



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 10th June 2020 at 7.30pm via Zoom.

Open Forum	There were two members of the public present, one who wished to observe and discuss agenda item FC20/165. The chairman proposed this agenda item be heard after agenda item FC20/143 and this was resolved by all present. The second resident wished to observe the meeting in full. 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, Lennox, Martin, 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
FC20/141	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/142	Disclosure of local and/or disclosable pecuniary interests. Cllr Wallace declared a local interest in agenda item FC/164.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC20/143	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.
FC20/144	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	No report was circulated ahead of this meeting. BBCllr/Cllr Wheeler stated the B8 Unit within Bedford Innovation Park was to be leased to Amazon. The two adjoining units	N/A.	N/A.

Full Council Minutes 10th June 2020

Chairman.....

Page | 1

Date 8th July 2020

		were now coming forward also. BBCllr/Cllr Wheeler recently met with a representative from Bedford Borough Council and Cllr Lloyd to discuss the placement of a pair of average speed cameras on Fields Road. The project and maintenance costs would be met by Bedford Borough Council using developer contributions and it was thought installation should be completed by September 2020. BBCllr/Cllr Wheeler confirmed the Sainsburys Local was due to open later this month on Harris Way. The glass recycling unit adjacent to Sainsburys would be sited underground and it was therefore unfeasible for the parish council to receive recycling credits (as it does for the one at Church Road) due to ongoing maintenance costs. Cllr Lennox confirmed this style of underground unit were known for frequent maintenance. It was noted 17% of school children were currently in school – figures were set to rise as more schools opened. A new survey was due to be undertaken next week in relation to the proposed synthetic pitch at the upper school (Cllr Bygraves confirmed he was due to meet again with Slatters to discuss costings for a changing room). Finally, it was noted rates of Coronavirus (Covid-19) infections continued to rise within the Borough (although there were concerns over data accuracy which the Mayor was investigating). If the rate continued to rise, and no explanation was offered by the NHS the Mayor would announce on Friday his wish for people to continue to stay at home.	Clerk to keep on file.	N/A.
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	To receive crime figures for May 2020. (Appendix 1a).	Cllr O'Dell noted an alarming cluster of reports within Berryfields. BBCllr/Cllr Wheeler has been liaising on a regular basis with PC Kerry Jones who is spending a significant amount of her time in the village.		
FC20/145	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence was circulated immediately upon receipt. The clerk reminded all present of the need to ensure GDPR was adhered to at all times, to avoid potential breaches of data.	Clerk to keep on file.	N/A.
FC20/146	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 May 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 29th April 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 29th April 2020.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted). Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted). Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 10th June 2020

Chairman.....

Date 8th July 2020

	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 4 th March 2020.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).		
FC20/147	Matters arising from the minutes – for information only. - FC20/123 + FC20/157 – Community Centre at Berryfields. Refer to agenda item FC20/157. - FC18/301 – Allocation of s106 monies (Developer Contributions). Funding has now been received to surface the Memorial Hall Play area. A start date and timescales have been delayed due to ongoing coronavirus (Covid-19) restrictions. - 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: - 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	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 10th June 2020

Chairman.....

Page | 4

Date 8th July 2020

	owned and maintained by the Borough Council. Ideas were submitted and further feedback from Bedford Borough Council is awaited. • FC20/123 + FC20/157 – 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. Refer to agenda item FC20/157. • FC20/106 – Email usernames and website. Resolved 8th April 2020 to appoint Macro Design to replace the parish council's interim website. • FC20/047 – Community Infrastructure Levy (CIL) funding issues. Ongoing. • FC20/048 – Planning application adjacent to Wootton Upper School for up to 81 dwellings. Resolved 12th February 2020 (FC20/048) to submit a response to the Planning Inspectorate requesting Bedford Borough Council's refusal of the application <u>BE UPHELD</u>. The Clerk has submitted that response and a ruling from the Planning Inspectorate is awaited. • P20/074 – Parking Restrictions/Yellow Lining at various sites. Resolved 11th March 2020 (FC20/074) the works at Hall End be completed without cost to the parish council and that remaining works be financed by Bedford Borough Council using CIL funding held by them, previously due to the parish council. A request to meet after Coronavirus (Covid-19) restrictions have been lifted has been made by Bedford Borough Council. • P20/075 – Synthetic Pitch. Resolved 11th March 2020 (FC20/075) to undertake an Ecological Survey as Great Crested Newts are in the vicinity proposed for the pitch at Wootton Upper School. • FC20/135 – Trial of a Traffic Regulation Order to prevent 'no verge or footway parking'. Resolved 13th			
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Full Council Minutes 10th June 2020

Chairman.....

Date 8th July 2020

	May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales.			
FC20/148	Chairman's report – for information only.	Cllr Lloyd stated that following government guidance in relation to Coronavirus (Covid-19), both MUGAs (Multi Use Games Areas) were again open. Enclosed play areas remained closed in line with ongoing restrictions (even though it was noted individuals had been climbing over fencing to gain entrance). The enclosed play area at the Memorial Hall was currently being resurfaced – taking advantage of the same restrictions. The community centre remained closed and it was noted the main hall and corridor/entrance hall had been re-painted. The recreation ground car park gates were again being closed at 10pm. Cllr Lloyd met with BBCllr/Cllr Wheeler and a representative from Bedford Borough Council to discuss the installation of one pair of average speed cameras along Fields Road – to be financed by Bedford Borough Council via developer funding. The police have claimed there is no evidence that such cameras are needed in the village but have refused to provide Cllr Lloyd with the relevant data which the police deem as operational. The Bedford Borough Council representative stated the police would not guarantee to examine data from any camera.	All to take forward.	N/A.
FC20/149	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 Martin. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC20/150	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.
FC20/151	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 the recommendation that the clerk write to Rt. Hon. Nadine Dorries MP to establish timescales for the proposed consultation to extend the ban on pavement parking to include England and Wales. Cllr Randell confirmed he would continue to chase the doctors surgery for permission to display the bus timetable on their electronic screen but added the PPG's noticeboard could be used in the meantime. Resolved to receive, review and adopt the project action plan without amendment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Cllr Randell and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/152	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates noted in red within the appendix. All projects were on hold due to both CIL funding issues and Coronavirus (Covid-19) restrictions.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/153	To receive, review and adopt all Risk Assessments for 2020-21, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to adopt the new Risk Assessment for the Community Centre, which the clerk confirmed would be passed to the charitable trust and the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/154	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.	It was noted all bank reconciliations would be presented when 2019/20 year end accounts had been completed and closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2020.

FC20/155	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	It was noted receipts and payments would follow when 2019/20 year end accounts had been completed and closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/156	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2020-21, to date and to resolve a suitable course of action.	It was noted both reports would follow when 2019/20 year end accounts had been completed and closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/157	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>Car Park Heads of Terms</u> No further updates available. <u>Charitable Trust</u> Cllr Bygraves confirmed the charitable trust had received Bedford Borough Council's £10k Business Support Grant and that the main hall, corridor and entrance hall were currently being re-painted. <u>Lease</u> No further updates available. <u>Parish Council Office Layout</u> Cllr Lloyd confirmed the kit out was almost complete – bar an air conditioning unit and blinds. A local roofer was due to submit a quotation to the clerk in respect of remedial works needed to ventilation tiles on the roof and it was noted investigative works were needed to establish the cause of a leak to the parish office. As all works were structural, costings would be met by the parish council, however it was agreed to inform Persimmon Homes it had been necessary to carry out emergency repairs to prevent water damage to the building and request reimbursement for poor quality workmanship. The clerk was still awaiting that quotation and Cllr Quirk agreed to chase again.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Sports Pitches</u> No further updates available.		
FC20/158	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.	At the last meeting of Full Council BBCllr/Cllr Wheeler was asked to request written confirmation from developers of the Fields Road South site, confirming that both the bus shelters and electric vehicle charging points could be sited elsewhere in the village. BBCllr/Cllr Wheeler was also asked to seek clarification from Jon Shortland, Chief Officer, Planning, Infrastructure and Development, Bedford Borough Council, on how the relevant developer funding will be spent. BBCllr/Cllr Wheeler had again contacted the developers but had not received a response to date so agreed to escalate the issue, before approaching Jon Shortland. It was noted the development (Berryfields) would be handed over to Bedford Borough Council towards the end of summer 2020. No further updates available due to ongoing Coronavirus (Covid-19) restrictions.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/159	To review a summary of Community Infrastructure Levy (CIL) funding projects and discussions with Bedford Borough Council in light of ongoing capping issues and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed Rt. Hon. Nadine Dorries MP was taking the capping issue to the House of Commons to confirm legalities and moral aspect. It was noted the CIL working group would meet in the coming weeks to discuss new proposals and re-visit/re-prioritise existing proposed projects. No further updates available due to ongoing Coronavirus (Covid-19) restrictions.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/160	To review and adopt the Asset Register for 2020/21 and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to review and adopt the Asset Register without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance & Accountability for Smaller Authorities in England 2020.

FC20/161	To receive and adopt an Email, Internet and Computer System Use Policy and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to review and adopt the Email, Internet and Computer System Use policy, initially every six months. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/162	To receive a recommendation from the Roads & Pavements Safety Steering Group that the clerk write to Cllr Royden (Portfolio Holder, Environment, Highways and Transport, Bedford Borough Council) requesting formal confirmation Bedford Borough Council are satisfied all safety engineering requirements have been met with regard to the shared access Fields Road pavement and to resolve a suitable course of action.	The member of public present wished to ensure the parish council get clarity on the pinch point and it was resolved to accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/163	To consider a grant request from Bizzy Bees Pre-School (£1,000 to enable Bizzy Bees Pre-School to open now the Coronavirus (Covid-19) restrictions have been eased) and to resolve a suitable course of action.	After discussion the clerk was asked to request the following information: • Latest accounts; • Six month financial projection; • Numbers of children; • Current balances. It was resolved the clerk could approve the application in full, subject to satisfactory receipt of the above information and agreement from councillors via email. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/164	To consider a grant request from Wootton Village Hall Committee (£975 to part fund decorating costs) and to resolve a suitable course of action.	Resolved to approve the grant request in full without further comment. Proposed: Cllr Quirk. Seconded: Cllr Martin. Resolved by majority vote. Cllr Wallace abstained from voting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/165	To consider an extension to the height of the 3m fence line (north side) at the MUGA (Multi Use Games Area) at Church Road (to prevent balls landing in adjacent/nearby gardens	The one member of the public expressed concerns over the height of the MUGA fencing (north side) and detailed frequent incidents of balls landing in their neighbours garden and	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 10th June 2020

Chairman.....

Page | 10

Date 8th July 2020

	and bring it in line with 5m fencing on the east and south sides) and to resolve a suitable course of action.	also their own. Cllr Hensher had met with both residents ahead of this meeting and had previously submitted a CIL (Community Infrastructure Levy) project to increase the height of that fencing. Both he (whilst using the MUGA) and the clerk (via CCTV) had seen numerous incidents of balls being mis-kicked. Sympathies were extended to the residents and after discussion it was resolved to take the project forward and fund it from general reserves. Proposed: Cllr Quirk. Seconded: Cllr Hensher.		
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Meeting closed at 8.50pm.

FC20/144

No report from BBCLr Wheeler was received or circulated ahead of this meeting.

FC20/144a May 2020			
Reference	Offence Class Description	First Committed	Address
40/27669/20	Arson endangering life (Indictable)	23/05/2020 04:56	Harris Way
40/25297/20	Assault occasioning actual bodily harm (ABH)	09/05/2020 00:00	Tithe Barn Road
40/27414/20	Assault without Injury - Common assault and battery	21/05/2020 00:00	Foster Way
40/25273/20	Assault without Injury - Common assault and battery	09/05/2020 18:30	Tithe Barn Road
40/26269/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	14/05/2020 12:20	
40/27504/20	Harassment - without violence (course of conduct)	22/05/2020 00:01	
40/25728/20	Interference with a motor vehicle	12/05/2020 01:50	Lambert Close
40/24347/20	Sec 4 POA Fear or provocation of violence	04/05/2020 15:05	Burraway Grove
40/24546/20	Sec 4 POA Fear or provocation of violence	05/05/2020 13:00	Ellis Close
40/25308/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	09/05/2020 14:25	
40/27221/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	20/05/2020 10:06	
40/26881/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	18/05/2020 00:00	
40/27509/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	22/05/2020 00:01	
40/28039/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	23/05/2020 20:30	
40/23509/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	08/04/2020 11:25	
40/25682/20	Theft from a motor vehicle	11/05/2020 20:00	A421
40/25707/20	Theft from a motor vehicle	12/05/2020 02:15	Ashpole Avenue
40/27999/20	Theft from a motor vehicle	12/05/2020 02:30	Ashpole Avenue
40/23757/20	Theft from a motor vehicle	30/04/2020 22:00	A421
40/25685/20	Theft from a motor vehicle	09/05/2020 17:00	Juffs Lane
40/27124/20	Theft from a motor vehicle	19/05/2020 22:00	A421
40/23813/20	Theft from a motor vehicle	01/05/2020 11:30	Burgoyne Avenue
40/25839/20	Theft from a motor vehicle	12/05/2020 00:15	Juffs Lane
40/26796/20	Theft if not classified elsewhere	13/05/2020 17:00	Cranfield Road
40/24943/20	Theft if not classified elsewhere	02/05/2020 12:00	Church Road
40/26813/20	No description given	09/05/2020 00:00	Harris Way
40/27131/20	No description given	18/05/2020 17:00	Harris Way
40/26731/20	No description given	18/05/2020 00:00	Harris Way

Appendix 2

FC20/145

Nothing significant to report.

FC20/149

Neighbourhood Plan Steering Group Report

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

27th May 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.
- NP20/021 + NP20/036 – Site Assessment Report. Refer to agenda item NP20/036.
- NP20/024 + NP20/039 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/039.
- NP20/022+023 + NP20/037+038 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/037+038.
NP20/025 + NP20/040 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/040.

Resolutions

NP20/032 – To appoint Cllr Randell as a member of the Neighbourhood Plan Steering Group.

Resolved to appoint KR as a member of this steering group.

Proposed: PDQ.

Seconded: JN.

Resolved by all present.

NP20/035 – 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 via Zoom.

NP20/036 – 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 all works were complete and this item could be removed from future agendas.

NP20/037 – 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 changes had been made to incorporate comments received from TR. A further meeting with GL, SP and SS was needed to complete the policies map needed to accompany the plan.

NP20/038 – 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.

NP20/039 – 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.

TR confirmed all agents were up to date with the latest advice, except notification on a date for the Regulation 14 pre-submission consultation.

NP20/040 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS requested changes and a final draft of the assessment report from AECOM ahead of this meeting, which had not been received. AECOM were hoping to provide a draft which required no further amendments or cause knock-on effects in relation to the Regulation 14 pre-submission consultation. SS confirmed she would continue to chase.

TR thanked SS for her commendable work to date.

NP20/041 – To discuss information received regarding coronavirus (Covid-19) restrictions and impact on the Regulation 14 Consultation and to make recommendation to Full Council as necessary.

GL detailed an email sent to all members ahead of the meeting regarding option S3 – Proposal for a new access road which was initially proposed to support ingress and egress to/from the village with a focus on upper school traffic. Not all members had opportunity to read the email and after detailed discussion, SP was asked to bring the proposal back to the next meeting of this steering group.

SP and SS confirmed Locality had been approached for guidance on how best to proceed with the Regulation 14 pre-submission consultation in light of ongoing Coronavirus (Covid-19) restrictions, as had Bedford Borough Council. Informal guidance was also sought from a barrister contact. The advice received was not conclusive, however there was a need to ensure residents had access to paper copies of the plan – especially those without internet access. This could not currently be achieved in Wootton without risking breaching social distancing guidelines.

An effective consultation was needed to ensure no loopholes existed which could be exploited by developers seeking to build in the village. Advice published by Daventry District Council recommended a halt to all consultations until further guidance had been received from central government and SS agreed to establish what other local authorities were recommending.

SS noted Bedford Borough Council had earmarked July-September 2020 for its Issues & Options Consultation (as part of its next Local Plan review) and this could be an indicator on how the parish council should best proceed with its own consultation.

After further discussion it was resolved to seek to undertake the public consultation in September and hold the public exhibition at the community centre towards the end of September 2020 (subject to any changes in restrictions), with a view to extending the statutory consultation period from six to eight weeks.

Resolved to accept and note the above.

Proposed: JN.

Seconded: KR.

Resolved by all present.

NP20/042 – To receive correspondence from Bedford Borough Council regarding the Bedford Borough Local Development Scheme and to make recommendation to Full Council as necessary.

SS detailed the Local Development Scheme (LDS) which sets out the timeline for the production of local development documents in particular the review of Local Plan 2030. In addition, the LDS includes the borough council's intention of publishing new supplementary planning guidance which included development of small sites, infill and extensions. Following the Issues & Options Consultation as detailed in the previous agenda item, it was noted the draft plan consultation would take place in May-June 2021. It was important to ensure this review did not jeopardise the parish council's neighbourhood plan and it was also noted the borough council's timetable could be relaxed if further guidance were received from central government.

NP20/043 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

It was noted there was still no decision as yet from the Planning Inspectorate regarding the proposal for 81 dwellings adjacent to the upper school.

NP20/044 – 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 May 2020.

FC20/150

Planning & Environment Committee Report

No report as this committee had not met since 29th April 2020.

FC20/151**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). <u>4th March 2020</u> JW confirmed two new bollards had been installed and that the new crossing for Harris Way was due for installation Q2 2020. JW also confirmed shrubs in the area would be cleared in the coming weeks and the verges would be made good. <u>20th May 2020</u>	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				JW confirmed the area had been cleared and verges made good, including tarmac works. HM stated verges outside the bungalows in Potters Cross remained in a poor state having been used for parking by construction vehicles and it was agreed JW would ask BBC to request Persimmon remedy this (it was noted Persimmon's contractor had recently gone into liquidation).	
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. BBC⁵'s response stated they did not normally involve third parties in the inspection process as the adoption agreement was between the Highway Authority and developer. <u>4th March 2020</u> Request was made for BBC to inform WPC when all issues have been remedied by Persimmon to enable GL and SO to check and report back within a two week window. SP/JW agreed to chase for a further update. <u>20th May 2020</u> JW confirmed no works would take place until Coronavirus (Covid-19) restrictions had been lifted. Thomas Emmett was happy to meet with GL to discuss the handover. JW was asked to ensure a map of all grass areas was made available to clarify who was responsible for all areas within Berryfields – BBC or Greenbelt. SO reiterated his wish to meet	GL/SO. BBC/Persimmon.

⁵ Bedford Borough Council.

				with GL and Thomas Emmett to ensure a handover 'by default' did not occur.	
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 agreement⁶ 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. <u>4th March 2020</u>	BBC.

⁶ S106 funding is also known as developer funding and as a s106 agreement is a mechanism drawn up between developers and local authorities (Bedford Borough Council in this instance) to mitigate the impact of development. For details of fuller s106 obligations please visit: <https://www.local.gov.uk/pas/pas-topics/infrastructure/s106-obligations-overview>

				Bus stops had been installed on Cranfield Road. JW confirmed it was not possible to install stops (even as a temporary measure) on Fields Road. Timescales for Burgoyne Avenue were not yet known. JW also confirmed a RTPI unit would be installed at the bus loop on Harris Way and KR (in attendance) agreed to speak to the doctor's surgery to see if bus times could be displayed on their information screen. <u>20th May 2020</u> JW confirmed the RTPI unit was due to be installed imminently at the bus loop (Folkes Road). No update was available regarding the doctor's surgery due to ongoing Coronavirus (Covid-19) restrictions. HM raised again the possibility of a bus shelter and seating on Fields Road in the vicinity of the doctors' surgery. It was noted WPC could use its CIL funding to finance a seat as part of SO's proposed CIL project for additional public seating in the village. It was further noted s106 developer funding could be used to finance the shelter, given there were now no plans for shelters along Burgoyne Avenue. After detailed discussion it was agreed to leave this issue on file until the Fields Road pedestrian crossing was in place as this would determine the best location for the proposed shelter and seating. SP agreed to chase KR regarding publication of bus times in the doctor's surgery. <u>15th January 2020</u>	
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				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. <u>4th March 2020</u> A request for bus cages at several stops within the village was made to BBC. Jon Pauling (BBC) had undertaken site visits and determined requirements at the following sites only: • Bedford Road (Potters Cross area – both sides); • Cause End Road (St. Mary's Road area – both sides). Developer contributions had been identified by Chris Pettifer (BBC) to install the cages and JW had authorised all works.	
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				<u>20th May 2020</u> No further update available. JW confirmed he had chased Chris Pettifer.	
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. <u>4th March 2020</u> Test work was complete and works were programmed to take place between 26 th March – 7 th May 2020. This involved replacing sections of pipe and the installation of new gullies and drains. Once the leaks have been resolved the road would be resurfaced (likely to be summer 2020). <u>20th May 2020</u> Remedial works have been programmed for May 2020.	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 ⁷ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known. <u>20th May 2020</u> No further update available. JW agreed to chase again to establish how this could be taken forward.	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.

⁷ Fields Road South

				<u>4th March 2020</u> SP reported additional flooding and JW confirmed BBC were looking to dredge the ditch (fields side). <u>20th May 2020</u> No further update available.	
Fields Road HGV signage (now extended to the entire village).	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. <u>20th May 2020</u> Andy Prigmore confirmed works would not take place until Coronavirus (Covid-19) restrictions had been lifted. Statutory notices had not yet been published.	BBC.
Fields Road – junction with Bedford Road/Cranfield Road	Resident.	Ongoing.	BBC.	<u>20th May 2020</u> SP was made aware of concerns over safety issues at this junction, with fast-moving vehicles travelling along Bedford Road and Fields Road towards the double mini-roundabouts, causing other vehicles already on the roundabouts to take emergency action. A request was made for better and larger signage, clear road markings and writing. Concerns were also been raised regarding parking outside the Cock Inn PH which restricts views when leaving Fields Road. After detailed discussion it was agreed SO would investigate these issues in greater detail and bring findings back to the next meeting of this SSG. JW agreed to request 'road change' signage in Church Road be taken down.	BBC.

Fields Road white lining.	N/A.	N/A.	N/A.	<u>4th March 2020</u> BBC had emailed JW stating there were no plans to white line the centre of Fields Road. Concerns were raised as this was a bus route and could cause issues for night driving. White lining inferred a busy road and encouraged vehicles to slow down. The logic in white lining a small section of the road was also queried. After discussion it was proposed to request BBC white line the entire length of Fields Road – centrally and both sides of the road and to make the same recommendation to Full Council. Proposed: SO. Seconded: HM. Resolved by all present. <u>20th May 2020</u> Resolved at Full Council on 8th April 2020 to delay forwarding this recommendation to BBC due to ongoing Coronavirus (Covid-19) restrictions.	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. <u>4th March 2020.</u> JW confirmed signage would be installed when Fields Road was resurfaced. A fresh concern was raised over the remaining pinch point, varying widths along the length of the pavement and how shared access would work in practice with pedestrians and adult cyclists. SO stated BBC's	Goodmans/BBC. WPC/BBC/GL.

				priority was the road width and that they were governed in part by other landowners. Government guidance (recommending a 3m uniform width) was ambiguous and not all local authorities agreed with a segregating line. It was possible to make a Freedom of Information Request to BBC to establish how they arrived at their decision to model the pavement in this manner, however SO was confident BBC engineers had followed government guidance. The design was out of WPC's remit and were an accident to occur, it would be for BBC to defend their decision. JW confirmed BBC had taken the decision to fence off the remaining pinch point to prevent cyclists falling into the ditch and that this decision was balanced against the wider environmental benefits of keeping an established water course in place. It was unsure what impact the new cycle path from Burgoyne Avenue would have. After further discussion it was agreed to await the installation of pavement signage and the new pedestrian crossing/cycle path and to keep this item open for further review. <u>20th May 2020</u> A further request was received asking WPC to request formal confirmation from BBC they were satisfied the engineering at the pinch point met all safety requirements and that BBC recognised they would be culpable in the event an accident occurred in that area. It was noted a Freedom of information Request response unequivocally detailed a BBC Highways	
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				Control Officer's observations that 3 meters was the safety margin and therefore the entire shared facility should be the same. After discussion it was agreed to recommend to Full Council that SP write to Councillor Royden (Portfolio Holder, Environment, Highways and Transport) requesting formal confirmation as detailed above. It was noted the path had been financed using developer contributions not BBC funding and so BBC finance constraints were not a consideration. <u>FIELDS ROAD SOUTH (ADDITIONAL NEW PAVEMENT)</u> <u>15th January 2020</u> It is hoped BBC will take this forward as one of their own projects.	
Pavement/all parking issues – various sites including Cause End Road (near the One Stop shop), Fields Road, Manor Road, Mepham Road, Neale Way, Sherwood Close and recently Tithe Barn Road. (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).	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. <u>4th March 2020</u> Jon Pauling had undertaken a site visit at One Stop Shop (now Tesco Express). The following was suggested: <i>"With regards to the parking situation outside the Tesco Express in Cause End Rd, the most obvious restriction to my mind would be to install an approx 45 mtr length of single yellow line with 7AM to 7PM restrictions in the carriageway outside the front of the shop. This would still enable the delivery vehicles to</i>	SO.

(To include the newly-widened footpath along Fields Road North). (To include outside 19a Bedford Road). (To include parking restrictions including yellow lining).				<i>utilize the forecourt to load/unload whilst maintaining traffic flow on Cause End Rd”.</i> It was noted this proposal was not workable as the forecourt was used by customers. BBC’s decision to approve an additional eight dwellings at 41-43 Cause End Road would further exacerbate congestion in the area. A yellow line on the other side of the road would be a better approach and would encourage vehicles to park further away, freeing the area for delivery and passing vehicles. It was agreed to seek clarification from Jon Pauling and JW agreed to request a sample week of HGV movement from Tesco (including timings if possible). <u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. A further request for yellow lining to be included along Church Road was made – on the bend before the upper school, towards Hall End. <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.	
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				Resolved by all present. <u>4th March 2020</u> A request for parking restrictions/yellow lining (to include Elmsdale Road/Bedford Road, Potters Cross/Bedford Road and Hall End) had been made to BBC – no further update received. <u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. <u>15th January 2020</u> 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. <u>4th March 2020</u> No further update received. <u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. <u>15th January 2020</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	
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				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 - £15,000 • Fields Road - £5,000 • Keeley Lane (in the vicinity of the Legstraps PH - £2,000. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod. <u>4th March 2020</u> SP had received costings (detailed in red above). Resolved to trial Fields Road only (using the same signage as used at the Memorial Hall) due to costings and to make the same recommendation to Full Council. Proposed: GL. Seconded: HM. Resolved by all present.	
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				<u>20th May 2020</u> The above recommendation was taken to Full Council for formal approval however it was noted central government were looking to extend the ban on pavement parking beyond London and Scotland – to include England and Wales. It was therefore resolved at Full Council on 13th May 2020 (FC20/135) to leave this recommendation on file until further guidance had been received from central government. SP noted inconsiderate/pavement parking was now an issue in Tithe Barn Road. SO expanded upon central government's intention to extend the ban on pavement parking to include England and Wales. The Transport Committee had previously recommended a consultation be carried out in the near future (report dated 12th March 2020) and SO had (as a private individual) written to Nadine Dorries MP to establish when that consultation would likely take place. After discussion it was agreed to recommend to Full Council that SP also write to Nadine Dorries MP to request the same, and that JW and SP respond to future enquiries on this issue, stating this was now a matter for central government, in light of the above. It was further agreed to include an article in the next edition of the Wootton newsletter and WPC's FB and website. JW agreed to make enquiries regarding BBC's stance on this issue too.	
Signage of Rights of Way – various areas	Resident.	Ongoing.	BBC.	<u>20th May 2020</u> SP received a request from a resident for additional signage along several Rights of Ways between	BBC.

				Wootton and Wootton Green. This request had already been passed to BBC who confirmed works would not take place until Coronavirus (Covid-19) restrictions had been lifted.	
Speed restrictions – identifying what would work best and in what areas. (Members to note a request to include Wootton Green has now been received). (Members to note also a request has been made to re-paint the 30 mph repeater signs along Keeley Lane).	Committee discussion.	Ongoing.	Not yet identified.	<u>15th January 2020</u> 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. A request to introduce a village-wide 20MPH speed limit was dismissed by Andy Prigmore who stated: <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> <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	GL.

				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). <u>4th March 2020</u> JW had requested a meeting with BBC representatives to move this forward. GL noted areas in Bedford where a 20MPH limit had been successfully implemented without the need for other calming measures. He added he was currently liaising with the police to establish why they had objected to cameras (as detailed by BBC). <u>20th May 2020</u> A request was received from a resident of Wootton Green, requesting ASC be deployed in that area also. SP confirmed she had spoken with the Clerk to Marston Moreteyne Parish Council who confirmed MMPC had no plans to install average speed cameras within their section of Wootton Green or Upper Shelton (Wootton Green is divided between the parishes of Wootton and Marston Moreteyne and also two local authorities – Bedford Borough Council and Central Bedfordshire Council). Financing and enforcement would be an issue given that split and	
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				currently Bedfordshire Police did not support the installation of cameras*. Members were asked to consider a request from JW to select a road for the ASC being funded by BBC (one pair of cameras). JW confirmed BBC were happy to meet with their contractor, JW and GL on Fields Road to discuss camera location and also WPC's plans for cameras elsewhere in the village. It was noted all costings for this pair of cameras would be met by BBC who would own and maintain the assets. *GL read out a response from Bedfordshire Police regarding average speed cameras which stated both speed and collision history did not evidence the need for fixed camera enforcement. GL confirmed he would be requesting further information. Members were also asked to consider a request to repaint the 30MPH repeater signs along Keeley Lane. SP was asked to pass this request to BBC and await their response.	
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). <u>4th March 2020</u> No further update received.	BBC/Developer.

				<u>20th May 2020</u> No further update available.	
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To be reviewed at each committee meeting.

FC20/152**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 21st October 2019 but works most likely won't start until early 2020 <u>10th June 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely. It was noted BBCllr/Cllr Wheeler and Cllr Lloyd had recently met with a representative from BBC to discuss the installation of a pair of ASC on Fields Road – to be financed by BBC (this includes ongoing maintenance costs). It was hoped installation would be complete by September 2020. Cllr Wallace suggested waiting six months from installation to see how these cameras fared before taking the remaining project forward. See notes also under agenda item FC20/159	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2020	£0	£0	£0	£1,500	<u>13th May 2020</u> The completed TP1 Form has now been received and the bullet point responsibilities are being finalised ahead of lease completion	Cllr Bygraves
High	Community Centre Office Setup	2020	£0	Will be taken from s106 funding paid by Persimmon	£0	£0	<u>10th June 2020</u> The office is fully kitted bar an air conditioning unit and blinds	Cllr Lloyd

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 11th December 2019 <u>12th February 2020</u> 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 <u>11th March 2020</u> A defibrillator is now in situ at the Memorial Hall <u>10th June 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	Cllr O'Dell
High	GDPR	2020	£0	£0	£0	£2,000	<u>12th February 2020</u> Email address and a new website are currently ongoing <u>13th May 2020</u> New email addresses have been created and the new website is currently under construction. Basic information is available on an interim website in the meantime	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 11th December 2019 <u>13th May 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	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 <u>13th May 2020</u> BBC payment has now been received but due to the ongoing Coronavirus (Covid-19) situation, a start date and timescales are not yet known <u>10th June 2020</u> Works are now ongoing and Cllr Hensher will pay a visit soon to oversee progress	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. <u>10th June 2020</u> The plan has been updated and it is hoped the Regulation 14 pre-submission public consultation and public exhibition can go ahead in September/October 2020, subject to Coronavirus (Covid-19) restrictions	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 <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	Cllr O'Dell

							will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter <u>10th June 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	
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 <u>10th June 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	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

							<u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design will incorporate a full sized pitch, resurfacing of existing tennis courts and re-siting of cricket nets – all will be available for community use. The existing car park will be extended and changing rooms/toilet facilities provided. Final costings will likely be in the region of £1.4m. Given s106 funding totals £700k, it will be necessary to seek additional funding. Organisations to approach include Bedford Borough Council’s Education department (who’s policy is currently addressing childhood obesity), plus Sports England and the National Lottery. Basic Heads of Terms have been drafted and should be available for review, alongside other quotations which will be subject to a tender process, by the parish council in May. <u>8th April 2020</u> Cllrs Wheeler and Bygraves met recently with representatives from Wootton Academy Trust and an ecological survey has been requested <u>10th June 2020</u> The ecological survey will be completed next week and Cllr Bygraves will be meeting soon with Slatters to discuss costings for changing room facilities.	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£20,000 Fields Road £15,000 Keeley Lane £5,000	£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; • Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Wootton Road).	Cllr Martin

							Replacement signs for Cranfield Road and Fields Road to follow	
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FC20/153**RISK ASSESSMENTS PLAN 2020-21**

WPC⁸ assigns and reviews all Risk Assessments annually in May (carried over to 2021 due to Coronavirus (Covid-19) restrictions). 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 2020-21 (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	Moving forward, this risk assessment should be undertaken by the Charitable Trust	Jun 20 (add to June's FC agenda)	10.6.20
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	22.1.20	None		12.2.20 SP

⁸ Wootton Parish Council
Full Council Minutes 10th June 2020

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	15.4.20 – SP has requested Playsafety Ltd include this in their annual RoSPA inspection for May 2020 as a starting point and is awaiting details of the floodlighting contractor in order to put an inspection regime in place. Moving forward, this risk assessment should be undertaken by the Charitable Trust		
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	15.4.20 – SP has asked Cllr Bygraves for the best point of contact at WRFC in order to secure a copy of their risk assessment.		
Sports Pitches – Harris Way	SP	10.7.19	15.4.20 – Bedfordshire FA have recently undertaken a light-touch inspection of the pitches. Further works are required to bring them up		

			to a satisfactory level but these have been placed on hold due to ongoing Coronavirus (Covid-19) restrictions		
Street Furniture	SP	10.7.19	15.5.20 – SP is awaiting further guidance regarding a structural inspection/risk assessment of all WPC-owned street lighting 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	11.3.20 – resolved not to place any signage.	11.3.20 SP
War Memorial	JN	12.6.19	15.4.20 – conifer works have been completed and the clerk is awaiting a start date from Memorial Makeovers with regard to the War Memorial remedial works		
Work Station (Clerk)	GL	12.6.19	Ongoing		

To be reviewed monthly at Full Council.

Please visit the following link:

<https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1>