



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk



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

Minutes of the Meeting of the Full Council held on Wednesday 12th August 2020 at 7.30pm via Zoom.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Lennox, Noakes, Martin, 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
FC20/195	Apologies for absence. Cllrs Bygraves and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/196	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/197	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.
FC20/198	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 the meeting. BBCllr/Cllr Wheeler confirmed he would continue to circulate information regarding the Covid-19 infection rate within the borough as soon as received. The rate was increasing, but	N/A.	N/A.

Full Council Minutes 12th August 2020

Chairman.....

Page | 1

Date 9th September 2020

		had not spiked, and a further update was expected at the weekend from the Mayor. BBCllr/Cllr Wheeler stated he was proposing to plant a mix of daffodil and crocus bulbs behind the War Memorial on Church Road, using his ward monies. All members present were in agreement. BBCllr/Cllr Wheeler confirmed he and Cllr Lloyd had met with Allan Burls to discuss several issues, including the siting of average speed cameras along Fields Road. It was noted Taylor Wimpey and Bellway were pushing for completion along the Cranfield Road section (including pavements). He, Cllr Lloyd and the clerk were meeting soon with developers and a representative from Bedford Borough Council to finalise the Fields Road crossing.		N/A.
	To receive crime figures for July 2020. (Appendix 1a).	No further comments received.	Clerk to keep on file.	
FC20/199	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 added she had received a request from the village hall committee that their CIL (Community Infrastructure Levy) bid be placed on hold until Spring 2021. All members present were in agreement.	Clerk to take forward.	N/A.
FC20/200	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 July 2020.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 12th August 2020

Chairman.....

Page | 2

Date 9th September 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 24th June 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 24th June 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 20th May 2020.	have been lifted). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. 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). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).		
FC20/201	Matters arising from the minutes – for information only. • FC20/182 + FC20/211 – Community Centre at Berryfields. Refer to agenda item FC20/211. • FC18/301 – Allocation of s106 monies (Developer Contributions). Funding has now been received to surface the Memorial Hall Play area. Works are complete. Move to close. • FC20/025 – Areas of road/pavement requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration:	No further comments received.	Clerk to keep on file.	N/A.

	- o 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); - o 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: - o Church Road/Hall End Road to Keeley Lane; - o Lorraine Road; - o Pavements including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road. • FC20/182 + FC20/211 – 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 FC20/211. • FC20/106 – Email usernames and website. Resolved 8th April 2020 to appoint Macro Design to replace the parish council's interim website. Works are complete. Move to close. • 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. An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. • FC20/135 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13th 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. The clerk has received confirmation from central government the consultation should take place summer 2020. • FC20/162 – Email 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. Resolved 10th June 2020 the clerk send the email as recommended by the Roads & Pavements Safety Steering Group. The email has been sent and a holding acknowledgement has been received, ahead of a formal response. The formal response has been received and seen by the Roads & Pavements Safety Steering Group, which confirms all safety engineering requirements have been met. • FC20/163 – Grant Request from Bizzy Bees. Resolved 10th June 2020 (FC20/163) the clerk approve the application in full, subject to satisfactory receipt of additional information and agreement from councillors via email. All information has now been received and payment made in full. Move to close.			
--	---	--	--	--

Full Council Minutes 12th August 2020

Chairman.....

Page | 5

Date 9th September 2020

	- FC20/165 – Extension to the height of the MUGA (Multi Use Games Area) fencing at Church Road. Resolved 10th June 2020 (FC20/165) to increase the height of the fencing on the north side. Materials are on order and the clerk is awaiting timescales. - FC20/184 + FC20/213 – Anti-social behaviour at the recreation ground and MUGA (Multi Use Games Area) – Church Road. Resolved 8th July 2020 (FC20/184) to bring forward the closure of the car park gates to 9pm (effective 1st August 2020) and investigate the possible extension of the existing PSPO (Public Spaces Protection Order). Refer to agenda item FC20/213.			
FC20/202	Chairman's report – for information only.	Cllr Lloyd had nothing to report.	N/A.	N/A.
FC20/203	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 approve the fee proposal from APC Planning in relation to drafting a response to Bedford Borough Council's Local Plan Review – Response to Issues and Options Consultation. Further resolved to request APC Planning draft a response on behalf of the parish council in relation to Bedford Borough Council's Draft Housing Strategy 2021-2026. If APC Planning were unable to assist, it was suggested that another planning consultant be approached, that could deliver on a similar budget. It was thought this would involve approximately five hours work. Further resolved to receive, review and adopt the report without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/204	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.

FC20/205	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 a request from the safety steering group that Bedford Borough Council white line the entire length of Fields Road. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/206	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. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/207	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 the enclosed children's play areas at Bedford Road (Memorial Hall) and Church Road Recreation Ground remain closed whilst central government continued to list Bedford Borough as an 'area of concern due to its continued high Covid-19 infection rate (review at each Full Council). Further resolved not to change the wording on the Covid-19 Risk Assessment and to review all risk assessments when the agreement on re-opening the play areas has been reached. New signage was needed for both play areas. It was noted Greenbelt had not closed their play areas within the Berryfields estate (nor placed any signage) and it was further resolved to enquire why that was the case, request a copy of their Covid-19 risk assessment and latest RoSPA inspection reports – and to inform the Health & Safety Executive of the same. Proposed: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Randell. Resolved by majority vote. Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC20/208	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 Lennox and Randell. Proposed: Cllr Noakes Seconded: Cllr Randell. Resolved by all present. (To be signed in person by Cllrs when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/209	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 2020.
FC20/210	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.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/211	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 Quirk expressed his frustration at his continued exclusion from meetings, noting he was unaware of the office dispute and loss of key members of the charitable trust. He added he was losing confidence in the chairmanship of the charitable trust as a result.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was suggested the parish council should consider reviewing the lease (as yet unsigned) in light of the above. <u>Lease</u> The following was noted in relation to the bullet points: • The onus was on the hirer to make use of an aids to communication system as necessary; • The sports pitches were currently being brought up to a sufficient standard to enable a further inspection by Bedfordshire FA which would detail further actions needed. The clerk stated it was her understanding the parish council would appoint a maintenance company moving forward and Cllr Lloyd added it would be the charitable trust's responsibility to oversee white lining, goal posts etc*; • The charitable trust's request for a contribution towards utilities was rejected on the grounds the VAT element is not passed to them and the fact the parish council would be responsible for replacing the air conditioning and boiler, should the need arise; • It was noted the damaged fencing was the schools' responsibility to repair. <u>Parish Council Office Layout</u> The blind was installed and a quotation received for all works to install an air conditioning unit. Resolved to accept the quotation to install the Fujitsu model (£1.8k including VAT) and accompanying electrical works (£520).		
--	--	--	--	--

		Cllr Quirk commented on correspondence received from the charitable trust which had requested the parish office not be used during August whilst a children's summer play camp took place in the building. It was noted the parish council owned and ran the office as it saw fit and would not be subjected to any restrictions in that regard. No members raised any concern over Cllr Lloyd's use of the office. <u>Sports Pitches</u> The clerk had received no further solicitor updates. See * above for fuller information.		
FC20/212	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.	BBCllr/Cllr Wheeler confirmed he and the clerk had recently met virtually with Neil Laws, Senior Project manager, Concept PM. Resolved the clerk request a letter of undertaking from Bedford Borough Council confirming its intention to pay the £700k in full – due to the parish council to secure delivery of the proposed 4g pitch. Further resolved BBCllr/Cllr Wheeler would ensure Bedford Borough Council submit their demand to the consortium once the 400 occupations trigger had been reached. Proposed: Cllr Lloyd. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/213	To receive a report from the clerk and residents living adjacent to the Church Road recreation ground regarding incidences of anti-social behaviour (including but not limited to loud music being played and late use of the recreation facilities) and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed he, Cllr Lloyd and the clerk had recently met (virtually) with representatives from Bedfordshire Police and Bedford Borough Council to discuss incidents of anti-social behaviour at the recreation ground and other areas, including Harris Way. A suggested extension to the existing Public Spaces Protection Order was ruled out by Bedford Borough Council as a new PSPO would	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		be necessary and timescales were prohibitive. Concerns were also raised over the ability to enforce in any event. Following that meeting, an open event and door-to-door knock was undertaken at Harris Way and the recreation ground by the police and residents were asked to report any incidents via 101 (or online). When appropriate. The clerk would forward CCTV footage to the police. BBCllr/Cllr Wheeler added he had contacted Bedfordshire's Police and Crime Commissioner for guidance, without success and had also suggested a further leaflet drop (a joint collaboration between himself and Bedfordshire Police). No response had been received from the police to date. The clerk added remedial works to the MUGA were now ongoing. Cllr Lennox offered to help BBCllr/Cllr Wheeler with regard to addressing anti-social behaviour now occurring in the vicinity of the distribution unit adjacent to the A421 (believed to shortly be occupied by Amazon).		
FC20/214	To consider lending support to 'The Local Electricity Bill' and to resolve a suitable course of action.	Resolved to support the bill, using the resolution provided by Sharnbrook Parish Council without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC20/215	To consider a response to Bedford Borough Council in relation to its Draft Housing Strategy 2021-2026 consultation and to resolve a suitable course of action.	Refer to agenda item FC20/203 for fuller information.	Clerk to take forward.	Stakeholder Consultation.
FC20/216	To consider a response to Bedford Borough Council in relation to its Local Plan Review, Issues and Options consultation and Call for Sites consultation and to resolve a suitable course of action.	Refer to agenda item FC20/203 for fuller information.	Clerk to take forward.	Stakeholder Consultation.

Meeting closed at 9.25pm.

FC20/198

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

FC20/198a July 2020			
Reference	Offence Class Description	First Committed	Address
40/36002/20	Assault without Injury - Common assault and battery	04/07/2020 11:30	Hall End Road
40/40511/20	Burglary - Business And Community	27/07/2020 22:30	Bedford Road
40/36743/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	18/01/2020 00:00	
40/35535/20	Harassment - without violence (course of conduct)	02/07/2020 00:00	
40/39094/20	Making off without payment	20/07/2020 01:00	Bedford Road
40/37694/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	29/06/2020 12:00	
40/38093/20	Sexual	15/07/2020 00:00	
40/39913/20	Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken ')	22/07/2020 18:30	Sherwood Close

Appendix 2

FC20/199

Nothing significant to report.

FC20/203

Neighbourhood Plan Steering Group Report

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

29th July 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.
- NP20/054 + NP20/067 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/067.
- NP20/051+NP20/052 + NP20/065+NP20/066 – Emerging Neighbourhood Plan. Refer to agenda item NP20/065+NP20/066.
- NP20/055 + NP20/068 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/068.

Resolutions

NP20/064 – 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.

NP20/065 – To receive a report from APC Planning (Sally Stroman) and Cllr Lloyd regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

In the absence of GL, no update was available. It was noted in the event of need, Harrold Parish Council had a point of contact who could assist with the maps production.

NP20/066 – 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.

NP20/067 – 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.

No further communications.

NP20/068 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS confirmed the report was expected in early September 2020.

NP20/069 – To discuss the upcoming Regulation 14 Consultation and to make recommendation to Full Council as necessary.

TR agreed to contact BRCC again to check dates and costings for all materials needed, including a leaflet drop. It was suggested publicity banners be placed at strategic locations within the village and a notice placed in the Bedfordshire Times.

Further agreed to make the consultations by appointment only in light of ongoing Covid-19 restrictions. Hand sanitiser and queue markings would also be needed and refreshments would NOT be provided.

SO confirmed he would seek to borrow display boards from Bedford Borough Council – GB would do the same with Community Voluntary Service, Bedford.

Consultation documents would also need to be distributed to all statutory consultees.

NP20/070 – To receive a report from APC Planning (Sally Stroman) regarding Bedford Borough Council’s Local Plan Review – Issues and Options Consultation and Call for Sites and to make recommendation to Full Council as necessary.

The report was circulated ahead of this meeting and detailed Bedford Borough Council’s Local Plan Review, timetable and potential areas for growth – including regeneration within Bedford and Kempston. The plan would represent a 35% increase in the annual level of housing growth contained in the Local Plan 2030 – some 26,100 dwellings over the plan period. This new plan differed from the Local Plan 2030 in that it featured employment allocation.

After discussion it was agreed to request a fee proposal from SS ahead of Full Council on 12th August 2020 to provide a robust response to Bedford Borough Council which would set out the parish council’s emerging neighbourhood plan.

SP confirmed the consultation would feature on August’s agenda.

NP20/071 – 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.

NP20/072 – 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 July 2020.

FC20/204

Planning & Environment Committee Report

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

8th July 2020

Matters arising from the minutes – for information only

See under 29th July 2020.

Report from outside organisations – for information only.

- Bedford Borough Council. Tree Preservation Order 1 of 2020 – Notice of Confirmation. Land at 31 Hall End Road.

Planning Applications – for resolution

20/01239/FUL – 20 Oak Close. Demolition of existing front entrance lobby and WC and erection of single storey front extension with projecting canopy.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

20/01240/FUL – 22 Oak Close. Demolition of existing front entrance lobby and WC and erection of single storey front extension with projecting canopy.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

20/01250/TPO – 1 Potters Cross. T1 Ash Tree – cut back branches from house by 2mtrs and clear lower branches to give clearance to house and vehicles 5mtrs from ground.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

20/01269/FUL – 96 Mephram Road. Single storey rear extension to replace existing conservatory and new lantern rooflight to existing flat roof rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/01272/FUL – 21 Hollies Walk. Single storey front extension, loft conversion with raised roof height and rear dormer. Single storey extension to existing detached garage.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.
Resolved by all present.

20/01307/FUL – 37 Payne Road. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

29th July 2020

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 were due to meet Q1 2020 to determine a tender process but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions.
- 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 provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020.
- 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.
- P20/061 – 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. Clerk is now sourcing suitable contractors to quote for the works. This has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions.
- 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. This has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions. The clerk has chased for timescales.
- 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). The conifers have now been

removed and Memorial Makeovers will complete the War Memorial works. This clerk has chased for timescales.

Planning Applications – for resolution

20/01144/FUL – Meadowview, 60 Cause End Road. Single storey front and rear extensions, new pitched roof over dormer to front, cladding and rendering to existing elevations.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

20/01271/FUL – 87 Bedford Road. Single storey side and rear extension.

Resolved **NO OBJECTION** but to make the following observation:

- The application would reduce the number of parking spaces available at the dwelling.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

20/01349/FUL – Fairford House, 73 St. Mary's Road. Two storey side and rear extension following the demolition of existing rear extension, detached single garage and front porch.

Resolved **NO OBJECTION** but to make the following observation:

- The application would reduce the number of parking spaces available at the dwelling.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

31st July 2020

FC20/205**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21**

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). <u>15th July 2020</u> JW confirmed Potters Cross had been earmarked for patching and resurfacing in part but funding had yet to be agreed and timescales were not yet known.	
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.	GL/SO. BBC/Persimmon.

⁵ Bedford Borough Council.

				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 with GL and Thomas Emmett to ensure a handover ‘by default’ did not occur. <u>15th July 2020</u> JW had received no further response from BBC and it was noted infrastructure improvement works continued. CB highlighted severe cracking in pavements throughout the development and SP agreed to take this forward with JW.	
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	BBC.

				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. <u>4th March 2020</u> 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 July 2020</u> No further updates were available regarding publication of bus times in the doctor's surgery. SP had received confirmation from JW the RTPI unit had now been installed at the bus loop (Folkes Road). A virtual meeting was still being arranged with Concept. <u>15th January 2020</u> 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. <u>20th May 2020</u> No further update available – JW had chased Chris Pettifer. <u>15th July 2020</u> It was noted Chris Pettifer no longer worked for BBC and JW was asking Iain Booth for advice on this issue.	
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 26th March – 7th 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).	BBC/Anglian Water.

				<u>20th May 2020</u> Remedial works were programmed for May 2020. <u>15th July 2020</u> BBC drainage works were complete however Anglian Water were still working to identify and repair leaks along the sewer network. BBC resurfacing works were on hold pending completion of Anglian Water's works.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known. <u>20th May 2020</u> JW confirmed Allan Burls will speak with Thomas Emmett (BBC) about the pinch point at Church Road. When the road is resurfaced the junction could be squared off and it is hoped BBC will cut the cemetery hedgerow to give a better view for pedestrians and vehicles. <u>15th July 2020</u> It was noted works would be carried out when Cause End Road resurfacing was complete.	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. <u>4th March 2020</u>	BBC/Anglian Water.

⁶ Fields Road South

				SP reported additional flooding and JW confirmed BBC were looking to dredge the ditch (fields side). <u>15th July 2020</u> All works are completed – move to close.	
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>15th January 2020</u> JW 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. <u>15th July 2020</u> It was noted statutory notices were being published imminently. SP was asked to establish precisely when BBC intended to publish the Traffic Regulation Order and the consultation closing date.	BBC.
Fields Road – junction with Bedford Road/Cranfield Road.	Resident.	Ongoing.	BBC.	<u>20th May 2020</u> SP has been 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 has been made for better and larger signage, clear road markings and writing. Concerns have also been raised regarding parking outside the Cock Inn PH which restricts views when leaving Fields Road.	BBC.

				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. <u>15th July 2020</u> Photographs of the junction were circulated ahead of this meeting and SO added there were statutory signs on all roads. The signs on Cranfield Road were obscured by the hedgerow and SP was asked to take this forward with JW. It was agreed by all present to make a request to BBC that 'SLOW' signs be painted on all roads approaching the junction. SP had been informed by JW the 'road change' signage in Church Road would be removed imminently.	
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 priority was the road width and that they were governed in part by other landowners. Government	Goodmans/BBC. WPC/BBC/GL.

				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 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>15th July 2020</u> A response from Jon Shortland, Chief Officer – Planning & Infrastructure Development, BBC was circulated ahead of this meeting, confirming BBC was satisfied in line with the above request. Move to close. <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.	
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	BBC.

				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. <u>15th July 2020</u> SP was asked to take the white lining proposal back to Full Council now Coronavirus (Covid-19) restrictions were being lifted, which was permissible under Standing Orders.	
Pavement/all parking issues – various sites including Cause End Road (near the One Stop shop), Fields Road, Manor Road, Mephram 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 July 2020</u> No further update available. <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. <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 July 2020</u> No further update available. <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 July 2020</u> No further update available. <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 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. <u>20th May 2020</u> SP noted inconsiderate/pavement parking was now an issue in Tithe Barn Road. 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. 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. <u>15th July 2020</u> A response from Baroness Vere of Norbiton, Minister for Roads, Buses and Places was circulated ahead of this meeting, which detailed the pavement parking consultation launch data had yet to be determined. It further noted it was hoped a public consultation would be launched summer 2020. No update was available from JW regarding BBC's stance on the same.	
Pavement – Payne Road.	CB.	Ongoing.	BBC.	<u>15th July 2020</u> It was noted at least a 100 yard stretch of pavement was in such poor condition, users often walked in the road. SP was asked to take this forward with JW to see if it could be included within BBC's programme of resurfacing works. CB agreed to forward photographs.	BBC.
Signage of Rights of Way – various areas.	Resident.	Ongoing.	BBC.	<u>20th May 2020</u> SP has been asked by a resident to request additional signage along several Rights of Ways between Wootton and Wootton Green. This has already been passed to BBC who have confirmed works cannot take place until coronavirus (Covid-19) restrictions have been lifted. <u>15th July 2020</u> SP confirmed BBC intended to install additional signage, however timescales were not yet known.	BBC.

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 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	GL.
---	------------------------------	-----------------	----------------------------	--	------------

				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 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 re-paint the 30MPH repeater signs along Keeley Lane. SP was asked to pass this request to BBC and await their response. <u>15th July 2020</u> SP had received confirmation from JW an order had been made for repeater signs along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. SP then detailed a request from a Wootton Green resident that the entire length of Wootton Green be made a 30MPH zone. It was noted presently, a 100 metre section between there and Upper Shelton was a 60MPH zone. After discussion, it was agreed SP would speak to Marston Moreteyne Parish Council to see if they would be willing to consider the same	
--	--	--	--	---	--

				request (given Wootton Green's division) before involving BBC. GL will provide a map of the area with the varying zones noted, for ease. GL confirmed the proposed location of one average speed camera along Fields Road was incorrect (too close to the Cock Inn PH junction with Bedford Road) and a request had been made to BBC to move it towards Summerfield Drive.	
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>15th July 2020</u> No further update available.	BBC/Developer.

To be reviewed at each committee meeting.

FC20/206**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>12th August 2020</u> Cllrs Wheeler and Lloyd met with a BBC representative and the cameras for Fields Road are expected to be installed by the end of October 2020. Once operational, data will be reviewed ahead of delivering further cameras within the village (given Bedfordshire Police do not support their installation currently)	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 <u>12th August 2020</u> Refer to agenda item FC20/211 above for fuller information	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> Three fireproof filing cabinets, IT equipment and all furniture is now in situ. An order for an air conditioning unit, blinds and shredder has yet to be made	Cllr Lloyd

							<u>12th August 2020</u> Refer to agenda item FC20/211 for fuller information	
Medium	Defibrillators	2020	£2,000	£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> 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>12th August 2020</u> It is likely Sainsbury's will install a unit outside their shop on Harris Way. There are currently no further plans for additional units. BBCllr/Cllr Wheeler agreed to keep chasing Sainsbury's	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 <u>12th August 2020</u> Website works have been completed. Move to close	Cllrs Lloyd and Martin
Low	Lecterns	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u>	Cllr Quirk

							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 <u>12th August 2020</u> Indicative costings have been provided to Cllr Quirk and locations/wording are being determined. Cllr Quirk is awaiting guidance from Bedford Borough Council regarding potential highways permission ahead of installation	
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>12th August 2020</u> Works are complete. A skip is still on site – move to close once that has been removed	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 20th December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030.	Cllr Hensher

							<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 <u>12th August 2020</u> All locations within Cllr O'Dell's report for the placement of publicity banners have been agreed – being the four entry points for the village. Further locations can be added in the future if necessary Cllr O'Dell has agreed to act as the point of liaison and contact potential printers for guidance and costings Resolved to approve the above Proposed: Cllr Lloyd Seconded: Cllr Randell Resolved by all present	
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 11th 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 will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter <u>12th August 2020</u> Cllr O'Dell has met with a Bedford Borough Council representative to discuss chosen locations and a technical engineer is now determining whether there are adjacent utilities to consider before taking the project forward	Cllr O'Dell

							Resolved to accept Cllr O'Dell's report and take forward the installation of six benches, funding the difference from general reserves. The clerk was requested to submit a formal purchase order Proposed: Cllr Quirk Seconded: Cllr Randell Resolved by all present	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<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> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council <u>12th August 2020</u> A formal report requesting units at four (possibly five) locations has been submitted to Bedford Borough Council and an acknowledgement has been received	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	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	Cllr Bygraves

	South Development					in order to establish next steps. Three suggested layouts have been provided to date <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>8th July 2020</u> The clerk was awaiting the ecological survey but had been informed laboratory results tested positive for great crested newt presence in both ponds. Advice given was for works to proceed under a non-licensed Method Statement, which would incur an additional fee of £995. Resolved to approve the above. Proposed: Cllr Noakes.	
--	-------------------	--	--	--	--	--	--

							Seconded: Cllr Hensher. Resolved by all present. <u>12th August 2020</u> An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. BBCllr/Cllr Wheeler confirmed a meeting with Slatters was taking place on 19th August 2020 which should provide further information	
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). Replacement signs for Cranfield Road and Fields Road to follow	Cllr Martin

FC20/207**RISK ASSESSMENTS PLAN 2020-21**

WPC⁷ 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, green font – coronavirus – Covid-19 related):

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	27.7.20 – PDQ has undertaken the risk assessment and topple testing and has met with the cemeteries caretaker to discuss required works 4.8.20 – cemeteries caretaker has carried out all works bar the bench refurbishment		
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

⁷ Wootton Parish Council
Full Council Minutes 12th August 2020

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 27.7.20 – Covid-19 update: The charitable trust are looking to re-open the centre on 7 th September 2020 in line with government guidance.	10.6.20 SP
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system	8.7.20 – Covid-19 update: All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	8.8.19 CM
Fun Fest	SP	22.1.20	None	8.7.20 – Covid-19 update: Cancelled for 2020	12.2.20 SP
Generator	SP	22.1.20	None		12.2.20 SP
Keeley End Pond	GL	12.6.19	SP chased GL for an update 4.6.20	8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	
Litter Picking (and caretaker)	SP	10.7.19	None	8.7.20 – Covid-19 update: Both members of staff are lone workers and have been provided with gloves and hand sanitiser	22.8.19 SP
Lone & Isolated Working	SP	10.7.19	None	8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been	22.8.19 SP

				provided with gloves and hand sanitiser. The clerk is currently working from home and all meetings are being held remotely	
Marquee	SP	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	10.7.19	None	27.7.20 – Contractors have laid a new wet pour surface under existing play equipment. June 2020's risk assessment relating to Covid-19 determined the site should remain closed (reviewed monthly) until the high infection rate in Bedford Borough started to fall 12.8.20 – Full Council resolved to keep the area closed as Bedford Borough is currently an 'area of concern' according to central government	22.8.19 SP
MUGA – Church Road	SP	10.7.19	None	8.7.20 – Please refer to the separate risk assessment for Covid-19	12.2.20 SP
MUGA – Harris Way	SP	10.7.19	24.6.20 – Playsafety Ltd have undertaken the 2020 RoSPA inspection and the clerk is dealing with the reports/actions. The clerk is also awaiting details of the floodlighting contractor in order to	8.7.20 – Please refer to the separate risk assessment for Covid-19	

			put an inspection regime in place. Moving forward, this risk assessment will 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		27.7.20 – June 2020's risk assessment relating to Covid-19 determined the site should remain closed (reviewed monthly) until the high infection rate in Bedford Borough started to fall 12.8.20 – Full Council resolved to keep the area closed as Bedford Borough is currently an 'area of concern' according to central government	22.8.19 SP
Remembrance Sunday Parade	SP	10.7.19	None		26.9.19 SP
Silhouette	SP	10.7.19	None		22.8.19 SP
Skate Park	SP	10.7.19	None	8.7.20 – Please refer to the separate risk assessment for Covid-19	22.8.19 SP
Sports Pitches – Church Road	SP	10.7.19	None	8.7.20 – Covid-19 update: No football is currently being played	24.6.20 SP

Sports Pitches – Harris Way	SP	10.7.19	15.4.20 – Bedfordshire FA have recently undertaken a light-touch inspection of the pitches 27.7.20 – Grass cutting works are now underway to enable further inspections to take place	8.7.20 – Covid-19 update: No football is currently being played	
Street Furniture	SP	10.7.19	None		24.6.20 SP
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. Works are due to take place imminently		
Work Station (Clerk) – to include the parish office within the community centre	GL	12.6.19	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Once the office is operational periodic checks will be undertaken and any significant issues recorded	8.7.20 – Covid-19 update: Office is currently closed	

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>