Bedford Borough Council had yet to invoice, given the 100 dwelling trigger had been met approximately two years ago and 150 dwelling trigger over a year ago. It was understood a dual ECP cost £1.8k and again it was asked what would happen to any surplus. Resolved the clerk would take the above requests forward and to note the above. Further resolved to discuss the outstanding findings ahead of the next Full Council meeting. Proposed: Cllr Noakes.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Randell. Resolved by all present.		
FC19/246	To receive a report from Cllr Lloyd regarding the delivery of all proposed Community Infrastructure Levy (CIL) projects and to resolve a suitable course of action.	It was noted projects from Cllrs Martin (Village Entrance Signs) and Quirk (St. Mary's Churchyard Wall) were outstanding (Cllr Martin's has since been received). CIL working party members were Cllrs Bygraves, Hensher, Lloyd, O'Dell and Wheeler. Cllr Martin recommended the addition of plaques (where possible), informing residents that the parish council had improved/provided that facility using CIL funding. It was noted scoring would be completed by the end of October 2019, with a meeting in November to discuss/debate findings. Resolved to accept the above. Proposed: Cllr Hensher. Seconded: Cllr Lloyd. Resolved by all present.	All to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC19/247	To receive a report from Cllr Lloyd with regard to the parish council's current website platform which is due to close in March 2020 and to resolve a suitable course of action.	Cllr Lloyd noted the government's Digital Inclusion Article was in two parts: •First – teaching the use of the internet; •Second – better/easy navigation for those unable to use a mouse and facilities including larger font and/or voice recognition. Cllr Lloyd recommended waiting to see what the larger UK companies intended to provide and seek to use tools provided in order to move forward. Resolved to accept the above. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/248	To approve the retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Resolved to retain Regeneration Positive's services for a further period of six months, effective 1 st November 2019. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr O'Dell. Resolved by all present.		
FC19/249	To receive the Internal Best Practice Review findings for Q1+2 2019-20 and to resolve a suitable course of action.	Resolved to accept the recommendation to request an increase to Bedford Borough Council's grass cutting grant – the sum of £50 per annum. Further resolved to accept all other findings without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/250	To consider preparations for the 2020/21 budget (to include proposed projects), ahead of the precept demand to Bedford Borough Council (January 2020) and to make recommendation to Full Council as necessary.	All members were asked to consider any additional projects to be factored into the precept calculations.	All to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

Meeting closed at 9.05pm.

Borough Councillor Update – October 2019

Bedford Town Centre

Bedford High Street has been awarded a £2m grant as part of the Government's 'Historic High Streets' initiative. This will enable the improvement of shopfronts and buildings on the High Street and the adjacent roads (namely Mill Street, Lime Street and Lurke Street) and public realm works on Silver Street.

Bedford has also been invited by the Government to bid for £25m of the £3.6bn 'Towns Fund' to improve economic growth. Further details are awaited from the Council as to the scope of its bid. Proposals should relate to 'transport, broadband connectivity, skills and culture.'

A consultation on the future of the town centre ended on the 17th September. Its responses will inform the Council's forthcoming Town Centre Plan.

Wixams Railway

At its meeting in September, the Council's Environment & Sustainable Communities Committee was provided with an update on the proposed Wixams railway station

A Strategic Outline Business Case (SOBC) has been formulated which anticipates 866,000 passengers a year using a two-platform station. This has been shared with the rail industry for discussion before it is submitted to the Department for Transport (DfT). DfT's preferred route for the East West Rail (EWR) line from Oxford to Cambridge will have a bearing on how the Wixams station is taken forward.

Average Speed Cameras

The Council intended to implement average speed cameras at a number of sites around the Borough by the summer. Officers have confirmed that these schemes have been delayed, with phase one now expected to be completed by the end of 2019 and phase two by spring 2020.

Hydrotherapy Pool Closure

The Bedfordshire Clinical Commissioning Group (BCCG), the body responsible for organising NHS services locally, has decided to close the hydrotherapy pool situated at Gilbert Hitchcock House at Kimbolton Road, Bedford.

The pool, which was closed temporarily in November 2018 due to maintenance issues, was used primarily by patients with conditions such as chronic pain, arthritis and neurological disorders. The BCCG says the £120k cost of refurbishing the pool is unaffordable and that in future hydrotherapy sessions will be provided at various pools around Bedford.

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 deadline for highways and greenspace projects has now passed, but

Appendix 1

applications can still be submitted for litter bins and salt bins (deadline 22nd November) and projects supporting external organisations (13th December).

School Admissions

Applications for school admissions in September 2020 are now open. For more information search 'Bedford school admissions'.

'Active Adults' Exercise Classes

The Council is taking bookings for its 'Active Adults' exercise class programme including football, golf and walking, which started on the 23rd September (for those aged 35 and over). There are also classes available for those aged 75 and above. For more details search 'Active Adults Bedford'.

BBCllr Wheeler

30th September 2019

FC 19/231a September 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/55231/19	Assault without Injury - Common assault and battery	24/09/2019	Ashpole Avenue	NORTH-766	WOOTTON
40/52026/19	Burglary - Business And Community	09/09/2019	Green Lane	NORTH-766	WOOTTON
40/50609/19	Burglary - Residential - Dwelling	02/09/2019	Ashpole Avenue	NORTH-766	WOOTTON
40/50723/19	Having possession of a controlled drug - Class B - Cannabis	02/09/2019	Neale Way	NORTH-766	WOOTTON
40/54267/19	Other criminal damage to a dwelling (Under £5,000)	20/09/2019	Sherwood Close	NORTH-766	WOOTTON
40/52302/19	Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog	10/09/2019	Turland Close	NORTH-766	WOOTTON
40/53167/19	Racially or religiously aggravated harassment, alarm or distress	14/09/2019		NORTH-766	WOOTTON
40/52536/19	Sec 4a POA Causing intentional harassment, alarm or distress	11/09/2019	Turland Close	NORTH-766	WOOTTON
40/55213/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	24/09/2019		NORTH-766	WOOTTON
40/53753/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	17/09/2019		NORTH-766	WOOTTON
40/52677/19	Sexual	12/09/2019		NORTH-766	WOOTTON
40/54737/19	Theft from a motor vehicle	22/09/2019	Winchester Road	NORTH-766	WOOTTON
40/52823/19	Theft from a motor vehicle	13/09/2019	A421	NORTH-766	WOOTTON
40/50838/19	Theft from a motor vehicle	03/09/2019	A421	NORTH-766	WOOTTON
40/53863/19	Theft from the person of another	18/09/2019	Fields Road	NORTH-766	WOOTTON

Appendix 2

FC19/232

Nothing significant to report.

FC19/236

Neighbourhood Plan Steering Group Report

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

25th September 2019

NP19/094 – 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.
- NP19/082+NP19/096 – Site Assessment Report. Refer to agenda item NP19/096.
- NP19/065+066 + NP19/099 – Landowner communication(s). Refer to agenda item NP19/099.
- NP19/085 – Habitat Regulations Assessment Screening Report. The screening report has confirmed the Neighbourhood Plan will have no adverse impact on any European Sites, qualifying features and/or integrity of any sites.
- NP19/083+084 + NP19/097+098 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/097+098.
- NP19/086+ P19/100 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/100.

Resolutions

NP19/096 – To receive a report from APC Planning (Sally Stroman) on the review of the completed Site Assessment Report and to make recommendation to Full Council as necessary.

SS confirmed comments received were still being addressed.

NP19/097 – 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 had previously confirmed comments received from Bedford Borough Council were being reviewed. Alterations had been made where appropriate to the next version of the plan and the review was ongoing. A number of issues had been raised by Bedford Borough Council which landowners via land agents had provided robust and compelling evidence to support proposed allocations within the emerging Neighbourhood Plan.

NP19/098 – To receive a report from Regeneration Positive (Trevor Roff) 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 materials had been produced and would be updated with modifications as necessary.

NP19/099 – To receive a report from Regeneration Positive (Trevor Roff) regarding ongoing landowner communications and to make recommendation to Full Council as necessary.

TR stated communications were ongoing, with a focus on transport, heritage and education.

NP19/100 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SP confirmed she was waiting to hear from Locality with regard to SEA assistance from AECOM. SS stated she was happy to meet with AECOM in order to move the issue forward and it was hoped a draft SEA could be provided ahead of the next meeting of this steering group on 30th October 2019.

NP19/101 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS advised the steering group to contact the landowners of proposals to designate their land as local green space in accordance with Planning Policy Guidance. SS agreed to provide a template letter to SP for distribution, informing of this steering group's intention to designate those areas (five in total – as identified in the Green Infrastructure Plan produced by BRCC).

NP19/102 – 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

26th September 2019

FC19/237

Planning & Environment Committee Report

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

11th September 2019

Open Forum

There was one member of the public present who wished to raise the issue of anti-social behaviour involving a neighbour and the lack of an official bus stop/shelter adjacent to the doctor's surgery on Fields Road. They were informed anti-social behaviour was a matter for the police and possibly Bedford Borough Council and the bus stop would be relocated as the development within Fields Road South came forward. There were no other members of the public or press present and so the meeting continued without further adjournment.

Report from outside organisations – for information only

- Bedford Borough Council – Cotton End Neighbourhood Area. Bedford Borough Council has designated Cotton End Neighbourhood Area which is the whole civil parish. Further information and a copy of the Council's decision statement, including a map of the Neighbourhood Area can be viewed on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Cotton End Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.

- Bedford Harriers – information regarding their event and road closures. Half Marathon – Sunday 1st December 2019.

Matters arising from the minutes – for information only

See under 25th September 2019

Planning Approvals (by Bedford Borough Council) – for information

19/01397/FUL – 31 Haycroft – one and two storey rear extension with garage conversion.
This council previously raised **NO OBJECTION**.

Resolutions

P19/165 – To receive a report from Cllr Lloyd and the clerk regarding a hedgerow within Studley Road (adjacent to the grass area between the two styles of housing) and to resolve a suitable course of action.

Cllr Lloyd gave the history behind the request that the parish council take on the maintenance of a hedgerow adjacent to 77 Studley Road. It was noted the parish council had tried a number of years ago to secure the adjacent land free of charge or for minimal cost from the liquidators of Cowlgrove Ltd, without success. As the parish council had then resolved to continue cutting the grass in that area (to maintain the area which was no longer being looked after by Cowlgrove Ltd) it was resolved after discussion that the clerk request a quotation to maintain/cut the hedgerow, authorise the works and invoice the liquidators for reimbursement.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

25th September 2019

Report from outside organisations – for information only

- Bedford Borough Council – Odell Neighbourhood Area. Bedford Borough Council has designated Odell Neighbourhood Area which is the whole civil parish. Further information and a copy of the Council's decision statement, including a map of the Neighbourhood Area can be viewed on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Odell Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.
- Bedford Borough Council. Temporary road closure – Bedford Road, Wootton. The closure is anticipated to be in operation between 08.00 and 18.00 Monday 21st October to Wednesday 13th November 2019, to facilitate carriageway resurfacing and a safety scheme. For further information please contact Bedford Borough Council's Help Desk on 01234 718003.

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. Cllr O'Dell and BBCllr/Cllr Wheeler met with a representative from Bedford Borough Council on 30th July 2019 to push this forward.
- 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. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report has been received. Other potential contractors are being chased up.
- 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 and BBCllr/Cllr Wheeler continue to chase.
- P19/139 – 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. The clerk has written again to the next of kin.

- P19/137 – 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 and the clerk is currently obtaining planning permission.
- P19/141 – Remedial works to a cracked pavement within Lorraine Road cemetery. One quotation has been ruled out and the clerk is seeking further information from a second contractor.
- P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk has submitted a request to Bedford Borough Council for signage and is awaiting costings.
- P19/165 – Improvement works to The Pound (area opposite the Cock Inn PH on Bedford Road). Resolved 28th August 2019 (P19/165) to appoint Warner's of Bedford Ltd to regenerate the area. Start times are awaited.

Planning Applications – for resolution

[19/01857/ADV](#) – Land South of Fields Road. Installation of six internally illuminated fascia signs.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

[19/01889/S73A](#) – 59 Lorraine Road. Single storey extension to existing workshop to form home office and single storey link extension to main dwelling (development already carried out).

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

[19/01892/FUL](#) – 1 Stables Court. Single storey side extension and part garage conversion.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

26th September 2019

FC19/238**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 although it's not yet clear how much of the hedgerow will be removed. <u>18th September 2019</u> Works are still expected as above, however no works have started yet. BBC are still expecting completion by the end of September 2019. <u>9th October 2019</u> BBCllr/Cllr Wheeler has taken this issue to the Chief Executive at BBC as nothing has yet moved forward.	
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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 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. <u>18th September 2019</u> JW confirmed there was an issue with the power source which is being investigated and some lights are still not illuminated. Roads and pavements are expected to be adopted by BBC by Spring 2020	GL/SO. BBC/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.	BBC/Anglian Water.

				<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. <u>21st September 2019</u> Allan Burls (BBC) is now looking into this, as are Anglian Water.	
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. <u>18th September 2019</u> A burst pipe was recently flooding the same area – Anglian Water were due to fix this issue.	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. <u>18th September 2019</u> JW was asked to chase on timescales as works have still not started. Dates are still not known.	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.

⁶ Fields Road South

				<u>9th October 2019</u> JW will use ward monies to finance HGV signage throughout the village. Any consultation will be minimal.	
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 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	Goodmans/BBC. WPC/BBC/GL.

				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> 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>26th July 2019</u> JW had an initial meeting with John McKinney who confirmed a PSPO would not work in Wootton as the police were over-stretched. <u>18th September 2019</u> British Gas have completed remedial works. JW and SP will meet with Melanie Macleod (BBC) in October to discuss road safety issues including parking on pavements. JW reported that the other ditch MAY be piped and in-filled. Cycle/pedestrian signs would be installed in the future.	
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				<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>18th September 2019</u> It is hoped BBC will take this forward as one of their own projects.	
Pavement parking – various sites including Cause End Road (near the One Stop shop), Fields Road, Manor Road, Mepham Road, Neale Way and Sherwood Close. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”. (To include fading white lining at several sites within the village). (To include the newly-widened footpath along Fields Road North).	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 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.	SO.

				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. Andy Prigmore has confirmed he will forward a couple of alternative suggestions to WPC. A formal report has been delivered to BBC regarding advisory white lines, but no further response has been received. JW and So spoke to Andy Prigmore on 30th July 2019 and the report has been re-submitted. SP has sent the schedule of faded white lines to Iain Booth. <u>18th September 2019</u> Andy Prigmore has yet to send through his alternative proposal(s) with regard to the One Stop Shop. JW and SO agreed to email Andy again with the minutes of their meeting at which it was noted Andy had a solution. JW and SO will also raise the lack of response when next meeting with Jon Shortland to discuss s106 issues. It was noted Iain Booth had received the schedule of faded white lines and that some had been completed. SO agreed to establish what was still outstanding. Advisory white lines have been added at several sites within the village but as residents were not informed	
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				by BBC ahead of those works, there were gaps where cars were parked at the time works were carried out. This needed to be remedied before WPC paid BBC. Once white lining was completed, it remained to see how successful the trial was, before determining alternative measures. The question was raised on whether BBC or the police could take action against bad/dangerous parking and if yes, what that action could be. A request was made to include Manor Road in this section and it was noted enforcement officers (out of hours) could ticket poorly parked vehicles at several sites within the village (especially as issues in Manor Road tended to be worse in the evenings). These issues and the possibility of implementing a Community Protection Order would be discussed by both JW and SP when meeting with Melanie Macleod and JW and SO when meeting with Jon Shortland. It was noted Parliament's Transport Committee had called for legislation to introduce an outright ban on pavement parking in England: https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/news-parliament-2017/pavement-parking-report-published-17-19/	
Pedestrian crossings on Bedford Road between Mephram Road and Cause	GB.	Ongoing.	£60k and £10-£12k.	<u>16th January 2019</u> No further update available.	BBC/WPC.

End Road roundabout and outside the lower school.			<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> 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). <u>18th September 2019</u> WPC's Full Council had resolved on 11th September 2019 to pay a 50% contribution towards an island crossing on Bedford Road near Potters Cross and a zebra crossing on Bedford Road, near the lower school. A question was asked if the parking enforcement camera outside the lower school could be configured to capture vehicles that did not stop for pedestrians on the zebra crossing. JW agreed to investigate and report back.	
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				It was noted BBC continued to look for a crossing patrol person.	
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> SO confirmed he would speak to Andy Prigmore to confirm the current status of this project, costings and final locations. <u>26th July 2019</u> JW met with Andy Prigmore who stated this project was not within his remit. Chris Pettifer will now oversee this project and will arrange for Allan Burls to meet with Gareth to agree on the final locations. These cameras are always in stock so the project should move forward without issue.	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

				<u>29th July 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. <u>18th September 2019</u> GB queried the possibility of introducing a village-wide 20MPH speed limit and if so, what the process would be. If possible – could this be introduced either before or during the installation of average speed cameras. JW agreed to investigate and report back. <u>9th October 2019</u> JW was asked again to establish what steps would be needed to introduce a 20MPH speed limit throughout the village.	
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>18th September 2019</u> JW has chased Andy Prigmore again, without success. However, this is now with Iain Booth and it is hoped the sign will be moved imminently.	BBC/Developer.

To be reviewed at each committee meeting.

FC19/239**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	Cllrs Lloyd and Wheeler

							<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 30th August 2019 to discuss the feasibility report findings, proposals and costings <u>9th October 2019</u> Resolved to contribute £29,575 towards an island and zebra crossing. Works are to be programmed imminently. It was recommended a press release be made once the works were complete, confirming WPC had paid for the majority of costings from CIL funding	
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	Cllr Bygraves

							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	
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							<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>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 <u>11th September 2019</u> Refer to agenda item FC19/215	Cllr Lloyd

							<u>9th October 2019</u> Refer to agenda item FC19/244	
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ¹² 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	CLlr Wallace

¹² Multi Use Games Area

							Registry has raised requisitions in respect of the title, which Persimmon's solicitors must deal with. Hegarty is awaiting their response	
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 GDPR¹³ 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 <u>11th September 2019</u> Cllr Lloyd continues to investigate email addresses	Cllrs Lloyd and Martin

¹³ General Data Protection Regulations
Full Council Minutes 9th October 2019

Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>9th January 2019</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
High	Memorial Hall play area resurfacing	ASAP	£8,726	£15,104.55 s106 funding		£19,431 for wet pour under equipment only £4,400 for pathway	<u>9th January 2019</u> Awaiting confirmation from BBC 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	Cllr Hensher

							before taking this project forward <u>14th August 2019</u> Refer to agenda item FC19/196 <u>11th September 2019</u> The clerk is still awaiting payment from BBC in order to move this project forward, following the appointment of a contractor	
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 <u>11th September 2019</u>	TBC

							Funding has been received and an order for works given <u>9th October 2019</u> It was noted works were ongoing	
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 <u>14th August 2019</u> Sally Stroman is currently reviewing comments received from BBC <u>9th October 2019</u> The clerk is liaising with AECOM with regard to the production of a	Cllr Hensher

							Strategic Environment Assessment	
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
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>14th August 2019</u> Works are complete. Move to close <u>11th September 2019</u> Cllr Hensher has submitted a CIL project for additional units at the remaining bus stops	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	Cllr Quirk

							clerk is liaising with BBCllr/Cllr Wheeler on how best to take this forward <u>13th February 2019</u> The Clerk has now been informed a pre-application notice must be completed and submitted to BBC in order to determine how to take remedial works forward <u>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	
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							<u>11th September 2019</u> That report has been received and the clerk continues to chase other potential contractors	
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 <u>9th October 2019</u> An extra full council meeting was held on 2 nd October 2019 to discuss this issue in greater detail	Cllr Bygraves
Low	Wootton Village Entrance Sign(s)	2019 and ongoing			£20,000 Fields road	£20,000	<u>9th January 2019</u>	Cllr Martin

	– Various Locations				£15,000 Keeley Lane £5,000		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/Woott on 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	
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							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> Summer planting has been completed and a consultation is now required for September's newsletter <u>11th September 2019</u> Consultation for September's newsletter was delayed and will now feature in December's edition	
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FC19/240**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	PDQ is dealing - ongoing		
Changing Rooms and Toilet Block	SP	10.7.19	Inspections were carried out on 28.8.19. Works are needed and a further inspection is required		
Christmas Street Lighting	SP	10.7.19	To be carried out once installed for Christmas 2019	Nov 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	WPC should undertake the first inspection.		
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		8.8.19 CM

¹⁴ Wootton Parish Council
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Fun Fest	SP	31.5.19	None		31.5.19 SP
Generator	SP	31.5.19	None		31.5.19 SP
Keeley End Pond	GL	12.6.19			
Litter Picking (and caretaker)	SP	10.7.19	None		22.8.19 SP
Lone & Isolated Working	SP	10.7.19	None		22.8.19 SP
Marquee	SP	31.5.19	None	ASAP	31.5.19 SP
Memorial Hall Play Area	SP	10.7.19	None		22.8.19 SP
MUGA (both)	SP	10.7.19	SP to ask Lorna (litter picker) if she will undertake the weekly and monthly RoSPA inspections. Add this to the inspections undertaken by PlaySafety Ltd. WPC to install signage the same as that at Church Road		
Outdoor Film/Cinema Event	GL	12.5.19	None		12.5.19 GL
Recreation Ground Car Park Opening/Closure including volunteers	SP	10.7.19	None		22.8.19 SP
Recreation Ground Play Area	SP	10.7.19			22.8.19 SP
Remembrance Sunday Parade	SP	10.7.19	None		26.9.19 SP
Silhouette	SP	10.7.19			22.8.19 SP
Skate Park	SP	10.7.19	None		22.8.19 SP
Sports Pitches – Church Road	SP	10.7.19	Ongoing		
Sports Pitches – Harris Way	SP	10.7.19	Ongoing		
Street Furniture	SP	10.7.19	Ongoing		
Trees	SP	10.7.19			22.8.19 SP
Village Sign(s)	SP	10.7.19	Ongoing		
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 were delayed and further decay identified	End of October 2019.	

			in September 2019. The clerk is awaiting a quotation for further remedial works. See agenda item FC19/240.		
Work Station (Clerk)	GL	12.6.19	Ongoing		

To be reviewed monthly at Full Council.

Please visit the following link:

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