



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 12th February 2020 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council and Matthew Soper, Manager for Engineering Services, Bedford Borough Council were in attendance to deliver an update relating to agenda item FC20/047. The chairman proposed this agenda item be heard after agenda item FC20/031 followed by agenda item FC20/048 and this was resolved by all present. There were several members of the public present who wished to observe and comment on agenda item FC20/048. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Quirk, Randell 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
FC20/029	Apologies for absence. Cllrs Lennox, Martin and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/030	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/031	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.
FC20/032	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added the East-West Rail route had been	Clerk to keep on file.	N/A.

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	(Appendix 1). To receive crime figures for January 2020. (Appendix 1a).	approved and this would be detailed in his upcoming report for the Wootton Newsletter. No further comments received.	Clerk to keep on file.	N/A.
FC20/033	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	All significant correspondence is circulated immediately upon receipt.	N/A.	N/A.
FC20/034	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 8th January 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 27th November 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 20th November 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 20th November 2019.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. 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 Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC20/035	Matters arising from the minutes – for information only. - FC19/093 – Bedford Borough Council's Local Plan 2030. Adopted by Bedford Borough Council in January 2020. - FC20/017 + FC20/045 – Community Centre at Berryfields. Refer to agenda item FC20/045. - FC18/301 – Allocation of s106 monies (Developer	No further comments received.	Clerk to keep on file.	N/A.

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	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. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mepharm 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. Outstanding issues have been escalated within Bedford Borough Council in January 2020. • FC18/295 + FC20/025 – Areas of road/pavement requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: •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); •Fields Road – entire length (programmed for February 2020). Resolved 8th January 2020 (FC20/025) to also request the following to be taken forward by Bedford Borough Council:			
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	•Church Road/Hall End Road to Keeley Lane; •Lorraine Road; •Pavements including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road. • 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 and website. Ongoing. • FC19/223 – Installation of grit bins at all parish council-owned car parks. Resolved 11th September 2019 (FC19/223) to site three bins. All bins are in situ. Move to close. • FC20/022 – VE Day 75 Celebrations. Resolved 8th January 2020 (FC20/022) that BBCllr/Cllr Wheeler would establish what Bedford Borough Council were proposing to do, to mark the occasion. It was noted St. Mary's Church no longer had a bell-ringing team so would be unable to mark the occasion that way.			
FC20/036	Chairman's report – for information only.	Cllr Lloyd asked around the table if members wished for their home address to remain on the parish council website and all agreed they should be removed. Cllr Lloyd added in the last week he had taped off the new roundabout at the jubilee garden play area	Clerk to keep on file.	N/A.

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		whilst it awaited repair, inspected one parish council-owned tree which was leaning, and inspected Keeley End Pond. Cllr Lloyd was also working on the March edition of the Wootton Newsletter and reviewing the new parish council website.		
FC20/037	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 Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/038	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.
FC20/039	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).	BBCllr/Cllr Wheeler provided an update received from Chris Pettifer, Chief Officer for Transport, Bedford Borough Council, which referenced issues surrounding parking at Tesco Express on Cause End Road (likely to be exacerbated following Bedford Borough Council's approval of a planning application creating 8 additional dwellings) and a request for bus cages to stop inconsiderate parking at bus stops in the village. It was noted those updates would be taken back to this steering group for further consideration. Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/040	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 Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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FC20/041	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 all updated risk assessments and 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.
FC20/042	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 Lloyd. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/043	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.
FC20/044	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.	No resolution was passed with regard to either report due to ongoing discussions regarding community centre funding.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/045	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> After discussion it was resolved not to box in the air conditioning units in the main hall, but to allow the charitable trust to take this forward at their expense. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present. <u>Car Park Heads of Terms</u> The latest version was circulated with the agenda ahead of this meeting. Resolved that BBCllr/Cllr Wheeler request a meeting with Bedford Borough Council to agree Heads of Terms and an independent adjudicator, ideally within the next two weeks. <u>Charitable Trust</u>	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Bygraves stated remote access for the intruder alarm was not working and agreed to ask Paul Quinton to pass the necessary information to Cllr Lloyd in order to remedy this. <u>Lease</u> The latest draft lease, responses and draft bullet point responsibilities were circulated with the agenda ahead of this meeting. Minor amendments were noted and the clerk agreed to make the amendments before circulating to the charitable trust. <u>Parish Council Office Layout</u> Resolved to approve a quotation to in-fill the glass partition. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Three lockable, fireproof cabinets were expected on Monday 17th February 2020 and the door lock was now changed. <u>Spend to Date</u> A decision on additional available funding would be known once costings to bring the sports pitches to an acceptable standard were available. The clerk agreed to pay over net profits to date once calculated and within the next two weeks. <u>Sports Pitches</u> David Pilgrim (DLS Law) has been asked to make a further response to Bedford Borough Council in relation to the required standard of the pitches and has received a copy of the		
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		initial Pitch Inspection Program Report (drafted by Bedfordshire FA). No further updates have been received – Cllr Bygraves agree to chase.		
FC20/046	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 had previously explained a request that Bedford Borough Council release s106 funding (£28k) for Electric Charging Vehicle Points to the parish council, had been refused. It was noted Concept were happy for the points to go along any highway within Wootton and that the s106 funding had been paid to Bedford Borough Council. BBCllr/Cllr Wheeler was asked to take this forward with Bedford Borough Council and ask if sites had been chosen and/or if Wootton Parish Council could have the opportunity to assist with that process.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/047	To receive an update from Jon Shortland, Chief Officer Planning & Highways with regard to Community Infrastructure Levy (CIL) and s106 funding issues and to resolve a suitable course of action.	This agenda item was heard after agenda item FC20/031. Jon Shortland (JS) acknowledged an issue with CIL funding – in that developers had (it was believed) missed a deadline opportunity to pay in instalments, resulting in a lump sum payment which was then subject to capping. The result of that cap meant Wootton Parish Council was facing a shortfall of c£500k – which would be retained by Bedford Borough Council. JS agreed to explore all options, including the possibility the shortfall could be paid to the parish council in the following financial year. Ordinarily, instalments were paid in April/October and it was noted capping was revoked once a Neighbourhood Plan was formally adopted. Members noted JS had to go through a legal process in order to cover all possibilities, however it was stressed there were moral implications for consideration also, as the parish council were proposing to	BBCllr/Cllr Wheeler and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		undertake a number of infrastructure projects which were supported by and would greatly benefit the community. The potential shortfall was not of the parish council's making. It was noted some proposed projects involved Bedford Borough Council assets and it was asked if they could cover the costs – this included four pairs of average speed cameras. JS was unable to make that decision but would take the request forward. JS added other parish councils had merely contributed towards their average speed cameras, not met the costs in full. BBCllr/Cllr Wheeler added he was frequently reminded by portfolio holders at Bedford Borough Council that Wootton had significant CIL funding and endorsed the fact the shortfall was not lost but being held by the local authority. The clerk was asked to provide JS with an up-to-date list of all proposed/ongoing CIL projects and it was agreed BBCllr/Cllr Wheeler would meet with JS and Charles Royden, Portfolio Holder for Highways and Transport, Bedford Borough Council in order to reach an early resolution.		
FC20/048	To approve a response to the Planning Inspectorate regarding an appeal by Hollins Strategic Land LLP to overturn Bedford Borough Council's decision to refuse an application for an outline application with all matters reserved except access for the erection of up to 81 dwellings.	A Highways Appeal Statement (Martin Andrews Consulting Ltd) and draft response from Wootton Parish Council was circulated ahead of this meeting. One resident present confirmed they had drafted their response and were awaiting the contents of the appeal statement, for further information. They were thanked for their diligence and perseverance. Members agreed the appeal statement needed a more strident approach to the appellant's consultants findings and the clerk agreed to	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Speak again with Martin Andrews. BBCllr/Cllr Wheeler stated although only one of his five recommendations for refusal were recorded by Bedford Borough Council it was key they were still addressed by the parish council. BBCllr/Cllr Wheeler confirmed he would seek the support of Nadine Dorries MP, in focusing on the deserved weight of the parish council's emerging Neighbourhood Plan. Resolved to accept the above findings. Proposed: Cllr O'Dell. Seconded: Cllr Randell Resolved by all present.		
FC20/049	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to continue with Bespoke Media for all services. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/050	To consider a request from Wootton Lower School PTFA that they be permitted to hold a fireworks event using the recreation ground for the fireworks and to resolve a suitable course of action.	Resolved not to permit fireworks on the recreation ground due to insurance and safety issues Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/051	To determine responsibility for an ash tree within the hedgerow adjoining the allotments at Hall End and to resolve a suitable course of action.	Resolved the parish council would take on responsibility for the ash tree. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/052	To receive a report from the clerk regarding unauthorised use of the MUGA at the Recreation Ground, the addition of extra signage and to resolve a suitable course of action.	Resolved to send a legal notice to the user requesting payment of the outstanding debt, following the unauthorised use of the MUGA. Further resolved to site three additional signs on all entrances to the facility, detailing booking requirements. The clerk agreed to email proposed wording to all for approval. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Hensher. Resolved by all present.		
FC20/053	To approve a report to Bedford Borough Council with regard to the completion and addition of parking restrictions (yellow lining) at three sites (Elmsdale Road/Bedford Road, Hall End and Potters Cross/Bedford Road) and to resolve a suitable course of action.	Resolved to approve the report without amendment and forward the same to Bedford Borough Council. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.45pm.

FC20/032

Wootton Parish Council: Update from Borough Councillor John Wheeler – February 2020

Local Plan

Now that the Borough Council has approved the Local Plan, we will once again have a 5-year housing land supply. However, in order to keep the necessary supply of housing the Council will need to ensure that the Plan delivers houses and neighbourhood Plans are an important part of this strategy. If the Plan fails to deliver houses the Borough Council will once again fail to have a 5 year land supply, and only those areas with a neighbourhood plan under 2 years old will be protected from speculative development (providing the Council's supply doesn't dip below 3 years).

Highways

Fields Road is still on schedule to be re-surfaced from 24th February to 6th March 2020; the new crossing by the surgery will now be installed at a later date this year. Work on Cause End road to find the issues has now finished and work will start in late March to replace sections of the drainage system, replace surface drains and clear gullies. Once this has all been done and there are no more issues then the re-surfacing will be done.

Jon Shortland : Chief officer planning and highways will be coming to the Parish Council meeting on the 12th February to give a report on CIL monies and ASC.

East – West Rail

It has been announced that East West Rail will be stopping at Bedford Midland Station connecting the town directly to Cambridge and Oxford. The preferred route option confirmed by the secretary of state for transport will link existing stations in Bedford and Cambridge and will be north of Sandy, south of St. Neots to Cambourne then Cambridge. The route from Oxford will go via Bicester, Bletchley line to Bedford.

I – Worx Wootton

I – Worx was officially opened by the mayor and Peter Horrocks –Chair of SLEMLEP's on the 27th January. The I – Worx features an advanced technology and engineering workshop cluster offering twelve office and industrial units. To find about moving into the units please visit <http://www.bedfordi-lab.com/>

Inclusion in Schools

The Council and its partners have launched their 'Behaviour, Learning and Inclusions Support Strategy' (BLISS) to promote inclusion and to help vulnerable children to stay in school and reduce exclusions. Schools will be offered enhanced workforce development to assist children who are struggling with behaviour in the classroom. Three documents to assist schools are available online: Behaviour, Learning and Inclusions Support Strategy (BLISS) www.bedford.gov.uk/BLISS , The Little Book of BLISS www.bedford.gov.uk/LBOB and The Early Help and Intervention Graduated Response www.bedford.gov.uk/EHIGR

Cllr John Wheeler: John.wheeler@bedford.gov.uk / 07913 409433 / Facebook – search 'Cllr John Wheeler'

FC 20/032a January 2020					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/74522/19	Assault without Injury - Common assault and battery	28/12/2019	Turland Close	NORTH-766	WOOTTON
40/72749/19	Assault without Injury - Common assault and battery	18/12/2019	Hall End	NORTH-766	WOOTTON
40/74591/19	Having possession of a controlled drug - Class B - Cannabis	29/12/2019	Harris Way	NORTH-766	WOOTTON
40/851/20	Other criminal damage, other (Under £5,000)	05/01/2020	Juffs Lane	NORTH-766	WOOTTON
40/74077/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	25/12/2019		NORTH-766	WOOTTON
40/72925/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	19/12/2019		NORTH-766	WOOTTON
40/74459/19	Theft from a motor vehicle	28/12/2019	A421	NORTH-766	WOOTTON
40/74595/19	Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken')	29/12/2019	Harris Way	NORTH-766	WOOTTON
40/134/20	Wounding with intent to do grievous bodily harm (Indictable)	01/01/2020	Juffs Lane	NORTH-766	WOOTTON
40/138/20	Wounding with intent to do grievous bodily harm (Indictable)	01/01/2020	Juffs Lane	NORTH-766	WOOTTON
40/5191/20	Assault occasioning actual bodily harm (ABH)	26/01/2020	Cause End Road	NORTH-766	WOOTTON
40/1947/20	Assault occasioning actual bodily harm (ABH)	11/01/2020	Duncombe Drive	NORTH-766	WOOTTON
40/1936/20	Assault occasioning actual bodily harm (ABH)	11/01/2020	Duncombe Drive	NORTH-766	WOOTTON
40/5747/20	Assault without Injury - Common assault and battery	28/01/2020	Cause End Road	NORTH-766	WOOTTON
40/5392/20	Assault without Injury - Common assault and battery	27/01/2020	Cause End Road	NORTH-766	WOOTTON
40/1956/20	Assault without Injury - Common assault and battery	11/01/2020	Duncombe Drive	NORTH-766	WOOTTON
40/5518/20	Harassment - without violence (course of conduct)	27/01/2020		NORTH-766	WOOTTON
40/5402/20	Intimidating a juror or witness or person assisting in investigation of offence	27/01/2020		NORTH-766	WOOTTON
40/4969/20	Intimidating a juror or witness or person assisting in investigation of offence	24/01/2020		NORTH-766	WOOTTON

Appendix 2

40/5536/20	Sec 4a POA Causing intentional harassment, alarm or distress	27/01/2020	Haycroft	NORTH-766	WOOTTON
40/3110/20	Theft from a motor vehicle	16/01/2020	A421	NORTH-766	WOOTTON
40/1382/20	Theft from a motor vehicle	08/01/2020	A421	NORTH-766	WOOTTON
40/1379/20	Theft from a motor vehicle	08/01/2020	A421	NORTH-766	WOOTTON
40/3359/20	Theft of a motor vehicle	17/01/2020	Bellamy Road	NORTH-766	WOOTTON

Appendix 2

FC20/033

Nothing significant to report.

FC20/037

Neighbourhood Plan Steering Group Report

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

15th January 2020

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.
- NP19/122 + NP20/007 – Site Assessment Report. Refer to agenda item NP20/007.
- NP19/125 + NP20/010 – Landowner communication(s). Refer to agenda item NP20/010.
- NP19/123+124 + NP20/008+009 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/008+009.
- NP19/126 + NP20/011 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/011.

Resolutions

NP20/006 – 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.

NP20/007 – 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 the Site Assessment Report was now subject to fine-tuning and proof-reading.

NP20/008 – 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 noted the imminent adoption of Bedford Borough Council’s Local Plan 2030 and raised this had implications for the draft Neighbourhood Plan as some policies currently referred to in the plan would be deleted and superseded by Local Plan 2030 policies. Bedford Borough Council had produced a summary of policies being kept, deleted and/or superseded and SS would undertake a review of the draft Neighbourhood Plan as a result.

NP20/009 – 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.
Central Government’s decision to order Bedford Borough Council not to grant permission for a controversial housing scheme in Willington (and whether BBC’s Planning Committee should have given greater weight to their emerging Neighbourhood Plan) was noted.

NP20/010 – 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.
Developer correspondence (Rainier Developments Ltd) was noted for the minutes however no response would be made, pending the outcome of Bedford Borough Council’s Local Plan 2030 and the Strategic Environmental Assessment.

TR added confirmation had been received from Savills regarding the hectareage of the Crown Estate land.

NP20/011 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS confirmed AECOM had sent the scoping report to Bedford Borough Council, the Environment Agency, Historic England and Natural England. Two responses were received from Bedford Borough Council and Historic England – both requesting just factual/generic corrections. AECOM were now undertaking a site selection process appraisal which would be completed within 2-3 weeks (as of 14th January 2020).

NP20/012 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

It was noted Bedford Borough Councils' decision on its Local Plan 2030 was imminent. SS confirmed Bedford Borough Council had no objection to either Berry Wood (North and West) or Lorraine Road Green being designated as Local Green Space. SP confirmed no further response had been received from the Wootton Church & Poor's Land Charity with regard to the allotment gardens at Hall End, save they would refer the designation to the Charities Commission, and was asked to chase for a further update.

NP20/013 – 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

31st January 2020

FC20/038

Planning & Environment Committee Report

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

8th January 2020

Report from outside organisations – for information only

- Bedford Borough Council – Oakley Neighbourhood Development Plan has now been published. Bedford Borough Council has decided to accept the examiner's recommended modifications to the draft plan and the plan will then proceed to referendum. A date has yet to be set for the referendum. The decision statement and further details on the Oakley Neighbourhood Development Plan is available to view on Bedford Borough Council's website at: <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/neighbourhood-planning/oakley-neighbourhood-development-plan/>

P20/005 – List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.

Letter received regarding agenda item P19/139 as detailed within agenda item P20/007.

The contents of the letter (concerning an ongoing plot reservation issue) were noted and the clerk confirmed they would respond accordingly.

Matters arising from the minutes – for information only

See under 29th January 2020.

Planning Applications – for resolution

19/01590/FUL – 41 and 43 Cause End Road. Demolition of existing dwellings and erection of eight residential units divided into four pairs of semi-detached houses.

BBCllr/Cllr Wheeler was invited to speak in his capacity as Borough Councillor for Wootton. Detailing previous planning applications on the same site, he raised concerns that the number of proposed units had been varied on several occasions – previous numbers included ten, seven and five. BBCllr/Cllr Wheeler was concerned numbers were again being increased to eight and confirmed he intended to object to the latest proposal – an overdevelopment of the site which would also overlook the top end of the adjacent lower school playground (a safeguarding issue). An increase in traffic and parking issues, given its proximity to the One Stop Shop was also detailed, on what was already a busy road. It was also noted the site frontage was very overgrown and that Bedford Borough Council were having to undertake remedial works themselves. The parish council was urged to object to the planning application and ask Bedford Borough Council to put pressure on the current site owners to make the area safe.

After discussions between parish council committee members it was resolved **TO OBJECT** to the application using the following material considerations and observations:

- The proposal was an overdevelopment of the site;
- New dwellings would adversely affect the street scene;
- The proposal would have an adverse effect on an adjacent Grade II listed building;
- The road and immediate area was already congested in terms of moving vehicles and parking, given the close proximity to a local shop;

- The proposed site made no provision for visitor parking, exacerbating parking congestion in the immediate area;
- There were no vacancies within the local lower school or doctor's surgery to accommodate occupants.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

19/02639/FUL – 41 Tithe Barn Road. Loft conversion with rear dormer (revised external finish).

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/02687/MAR – Land South of Fields Road. Reserved matters for Plot 2B (layout, scale, appearance and landscaping) pursuant to permission 17/00666/MAO.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

19/02698/FUL – 111 Keeley Lane. Part two storey, part single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

19/02720/FUL – 55 Folkes Road. Two front pitched roof dormers.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Quirk.

Resolved by all present.

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

19/01719/TPO – 153 Bedford Road. Ash – removal of two overhanging branches back to the main trunk.
This council previously recorded **AN OBJECTION**.

19/02034/FUL – 69 Hall End Road. One and two storey front extension and first floor side extension.
This council previously recorded **NO OBJECTION**.

19/02327/FUL – 71 Folkes Road. Loft conversion with dormers to front.
This council previously recorded **NO OBJECTION**.

19/02500/FUL – 10 Ashpole Avenue. Side and rear single storey extension linking to existing garage.
This council previously recorded **NO OBJECTION**.

19/02553/NMA – Land North of Fields Road. 18/00426/REM – Non Material Minor Amendment for alterations to site layout, configuration of external doors to elevations and revisions to roof layout plan – (All reserved matters for the erection of 4 retain units with access, car parking, site and finished floor levels, boundary treatment, landscaping, drainage details, external illumination and provision of community

recycling centre pursuant to outline permission 11/01502/EIA and approval of conditions 2,3,6,7,8,15,21,23,26,35,37,39,40,43 (part (i), (ii), (iii) and (iv) only) and 49 of that permission). This council previously recorded **AN OBJECTION** (to the original application).

Planning Applications withdrawn (notified by Bedford Borough Council) – for information only

19/02157/MAF – Land North and East of Hall End Road. Change of use of land to equestrian, including the erection of a stable block comprising three stables and a field shelter for the keeping of horses together with associated vehicular access track, an area of hardstanding and fencing. This council previously recorded **NO OBJECTION**.

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

18/01476/LDP – 31 Potters Cross. Certificate to confirm that the details submitted do not require planning permission (single storey rear extension). Certificate refused.

Resolutions

P20/012 – 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.

P20/013 – To appoint a contractor to undertake remedial works to the War Memorial and adjacent conifers on Church Road/Church Row and to resolve a suitable course of action.

Resolved to appoint FA Bartlett Tree Experts Ltd to remove the conifers and undertake remedial works to the adjacent hedgerow and ash tree and to appoint Memorial Makeovers to undertake remedial works to the war memorial.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

29th January 2020

P20/017 – To appoint Cllr Randell as a member of the Planning & Environment Committee.

Resolved to appoint Cllr Randell as a member of the Planning & Environment Committee.

P20/019 – List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.

It was noted Cllr Martin had resigned from the Planning & Environment Committee with immediate effect. Cllr Martin was thanked for her services to this committee.

Matters arising from the minutes – for information only

- 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 continue to be chased. The clerk and Cllrs Lloyd and Quirk will meet Q1 2020 to determine a tender process.

- 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. The clerk continues to chase.
- 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.
- P20/005 – 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. Issue now resolved. Move to close.
- 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 has applied for a planning pre-application.
- 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. The clerk has been informed remedial works will take place in Spring 2020 as winter weather will have an adverse effect on the finish and longevity.
- 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 was transferred to Chris Pettifer, Chief Officer, Transport, Bedford Borough Council and the clerk has been informed works should take six weeks (from 25th November 2019) to complete.
- P20/013 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to remove the conifers and carry out remedial works to the adjoining hedgerow and ash tree (the latter is growing into a highways street lighting column). Once those work are complete, Memorial Makeovers will complete the War Memorial works.

Planning Applications – for resolution

19/02810/FUL – 8 Potters Cross. Removal of existing external metal flue pipe to front elevation and the construction of a new brick chimney flue to the side gable elevation.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

20/00042/FUL – 24 Juffs Lane. Loft conversion with cladded rear dormer.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.
Seconded: Cllr Randell.
Resolved by all present.

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

19/02311/FUL – 99 Bedford Road. Erection of detached garage to rear.
This council previously recorded **NO OBJECTION** but noted the water runaway could be cause for concern.

19/02415/LDP – 74 Ashpole Avenue. Certificate issued to confirm that the details submitted do not require planning permission (loft conversion with dormer extension to rear roof slope and rooflights to front roof slope).
This council was not previously consulted on this application.

19/02511/ADV – 14 Cause End Road. Installation of various internally illuminated and non-illuminated signage.
This council previously recorded **NO OBJECTION**.

19/02519/LDP – 10 Robinson Close. Certificate issued to confirm that the details submitted do not require planning permission (loft and garage conversion).
This council was not previously consulted on this application.

19/02689/LDP – 24 Juffs Lane. Certificate issued to confirm that the details submitted do not require planning permission (loft extension to the rear with roof lights to front roof elevation).
This council was not previously consulted on this application.

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

19/01590/FUL – 41 + 43 Cause End Road. Demolition of existing dwellings and erection of eight residential units divided into four pairs of semi-detached houses.
At the time of publishing this agenda, this application is due to be determined by Bedford Borough Council's Planning Committee on 27th January 2020. Officer recommendation is GRANT PERMISSION (CIL liable).
This council previously recorded **AN OBJECTION**.

P20/026 – 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).

Given the member of the public present was a relative of a member of this committee and had no connection to potential grass cutting contractors, it was resolved they be permitted to remain.

P20/027 – To review the grass cutting tender documents and area maps ahead of commencing the grass cutting tender process for 2020-2023.

Resolved to accept the documents with amendments provided by Cllr Lloyd.

Proposed: Cllr Bygraves.
Seconded: Cllr Noakes.
Resolved by all present.

**Sue Edgar Playford PSLCC
Clerk to the Council and Responsible Financial Officer
31st January 2020**

FC20/039**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 2019 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>15th January 2020</u> Query was been raised over saplings planted in the area which would require ongoing maintenance. BBC were aware and were considering an additional bollard. A complaint was also raised over the “quiet lane” signage (noisy pedestrians – however the signage applied to vehicles only).	BBC/Persimmon.
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>15th January 2020</u> WPC had requested it be involved in the inspection/snagging issues ahead of BBC adopting the area. BBC's response stated they did not normally involve third parties in the inspection process as the adoption agreement was between	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				the Highway Authority and developer. JW agreed to query this with Jon Shortland. GL requested notification from BBC when Persimmon have confirmed all issues have been remedied – to enable him and SO to check and report back within a two week window.	
Bus routes/stops.	Various.	Ongoing.	BBC.	<u>15th January 2020</u> SP had previously 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. It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above.	BBC.

				HM had previously 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 has established bus stop markings were never in situ and are not a requirement. Missing white lining is ongoing with BBC. TI detailed parked vehicles were encroaching the Bedford Road bus stop adjacent to the Manor Road flats, preventing buses from pulling up alongside the raised kerbing and preventing disabled access. SP agreed to revisit SO's report ahead of a request to BBC to add boxed markings to all stops in Wootton without them. It was hoped Bedford Road at least would be at BBC's expense, given the road had recently been resurfaced. TI agreed to provide photographic evidence of the issue. Proposed: HM. Seconded: GB. Resolved by all present.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>15th January 2020</u> BBC were programming works to replace the entire length of draining pipework. Test work would take place at the end of January (road closure notices will be in place) after which timescales for the new draining system would be known.	BBC/Anglian Water.
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁵ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known.	BBC/Developer. GL.

Cranfield Road flooding.	Various.	2020.	BBC/Anglian Water.	<u>15th January 2020</u> It was noted significant flooding had returned to a different area along Cranfield Road. JW (in his absence) was asked to take this forward with BBC.	BBC/Anglian Water.
Dangerous parking – Potters Cross.	Resident.	N/A.	N/A.	<u>15th January 2020</u> Concerns were raised over vehicles parking along Bedford Road, close to the entrance to Potters Cross and a request was made for double yellow lining to be installed along one side as far as Manor Road and the other side as far as 1 Potters Cross (from Bedford Road). SP was asked to take this to Full Council before a request was made to BBC as it was expected WPC would meet costings. Proposed: SO. Seconded: TI. Resolved by all present.	BBC.
Fields Road flooding.	N/A.	N/A.	N/A.	<u>15th January 2020</u> BBC were programming the installation of two culverts to alleviate flooding outside the care home/doctor's surgery.	BBC.
Fields Road HGV signage.	N/A.	N/A.	N/A.	<u>15th January 2020</u> JW has confirmed installation of signage will be completed by the end of Q1 2020.	BBC.
Fields Road pavement – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> <u>15th January 2020</u> All works have been completed, save for the signage which will indicate the pavement is a shared access space for vehicles and pedestrians. JW (in his absence) was asked to request an update from BBC. <u>FIELDS ROAD SOUTH (ADDITIONAL NEW PAVEMENT)</u> <u>15th January 2020</u>	Goodmans/BBC. WPC/BBC/GL.

				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>15th January 2020</u> Andy Prigmore has yet to submit his alternative suggestions for parking restrictions outside the One Stop Shop on Cause End Road. JW (in his absence) was asked to follow this up with Andy Prigmore. The in-fill of gaps to some advisory white lining is still outstanding at several sites (again this is with Andy Prigmore). SP had sent confirmation to Andy Prigmore on 10th December that WPC would assist with resident notification. JW (in his absence) was asked to follow this up with Andy Prigmore. 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 likely many PSPO’s would be withdrawn in the coming months/years and that was therefore not the favoured approach to prevent parking on footpaths. 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).	SO.

				It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. <i>SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod.</i>	
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>15th January 2020</u> Both crossings are now in use. The parking enforcement camera remains in situ and funding has been raised for parent/children road safety awareness training. It is anticipated that training will take place Q1 2020. <i>Move to close.</i>	BBC/WPC.
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>15th January 2020</u> <i>Works to install the cameras were anticipated to take place in early 2020. Final locations would be determined by the contractor with input from the police and would cover all main routes in and around the village.</i> <i>A request to introduce a village-wide 20MPH speed limit was dismissed by Andy Prigmore who stated:</i> <i>“In order for a 20mph limit to be installed in Wootton then the majority of traffic must be travelling 24mph or less. If the speed of traffic is greater than 24mph, traffic calming features must be introduced to lower speeds.</i> <i>It is unlikely that traffic is travelling at this speed throughout the village and therefore it will not be possible to lower the speed limits village wide.</i>	GL.

				<i>In addition it should be noted that at present average speed cameras can only enforce on 30mph limits. If the speed limit is reduced, then we will not be able to use average speed cameras to enforce”.</i> GL stated it was not an opinion WPC had requested, but information on how to take the request forward. GL had contacted Living Streets, who had contradicted most of the response above. JW (in his absence) was asked to forward Living Streets response to Andy Prigmore). TI added RoSPA were in favour of 20mph limits which were effective at preventing injuries and hoped to see more areas and local authorities introducing the same – if not village-wide, then in designated locations. It was also hoped a reduction in speed would reduce carbon emissions. JW (in his absence) was asked to forward this also to Andy Prigmore).	
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>15th January 2020</u> The signage is still in the wrong location, obscuring vehicles leaving Wootton towards Cranfield, for vehicles leaving the Berry Wood Car Park. JW (in his absence) was asked to follow this up with Andy Prigmore).	BBC/Developer.

FC20/040**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2019 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=3322937

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2020	£220,000	£80,000 s106 funding	£0	£300,000	<u>14th August 2019</u> Jon Shortland has confirmed the tender will be awarded on 21 st October 2019 but works most likely won't start until early 2020 <u>12th February 2020</u> Installation timescales awaited	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2020	£0	£0	£0	£1,500	<u>12th February 2020</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	Cllr Bygraves
High	Community Centre Office Setup	2020	£0	Will be taken from s106 funding paid by Persimmon	£0	£0	<u>12th February 2020</u> An order for fireproof filing cabinets is due for delivery Monday 17 th February	Cllr Lloyd
High	Community Centre Take-On	2020	£0	£0	£0	£1,500	<u>12th February 2020</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	Cllr Wallace
Medium	Defibrillators	2020	£4,800	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>12th February 2020</u>	Cllr O'Dell

							It was noted Chris Maher and Tony Ireland were providing valuable assistance in taking this project forward. A defibrillator for the Memorial Hall was due to be ordered imminently	
High	GDPR	2020	£0	£0	£0	£2,000	<u>12th February 2020</u> Email address and a new website are currently ongoing	Cllrs Lloyd and Martin
Low	Lecterns	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019	Cllr Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>12th February 2020</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	2020	£8,726	£15,104.55 s106 funding	£0	£19,431 for wet pour under equipment only £4,400 for pathway	<u>12th February 2020</u> The clerk is still awaiting payment from BBC in order to move this project forward, following the appointment of a contractor	Cllr Hensher
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£5,733.43	£0	<u>12th February 2020</u> AECOM have sent their scoping report to BBC, the Environment Agency, Historic England and Natural England for consultation. The deadline for comments was Friday 20 th December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>12th February 2020</u> When needed	Clerk
Low	Public Seating	2020	£7,000	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019	Cllr O'Dell

							<u>12th February 2020</u> Members resolved to accept the report, subject to the addition of a new/refurbished bench opposite the Chequers PH at Hall End (six in total). Plaques will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	8 th January 2020 Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>12th February 2020</u> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>12th February 2020</u> The clerk will be arranging a meeting Q1 2020 to determine with St. Mary's Church how best to proceed	Cllr Quirk
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>15th February 2020</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>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£20,000 Fields Road £15,000	£20,000	<u>12th February 2020</u> A design is needed for Keeley Lane <u>only</u> at this stage. A consultation will feature in March 2020's newsletter offering a choice between: • Current Standard Metal Sign;	Cllr Martin

					Keeley Lane £5,000		• 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	
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FC20/041**RISK ASSESSMENTS PLAN 2019-20**

WPC⁶ 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, blue font – for sign off):

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	None	Jan 20	12.2.20 SP
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 assessment before handing over to the charitable trust	
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and		8.8.19 CM

⁶ Wootton Parish Council
Full Council Minutes 12th February 2020

			monthly checks – all checks are logged in the system		
Fun Fest	SP	22.1.20	None		12.2.20 SP
Generator	SP	22.1.20	None		12.2.20 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	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	10.7.19	None		22.8.19 SP
MUGA – Church Road	SP	10.7.19	None		12.2.20 SP
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	SP	10.7.19	Members to determine whether to add a “no climbing sign” – see individual risk assessment		12.2.20 SP
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. Memorial Makeovers have been appointed to carry out the remedial repairs and will do so when the adjacent conifers have been removed		
Workstation (Clerk)	GL	12.6.19	Ongoing		

Please visit the following link:

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