



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



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

Minutes of the Meeting of the Full Council held on Wednesday 11th December 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, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC19/278	Apologies for absence. Cllrs Hensher, Lennox and Martin.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/279	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler declared a local interest in agenda item FC19/289 (synthetic 4g pitch) (Governor of Wootton Upper School).	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC19/280	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.
FC19/281	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. BBCllr/Cllr Wheeler added he was due to represent the parish at the upcoming Civic Carol Service on Sunday at	Clerk to keep on file.	N/A.

Full Council Minutes 11th December 2019

Chairman.....

Page | 1

Date 8th January 2020

	To receive crime figures for November 2019. (Appendix 1a).	Elstow Abbey. Members of the parish council would be eligible for invitation to attend similar events from 2020 and BBCllr/Cllr Wheeler agreed to send a list of those events to the chairman. BBCllr/Cllr Wheeler added Bedford Borough Council's Local Plan 2030 was due to be approved at its Full Council meeting in January 2020. Any planning application appeal after that date would be subject to that Local Plan's regulations. It was noted the majority of crimes were domestic, however concerns were raised over the number of sexual crimes.	Clerk to keep on file.	N/A.
FC19/282	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	Nothing significant to report.	N/A.	N/A.
FC19/283	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 13th November 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 30th October 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 30th October 2019.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. 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 Noakes. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 11th December 2019

Chairman.....

Date 8th January 2020

	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 18 th September 2019.	Seconded: Cllr O'Dell. Resolved by all present.		
FC19/284	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 one year. - FC19/267 + FC19/294 – Community Centre at Berryfields. Refer to agenda item FC19/294. - 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 the clerk continues to chase for receipt of the funds). - 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. A further camp is proposed for February 2020 half term. - FC19/220 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 11th December 2019

Chairman.....

Page | 3

Date 8th January 2020

	Bedford Road. Resolved 11th September 2019 (FC19/220) to contribute £29,575 towards the two crossings (island and zebra). Works have started and are ongoing. All works are complete. Move to close. • 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. Lines are in place although repainting existing white lines has not yet been completed by Bedford Borough Council. BBCllr Wheeler and the clerk met with BBC representatives in November and Bedford Road/Fields Road and Keeley Lane (in the vicinity of the Leg Straps PH) have been put forward for a “no parking on verges or footway” trial. • 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 (works now complete – move to close); • 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 (works now complete – move to close). (Fields Road was scheduled for resurfacing in 2019 – now deferred to 2020). • FC19/269 + FC19/296 – Community Infrastructure Levy (CIL) projects. Refer to agenda item FC19/296. • 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. • FC19/267 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park remain ongoing and the parish council has requested a further meeting with BBC representatives. • 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 and BBCllr/Cllr Wheeler are meeting with a BBC representative on 9th December 2019 and will provide a verbal update at this meeting. • FC19/247 – Closure of the parish council's existing website platform. Resolved 9th October 2019 (FC19/247) to await feedback from larger UK companies to see what tools are needed in order to move forward.			
FC19/285	Chairman's report – for information only.	Cllr Lloyd confirmed an external company had been appointed to oversee creation of the new website and email addresses (necessary as the existing website was due to close end of Q1 2020. Further updates would follow. Cllr Lloyd added an agenda item would be added to January 2020's Full Council agenda, requesting another councillor take over responsibility for production of the quarterly Wootton newsletter.	Clerk to keep on file and take forward.	N/A.
FC19/286	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.	Resolved to accept the recommendation from the Neighbourhood Plan Steering Group as highlighted within the report and to revisit the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 11th December 2019

Chairman.....

Date 8th January 2020

	(Appendix 3).	land agents request once Bedford Borough Council had adopted its Local Plan 2030 (see appendix). Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.		
FC19/287	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/288	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).	Resolved to accept both recommendations from the Roads & Pavements Safety Steering Group as highlighted within the project action plan. Cllr O'Dell requested updates (noted in red – see appendix). Resolved to receive, review and adopt the project action plan with amendments/updates in red. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/289	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 (see appendix). Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/290	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 the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/291	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.

Full Council Minutes 11th December 2019

Chairman.....

Page | 6

Date 8th January 2020

	(to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present.		
FC19/292	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.
FC19/293	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2019-20, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/294	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 complete, but a number of snagging issues had been raised. The clerk was awaiting a further quotation from the contractor, plus a quotation from another contractor to "box in" the ceiling units in the main hall. <u>Car Park Heads of Terms</u> The clerk confirmed a further meeting has been requested with representatives from Bedford Borough Council. The clerk detailed an email received from Bedford Borough Council regarding the use of the school's refuse bin. It was noted shared use was detailed within an O&M manual and that it was not clear whether hirers of the community centre had used the refuse bin. The charitable trust's terms and conditions stated hirers take rubbish home or pay an additional fee for the charitable trust to dispose of it. The clerk confirmed she would disclose the contents of the O&M manual at the next meeting with Bedford Borough	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		Council to discuss resolution of the Heads of Terms. <u>Charitable Trust</u> No update received. <u>Parish Council Office Layout</u> The following was noted: • Glass for the partition was still being sourced; • The clerk had passed quotations for replacement/additional locks to the charitable trust to ensure none had been overlooked. The clerk then detailed an email received from the charitable trust requesting further information regarding use of the parish council office, access to the CCTV system and wifi password. It was noted from day one, the office was earmarked for parish council use only and that keys/other items requiring secure storage by the charitable trust could be housed elsewhere. The clerk detailed the parish council's existing CCTV policy and after discussion it was agreed by all present there was no case to permit access to any other individuals/third parties. Any criminal activity should be reported to Bedfordshire Police who are permitted to access images/footage. No policy was necessary with regard to changing the wifi password, given it was widely recognised as best practice to have such procedures in place. Cllr Lloyd confirmed he would carry out all necessary works to ensure the alarm system continued to operate remotely, when changing the password, if		
--	--	--	--	--

		given instructions on how to do so. It was noted the charitable trust could install its own wifi, if appropriate. <u>Spend to Date</u> No further comments received. <u>Sports Pitches</u> David Pilgrim (DLS Law) emailed Bedford Borough Council in relation to the required standard of the pitches – no response had been received to date. Resolved to accept/note the above findings. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.		
FC19/295	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.	Cllr O'Dell explained a request that Bedford Borough Council release s106 funding (£28k) for Electric Charging Vehicle Points to the parish council, had been refused. The following questions were raised: • Would the Borough Council share its plans for those points with the parish council; • Would the Borough Council approach the developer to request part of this funding be allocated for four points elsewhere in the village (given the s106 agreement details this funding is on site only). It was noted whilst all issues relating to the "Little Wootton" development (Hall End) had been addressed by Bedford Borough Council, several issues relating to Fields Road North/South and the Innovation Park remained unanswered. Resolved to accept/note the above findings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC19/296	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.	Project managers were appointed for all projects, however it was agreed to ringfence funding for the Enhancement of Green Spaces and St. Mary's Churchyard Wall Repairs, until fuller information on both projects became available. Resolved to accept/note the above findings Proposed: Cllr Bygraves. Seconded: Cllr BBCllr/Cllr Wheeler. 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.
FC19/297	To consider a response to No Expressway in relation to its letter regarding the Oxford-Cambridge Expressway and target for one million new homes and to resolve a suitable course of action.	Resolved to note the contents of the letter but make no formal response. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/298	To consider a response to the National Association of Local Councils in relation to a Home Office consultation on strengthening police powers to tackle unauthorised encampments and to resolve a suitable course of action.	Resolved to note the contents of the consultation but make no formal response. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/299	To receive a summary of preliminary results of the actuarial valuation of Bedfordshire Pension Fund as provided by Barnett Waddingham LLP (Pensions Consultants) and to resolve a suitable course of action.	Resolved to receive the summary and permit the clerk to sign-off as requested by Bedfordshire Pension Fund. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/300	To receive a report from the clerk regarding a request from T&W Civil Engineering Ltd to site its welfare unit within the community centre car park (area of waste land) in return for the addition of extra vehicle parking spaces and to resolve a suitable course of action.	Resolved to permit T&W Civil Engineering Ltd to site its welfare unit as detailed to members and to permit the installation of additional parking spaces once works were complete. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/301	To consider ongoing preparations for the 2020-21 budget (including projects not covered by CIL (Community Infrastructure Levy) funding), ahead of the precept demand	Cllr Bygraves wished to see an increase of at least 2.5% on 2019-20's precept figure. The average band D price (used in precept	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

Full Council Minutes 11th December 2019

Chairman.....

Page | 10

Date 8th January 2020

	to Bedford Borough Council (January 2020) and to resolve a suitable course of action.	calculations) would not be received from Bedford Borough Council until late Dec 2019/early Jan 2020. The clerk confirmed there would be a further agenda item in January 2020 to formally approve the final precept figure. After discussion it was resolved to note the above and include a further earmarked reserve of £5k in the event any unauthorised encampments occurred on parish council-owned land. Resolved to accept/note the above findings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC19/302	To receive a report from the clerk regarding continued unauthorised use of the MUGA at the Recreation Ground and to resolve a suitable course of action.	Resolved the clerk write again and pursue the outstanding invoice. If contested, the clerk would invoice for all other known sessions and take a claim to the small claims court if necessary. No further use of the facility would be permitted without signing up/adhering to the bookings policy (including advance booking). The clerk agreed to investigate additional signage for the MUGA in relation to bookings information. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/303	To approve payments as per the attached schedule(s) and to resolve a suitable course of action.  FC19-303.pdf	Resolved to approve all payments without amendment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.15pm.

Full Council Minutes 11th December 2019

Chairman.....

Date 8th January 2020

Borough Councillor Update – December 2019

Rail Network Consultation

A consultation has been launched on a new timetable for the East Midlands Railway (EMR) network from December 2020. EMR is the line providing fast trains to Bedford (i.e. those travelling to and from St Pancras in around 40 minutes), although this service have not been serving the station in peak hours since May 2018 due to the upgrade to the Midland Main Line. Earlier in the year, the Department for Transport (DfT) awarded the EMR franchise to 'Abellio', which took over from Stagecoach in August.

EMR's consultation document states:

- EMR services 'will resume calling at Bedford and Luton in both directions during weekday mornings and evenings'
- The peak service between Wellingborough and Bedford will resume, instead of a replacement bus, although passengers will need to change at Wellingborough to access destinations further north such as Nottingham and Leicester
- The average journey time to London St. Pancras will be 'just over 40 minutes'
- There will be a 40% increase in seats. Services will run every half an hour from 6am – 10pm every day

You can see the full consultation document, with details on how to respond, at

<https://www.eastmidlandsrailway.co.uk/december2020> Page 24 (of 32) summarises the changes for the Bedford service.

Bedford High Street

The Council has released further details of planned changes to Bedford High Street set to take place next year. This is part of the 'Transporting Bedford 2020' project undertaking amendments to the road network across the town.

The key change to the High Street is that it will have one lane of traffic only and a 20mph speed limit will be enforced via average speed cameras. According to publicity material, pavements will be widened and new materials used 'to create a more pleasant environment for pedestrians and shoppers.' For more information search 'Transporting Bedford 2020'. Leaflets setting out the changes across the wider network are also being distributed to individual households.

Rough Sleeping

The Bedford Homeless Partnership, which co-ordinates efforts to support rough sleepers in the town, is publicising its new 'Real Change' fund. This will allow members of the public to donate directly to the provision of services supporting rough sleepers such as clothes for a job interview or a deposit for a flat. For more information visit <https://www.bedfordhomeless.org.uk/>

Covanta

A campaign group's attempt to overturn the decision to grant a permit for the operation of the Covanta waste incinerator at Stewartby has failed in the Court of Appeal.

The Bedfordshire Against Campaign Incinerator (BACI) group argued that the Environment Agency had not following correct procedures in granting the environmental permit to Covanta, but this was dismissed in a judgement issued on the 19th November.

Gritting

As the weather turns colder you can keep up to date with the Council's gritting routes at <https://apps.bedford.gov.uk/winterupdates/> This also provides details of any weather-enforced changes to transport services and waste collections.

Town Centre Christmas Shopping

Many of Bedford town centre's shops will be open until 8pm on Thursdays in the run up to Christmas. For more details search 'Bedford late night shopping'

'Safe and Well Visits'

Bedfordshire Fire and Rescue Service provides Safe and Well Visits or the benefit of elderly and vulnerable people. These are designed to check over houses to identify safety hazards and provide advice to improve wellbeing and prevent crime. Email safeandwell@bedsfire.com if you know of someone who might benefit.

School Admissions

The admissions process for transfer to secondary schools in the Borough closed on the 31st October, but remains open until the 15th January 2020 for children beginning primary school in September 2020. For more information search 'Bedford school admissions' or call 01234718120.

I would like to thank WPC members for their help, support and advice! over the year and wish you all a Happy Christmas and prosperous New Year.

BBCllr John Wheeler
30th November 2019

FC 19/281a October-November 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/62792/19	Theft if not classified elsewhere	30/10/2019	Fields Road	NORTH-766	WOOTTON
40/62793/19	Theft if not classified elsewhere	30/10/2019	Fields Road	NORTH-766	WOOTTON
40/62998/19	Other criminal damage to a vehicle (Under £5,000)	31/10/2019	Duncombe Drive	NORTH-766	WOOTTON
40/62924/19	Theft from a motor vehicle	31/10/2019	A421	NORTH-766	WOOTTON
40/63274/19	Theft from a motor vehicle	02/11/2019	A421	NORTH-766	WOOTTON
40/63686/19	Other criminal damage to a vehicle (Under £5,000)	04/11/2019	Juffs Lane	NORTH-766	WOOTTON
40/63687/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	04/11/2019		NORTH-766	WOOTTON
40/64002/19	Sexual	05/11/2019		NORTH-766	WOOTTON
40/64951/19	Assault occasioning actual bodily harm (ABH)	09/11/2019	Latimer Close	NORTH-766	WOOTTON
40/65033/19	Assault occasioning actual bodily harm (ABH)	10/11/2019	Latimer Close	NORTH-766	WOOTTON
40/65054/19	Other criminal damage to a vehicle (Under £5,000)	10/11/2019	A421	NORTH-766	WOOTTON
40/65020/19	Racially or religiously aggravated common assault or beating	10/11/2019		NORTH-766	WOOTTON
40/65341/19	Sec 4 POA Fear or provocation of violence	11/11/2019	Potters Cross	NORTH-766	WOOTTON
40/65188/19	Theft if not classified elsewhere	11/11/2019	Fields Road	NORTH-766	WOOTTON
40/65556/19	Theft from a motor vehicle	12/11/2019	A421	NORTH-766	WOOTTON
40/66354/19	Assault without Injury - Common assault and battery	17/11/2019	Studley Road	NORTH-766	WOOTTON
40/66588/19	Other criminal damage to a vehicle (Under £5,000)	18/11/2019	Fields Road	NORTH-766	WOOTTON
40/66636/19	Theft from a motor vehicle	18/11/2019	Juffs Lane	NORTH-766	WOOTTON
40/67423/19	Interference with a motor vehicle	21/11/2019	Folkes Road	NORTH-766	WOOTTON
40/67320/19	Interference with a motor vehicle	21/11/2019	Denny Street	NORTH-766	WOOTTON
40/67446/19	Theft from a motor vehicle	21/11/2019	Denny Street	NORTH-766	WOOTTON
40/67339/19	Theft from a motor vehicle	21/11/2019	Arthur Black Way	NORTH-766	WOOTTON
40/67579/19	Sexual	22/11/2019		NORTH-766	WOOTTON

Appendix 2

FC19/282

Nothing significant to report.

FC19/286

Neighbourhood Plan Steering Group Report

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

20th November 2019

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.
- NP19/109 + NP19/122 – Site Assessment Report. Refer to agenda item NP19/122.
- NP19/112 + NP19/125 – Landowner communication(s). Refer to agenda item NP19/125.
- NP19/110+111 + NP19/123+124 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/123+124.
- NP19/113 + NP19/126 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/126.

Resolutions

NP19/121 – 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.

NP19/122 – 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 priority had been given to resolving the Strategic Environmental Assessment Scoping Report and the completed Site Assessment Report would be available shortly.

NP19/123 – 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 all amendments were up to date. It was not yet clear if further amendments would be required with regard to the outcome of the SEA and the timing of the adoption of Bedford Borough Council’s Local Plan 2030. No response had been received from landowners approached regarding the local green space designation within the plan, however the parish council could demonstrate to the appointed examiner that landowners had been contacted at an early stage.

NP19/124 – To receive a report from Regeneration Positive (Trevor Roff) regarding additional key issues surrounding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

No further comments received.

NP19/125 – To receive a report from APC Planning (Sally Stroman) and Regeneration Positive (Trevor Roff) regarding new/ongoing landowner/agent communications and to make recommendation to Full Council as necessary.

An email received from Hollins Strategic Land was read by SS to all present and it was noted the same organisation had contacted Wootton Upper School with regard to an ongoing local planning application.

Concerns were raised a response at this stage could prejudice ongoing planning determinations and so members resolved to make no response and make the same recommendation to Full Council.

Proposed: JN.

Seconded: GD.

Resolved by all present.

TR confirmed all landowners/agents involved in ongoing discussions had been made aware of the need for a Strategic Environmental Assessment. All had received the very detailed scoping report. It was anticipated the Regulation 14 consultation would be held in Feb/Mar 2020.

NP19/126 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS had provided AECOM with comments following receipt of the draft copy of the scoping report. The document was now subject to consultation with Bedford Borough Council, the Environment Agency, Historic England and Natural England. Deadline for comments was Friday 20th December 2019 and SS and SP would be informed as soon as any representations were received.

NP19/127 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP19/128 – 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

29th November 2019

FC19/287

Planning & Environment Committee Report

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

13th November 2019

Report from outside organisations – for information only

- Bedford Borough Council – Ravensden Neighbourhood Area. Bedford Borough Council has designated Ravensden 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, Ravensden Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.

Matters arising from the minutes – for information only

See under 27th November 2019.

Planning Applications – for resolution

19/02311/FUL – 99 Bedford Road. Erection of detached garage to rear.

Resolved **NO OBJECTION** but it was noted to report to Bedford Borough Council that the water runaway could be cause for concern.

Proposed: Cllr Hensher.

Seconded: Cllr Quirk.

Resolved by all present.

19/02327/FUL – 71 Folkes Road. Loft conversion with dormers to front.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Quirk.

Resolved by all present.

Planning Approvals (by Bedford Borough Council) – for information

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).

This council previously raised **NO OBJECTION**.

19/01857/ADV – Land South of Fields Road. Installation of six internally illuminated fascia signs.

This council previously raised **NO OBJECTION**.

27th November 2019

Disclosure of local and/or disclosable pecuniary interests.

Living in the vicinity, Cllr Quirk declared a local interest in agenda item P19/222 (19/02034/FUL – 69 Hall End Road).

Matters arising from the minutes – for information only

- P18/167 – Parking problems/yellow lines proposals. Some restrictions remain uncompleted. Clerk and BBCllr/Cllr Wheeler are meeting in November with a Bedford Borough Council officer with the aim of pushing this forward and discussing parking on pavements.
- 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.
- 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.
- P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Resolved 30th October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works.
- P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk has submitted a request to Bedford Borough Council for signage. The costing is £300 however the clerk has been asked to escalate this request with Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council as the slow response and timescales are not acceptable. That escalation has now been transferred to Chris Pettifer, Chief Officer, Transport, Bedford Borough Council.
- P19/165 – Improvement works to The Pound (area opposite the Cock Inn PH on Bedford Road). Works are complete – members are asked to view the site if wished. Move to close.

Planning Applications – for resolution

19/02034/FUL – 69 Hall End Road. One and two storey front extension and first floor side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/02392/FUL – 19 Cranfield Road. Erection of annexe in rear garden.

Resolved **TO OBJECT** using the following material consideration:

- The application would exacerbate the lack of parking facilities in that area.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

19/02500/FUL – 10 Ashpole Avenue. Side and rear single storey extension linking to existing garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Martin.

Seconded: Cllr Hensher.

Resolved by all present.

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

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

At the time of publishing this agenda, the parish council was advised the above planning application would be again determined (following a deferment to enable a site visit to take place) by Bedford Borough Council's Planning Committee on 25th November 2019. Officer recommendation is to **Permit Subject to a Planning Obligation**.

This council previously recorded **AN OBJECTION**.

(It was noted the application was **REFUSED** by Bedford Borough Council's Planning Committee, despite the planning officer's recommendation to approve. BBCllr/Cllr Wheeler's efforts were noted as were Cllr O'Dell's, other parish councillors and several members of the public).

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st November 2019

FC19/288**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>20th November 2019</u> BBC had confirmed the works delivered conformed with plans. Concerns were raised the bolts could easily be snapped off the collapsible bollards, however	
--	--	--	--	---	--

				visibility in the area was now much improved – it was no longer a concealed entrance.	
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.

				<u>20th November 2019</u> SP confirmed she and JW were meeting with a representative from TWLCivils (27th November 2019), who wished to site their comfort site on the waste land area of the car park whilst they completed infrastructure works within Berryfields. It was hoped in return, that area could be converted by TWLCivils into additional parking. As infrastructure works were imminent, SP was asked to email BBC and request the estate not be handed over/signed off until WPC had opportunity for its own final inspection. Resolved to accept the above. Proposed: SO. Seconded: HM. Resolved by all present.	
Bus routes/stops.	Various.	Ongoing.	BBC.	<u>20th November 2019</u> SP confirmed Chris Pettifer, Chief Officer for Transport, BBC, was reviewing all school bus stops in terms of location/safety. JW had requested Burgoyne Avenue be opened at the earliest opportunity to allow buses through the Fields Road South development and via Cranfield Road. JW confirmed two bus stops were in situ within Fields Road South and two further bus stops were proposed for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change. HM reported the yellow bus stop markings outside the Manor Road bus stop were not bright enough, and white lining was missing near the Memorial Hall on Bedford Road. JW agreed to take this forward with BBC.	BBC.

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. <u>21st September 2019</u> Allan Burls (BBC) is now looking into this, as are Anglian Water. <u>20th November 2019</u> JW confirmed the leak had reduced, but that he and SP would meet again with Iain Booth on 27th November and request a further update. <u>11th December 2019</u>	BBC/Anglian Water.
----------------------	----------	---	--------------------	---	--------------------

				JW confirmed BBC intended to replace the entire length of drain along Cause End Road in Q1 2020, after which the area would be resurfaced.	
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. <u>20th November 2019</u> All issues are resolved – move to close.	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).	BBC/Developer. GL.

⁶ Fields Road South

				<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. <u>20th November 2019</u> Dates and timescales to square off the junction were still not known. JW confirmed he had received a request for additional measures – including traffic lights in the area and a new road from Cranfield Road to the upper school. Both had been suggested to BBC but ruled out due to impracticalities and costings. The former would create an 8 minute wait for vehicles and the latter would open up additional fields off Cranfield Road to potential development.	
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. <u>18th September 2019</u> JW will use ward monies to finance HGV signage throughout the village. Any consultation will be minimal.	BBC.

				<u>20th November 2019</u> JW confirmed timescales for installation were anticipated as the end of BBC's financial year – 31st March 2020.	
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.	
--	--	--	--	---	--

				<u>20th November 2019</u> JW confirmed signage would be put in place to identify the footpath as a shared pedestrian/cyclist facility. JW and SP met with Melanie Macleod BBC on 13th November 2019. It was likely that many PSPO's would be withdrawn in the coming months/years and that was therefore not the favoured approach. It was suggested identifying areas within the village for "no verge or footway parking" enforcement would be a better approach. SP suggested the newly-widened Fields Road footpath and Keeley Lane near the Legstraps PH and the following areas were also identified at this safety steering group's meeting on 20th November 2019: • Bedford Road; • Fields Road; • Keeley Lane (in the vicinity of the Legstraps PH. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. <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). (To include outside 19a Bedford Road).	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. 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	SO.

				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 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/ <u>20th November 2019</u> JW and SP met with Melanie Macleod BBC on 13th November 2019. Melanie agreed to seek a solution for parking issues outside Wootton Upper School (SP suggested a camera similar to that sited adjacent to Wootton Lower School) and to add an advisory H-bar outside 19a Bedford Road. It was noted Andy Prigmore had yet to provide an alternative parking enforcement scheme for the One Stop Shop on Cause End Road. JW had received notification from Tesco, confirming that shop would become a Tesco Express. A request had been made for deliveries (expected to reduce to one lorry a day) to use the side access White lining remained incomplete in areas and SP agreed to revisit the schedule provided to BBC	
--	--	--	--	--	--

				before raising this at the meeting with Iain Booth on 27th November. <u>11th December 2019</u> The areas of outstanding white lining have been passed back to BBC and Cllrs Bygraves and O'Dell agreed to help ensure cars were not parked in those areas when works were to be completed. Timescales were awaited.	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school.	GB.	Ongoing.	£60k and £10-£12k.	<u>16th January 2019</u> No further update available. <u>22nd May 2019</u> JW confirmed BBC were taking both crossings requests forward and specifications were expected in early June 2019. <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).	BBC/WPC.

				<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. It was noted BBC continued to look for a crossing patrol person. <u>20th November 2019</u> Both crossings were in place however parents had been observed paying little attention when using them. JW confirmed road safety awareness training would be provided to lower school pupils AND parents. An application had been received to fill the school crossing vacancy, but it was unclear whether they would be sited on Bedford Road or Cause End Road. It was not yet known if the parking enforcement camera would require re-configuration or re-siting.	
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.	GL.

⁷ Average Speed Camera

⁸ Community Infrastructure Levy

				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. <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>20th November 2019</u> A proposal for a village-wide 20MPH speed limit would need to be submitted to BBC. It was agreed to take this to Full Council ahead of making a formal request. If average speed cameras were in place beforehand, they could be re-calibrated to 20MPH. BBC would carry out all feasibility studies and public consultations. SP agreed to take this forward.	
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. SP agreed to raise this again with Iain Booth on 27th November 2019. <u>11th December 2019</u> It was noted the sign was still incorrectly positioned and the wish now was for it to be removed completely. A detailed consultation was required for March 2020's Wootton newsletter.	BBC/Developer.

To be reviewed at each committee meeting.

FC19/289**Project Action Plan for Ongoing Projects**

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2019	£220,000	£80,000 s106 funding		£300,000	<u>9th January 2019</u> Completed Neighbourhood Plan Questionnaires have provided a robust evidence base that Average Speed Cameras are wanted. Resolved at Full Council 12th December 2018 (FC18/325) to take the cost (less s106 funding) from CIL monies <u>13th February 2019</u> Clerk is awaiting guidance from Andy Prigmore (BBC⁹) on how best to take this project forward. BBCllr/Cllr Wheeler to chase and remind Andy three pairs of cameras will be CIL funded and one pair will be s106 funded <u>13th March 2019</u> Cllr Lloyd will provide BBC with a map of the areas in question	Cllrs Lloyd and Wheeler

⁹ Bedford Borough Council
Full Council Minutes 11th December 2019

							<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 <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	Cllrs Lloyd and Wheeler

¹⁰ Wootton Parish Council

¹¹ Community Infrastructure Levy

							<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 <u>11th December 2019</u> Works are complete. Move to close	
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 meeting room; • Any structural building alterations	Cllr Bygraves

							will require WPC approval; • Charitable Trust will be responsible for all Health and Safety issues, including fire protection, legionnaires testing of water, etc; • Any dispute between the Charitable Trust and users of the building will be resolved by WPC's Full Council; Charity will meet income targets set out by WPC <u>13th February 2019</u> Cllr Bygraves is working with Hillary Cooper Law to draft the lease at an estimated fixed cost of £1,500 <u>10th July 2019</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	
--	--	--	--	--	--	--	--	--

							<u>11th December 2019</u> An initial list of bullet point responsibilities (charitable trust and parish council) has been sent to the charitable trust	
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 <u>11th December 2019</u> Ongoing	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ¹² will be	Cllr Wallace

							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	
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	Clrs Lloyd and Martin

							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 <u>11th December 2019</u> A new website and email addresses should be in place by the end of Q1 2020.	
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	<u>9th January 2019</u> Awaiting confirmation from BBC that s106 monies may be used in part for resurfacing. Resolved at Full Council 12th	Cllr Hensher

¹³ General Data Protection Regulations
Full Council Minutes 11th December 2019

						£4,400 for pathway	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 <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	
--	--	--	--	--	--	--------------------	---	--

							<u>11th December 2019</u> The clerk continues to chase BBC	
High	Neighbourhood Plan	2019	£0	£0	£7,626.83		<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 Strategic Environment Assessment <u>13th November 2019</u> AECOM are currently drafting the Strategic Environment Assessment	Cllr Hensher

							<u>11th December 2019</u> AECOM have sent their scoping report to BBC, the Environment Agency, Historic England and Natural England for consultation. The deadline for comments is Friday 20 th December 2019	
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 December 2019</u> Cllr Hensher has submitted a CIL project for additional units at the remaining bus	Cllr O'Dell

							stops. Refer to agenda item FC19/296	
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>9th January 2019</u> Historic England wish to refer any building works decision to BBC. The Planning & Environment Committee are overseeing this, and the clerk is liaising with BBCllr/Cllr Wheeler on how best to take this forward <u>13th February 2019</u> The Clerk has now been informed a pre-application notice must be completed and submitted to BBC in order to determine how to take remedial works forward <u>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	Cllr Quirk

							<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 <u>11th December 2019</u> The clerk continues to chase and has been advised a new BBC officer is dealing with all requests	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	Cllr Bygraves

							to discuss this issue in greater detail <u>13th November 2019</u> A proposal in principle has been put to Wootton Academy Trust for the facility to be sited within school grounds. The clerk is trying to see if a similar model is in operation elsewhere <u>11th December 2019</u> Cllrs Bygraves and Lloyd agreed to represent the parish council in discussions with Wootton Academy Trust. BBCllr/Cllr Wheeler would attend as the Borough Councillor and Mr Gleeson's offer to take notes was accepted.	
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, offering	Cllr Martin

							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> 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 March 2020's edition	
--	--	--	--	--	--	--	---	--

FC19/290**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 (black font – complete, red font – outstanding):

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	27.11.19 – GL has confirmed all obstructions have been removed. SP continues to chase for the removal of the posts outside	
Christmas Street Lighting	SP	10.7.19	To be carried out once installed for Christmas 2019	Nov 19	13.11.19 SP
Christmas Tree (including Switch On Event)	SP	10.7.19	To be carried out week before tree is installed	Nov 19	13.11.19 SP
Community Centre	SP	10.7.19	WPC should undertake the first inspection.	20.11.19 SP has emailed BRCC for advice on completing the initial risk	

¹⁴ Wootton Parish Council
Full Council Minutes 11th December 2019

				assessment before handing over to the charitable trust	
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
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	Ongoing		
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 – Church Road	SP	10.7.19	Ongoing		
MUGA – Harris Way	SP	10.7.19	Ongoing	20.11.19 – charitable trust should install signage and complete the risk assessment. SP has offered to meet to discuss further. SP to ensure this is added to the RoSPA inspections schedule for 2020.	
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	20.11.19 – WRFC undertake their own risk assessments.	

				SP to request a copy of the same	
Sports Pitches – Harris Way	SP	10.7.19	Ongoing	20.11.19 – charitable trust should complete the risk assessment. SP has offered to meet to discuss further	
Street Furniture	SP	10.7.19	Ongoing	20.11.19 – SP has emailed Andy Muskett and requested a structural inspection/risk assessment of all WPC-owned columns	
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 in September 2019. The clerk now has to source a structural engineer or another stonemason as W&B have said some repairs are beyond their remit		
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.