



# WOOTTON PARISH COUNCIL



3 Longden Close  
Haynes  
Bedfordshire  
MK45 3PJ

Tel: 07531 930788

Email: [Clerk@Wootton-PC.gov.uk](mailto:Clerk@Wootton-PC.gov.uk)

Website: [Wootton-pc.gov.uk](http://Wootton-pc.gov.uk)



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## Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 14<sup>th</sup> October 2020 at 7.33pm.

| <b>Open Forum</b>                     | There were three members of the public present, one who wished to be considered for co-option, one who wished to deliver a short presentation relating to agenda item FC20/261 and one who represented the Charitable Trust responsible for the management of Wootton Community Centre, who wished to observe discussions and deliver a report on agenda item FC20/259. 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). |
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| <b>Present</b>                        | Cllrs Lloyd (in the chair), Bygraves, Hensher, Lennox, Noakes, Martin, O'Dell, Quirk and Randell.<br>In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).                                                                                                                                                                                                                                                                                     |                                                                                      |                        |                                                            |                                                         |
| <b>Absent (no apologies received)</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                      |                        |                                                            |                                                         |
| Agenda no                             | Agenda item title                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Resolution                                                                           | Action                 | Power                                                      |                                                         |
| FC20/242                              | <b>Apologies for absence.</b><br>Cllrs Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.                                                                                                                                                                                                                                                                                                                                                                 | Noted for the minutes.                                                               | Clerk to keep on file. | Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40. |                                                         |
| FC20/243                              | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                          | N/A.                                                                                 | N/A.                   | Localism Act 2011, Ch 7, s31.                              |                                                         |
| FC20/244                              | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>No requests received.                                                                                                                                                                                                                                                                                                    | N/A.                                                                                 | N/A.                   | Localism Act 2011, Ch 7, s33.                              |                                                         |
| FC20/245                              | <b>To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.</b>                                                                                                                                                                                                                                                                                                                                                                             | The résumé was circulated ahead of the meeting. Resolved by virtual show of hands to | Clerk to take forward. | Local Elections (Parishes and Communities)                 |                                                         |

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|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | co-opt Denton Mapesa.<br>The clerk agreed to forward a Declaration of Acceptance of Office Form and Register of Interests Form, both of which required completion before being returned to the clerk. It was noted Denton would not officially become a councillor until the Declaration of Acceptance of Office Form had been signed/witnessed.                                                                                            |                        | (England and Wales) Rules 2006 SI2006/3305 r 5(5).   |
| FC20/246 | <b>Report from outside organisations – for information only.</b><br>To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.<br>(Appendix 1).                                                                                                                                                                                                                                                                                                                                                                                                          | BBCllr Wheeler's report was circulated ahead of this meeting. In the absence of BBCllr Wheeler no further comments were received.                                                                                                                                                                                                                                                                                                           | Clerk to keep on file. | N/A.                                                 |
|          | To receive crime figures for September 2020.<br>(Appendix 1a).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | It was disappointing to see a rise in figures. The clerk was asked to request a police attendance at a future Full Council meeting.                                                                                                                                                                                                                                                                                                         | Clerk to keep on file. | N/A.                                                 |
| FC20/247 | <b>List of correspondence received (copies of correspondence can be requested from the clerk) – for information only.</b><br>(Appendix 2).                                                                                                                                                                                                                                                                                                                                                                                                                                     | All significant correspondence was circulated immediately upon receipt.                                                                                                                                                                                                                                                                                                                                                                     | Clerk to keep on file. | N/A.                                                 |
| FC20/248 | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website: <a href="http://woottonpc.bedsparishes.gov.uk/">http://woottonpc.bedsparishes.gov.uk/</a>.</i><br>Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9 <sup>th</sup> September 2020.<br><br>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 26 <sup>th</sup> August 2020. | Minutes were received and adopted.<br>Proposed: Cllr Noakes.<br>Seconded: Cllr Bygraves.<br>Resolved by all present.<br>(To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).<br><br>Minutes were received and adopted.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Bygraves.<br>Resolved by all present.<br>(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). |

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|                 | <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 26<sup>th</sup> August 2020.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads &amp; Pavements Safety Steering Group meeting held on 15<sup>th</sup> July 2020.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>have been lifted).</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr Noakes.<br/>Seconded: Cllr Bygraves.<br/>Resolved by all present.<br/>(To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Lloyd.<br/>Resolved by all present.<br/>(To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).</p> |                        |      |
| <b>FC20/249</b> | <p><b>Matters arising from the minutes – for information only.</b></p> <ul style="list-style-type: none"> <li>• FC20/233 + FC20/259 – Community Centre at Berryfields. Refer to agenda item FC20/259.</li> <li>• FC20/025 + FC20/264 – Areas of road/pavement requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: <ul style="list-style-type: none"> <li>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);</li> <li>o Fields Road – entire length (programmed for February 2020). Resolved 8<sup>th</sup> January 2020 (FC20/025) to also request the following to be taken forward by Bedford Borough Council: <ul style="list-style-type: none"> <li>o Church Road/Hall End Road to Keeley Lane;</li> <li>o Lorraine Road;</li> <li>o Pavements including Hall End (from Hall End towards the upper school), St. Mary's Road</li> </ul> </li> </ul> </li> </ul> | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk to keep on file. | N/A. |

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|  | <p>and Tithe Barn Road. Refer to agenda item FC20/264.</p> <ul style="list-style-type: none"> <li>• FC20/233 + FC20/259 – 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 FC20/259.</li> <li>• FC20/048 – Planning application adjacent to Wootton Upper School for up to 81 dwellings. Resolved 12<sup>th</sup> 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 Planning Inspectorate has dismissed the appeal by the developer and upheld Bedford Borough Council’s refusal of the application. Move to close.</li> <li>• P20/074 – Parking Restrictions/Yellow Lining at various sites. Resolved 11<sup>th</sup> 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.</li> <li>• FC20/239 – 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 have been provided to facilitate the production of both. Cllr Lloyd is currently drafting a tender which will require formal Full Council approval before circulation. Bedford Borough Council has stated it is in the best interests of the parish council to obtain both an option notice from the developer (BBCllr/Cllr Wheeler has requested this) and planning permission</li> </ul> |  |  |  |
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|                 | <p>for the pitch in the desired location. The latter is required before Bedford Borough Council will transfer the s106 funding to the parish council. Bedford Borough Council has also confirmed once the contract for construction is in place, it will transfer the s106 funding in accordance with the previous stipulations*.</p> <ul style="list-style-type: none"> <li>• FC20/135 + FC20/268 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13<sup>th</sup> 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. Refer to agenda item FC20/268.</li> <li>• FC20/214 – Support of ‘The Local Electricity Bill’. The clerk has received a response from Rt Hon Nadine Dorries MP confirming her support for the Private Member’s Bill and willingness to speak to the Bill’s proposer, Rt Hon Peter Aldous MP and relevant Ministers to establish how best to proceed.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                                |
| <b>FC20/250</b> | <b>Chairman’s report – for information only.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Cllr Lloyd thanked all who attended and helped with the recent Neighbourhood Plan Regulation 14 Pre-Submission Public Consultation. 56 members of the public had used the paper track and trace system – more would have used the electronic QR system. As a Covid-19 champion for Bedford Borough, Cllr Lloyd had added the latest information received to the parish council’s website and would continue to do so.</p> <p>Cllr Lloyd requested councillors continue to just factually respond to scurrilous Facebook posts.</p> | All to note.           | N/A.                           |
| <b>FC20/251</b> | <b>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).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Resolved to receive, review and adopt the report without further comment.</p> <p>Proposed: Cllr Bygraves.</p> <p>Seconded: Cllr Noakes.</p>                                                                                                                                                                                                                                                                                                                                                                                        | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

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|                 |                                                                                                                                                                                                                                                                        | Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |                                |
| <b>FC20/252</b> | <b>To receive a report from the (Executive) Planning &amp; Environment Committee – for information only.</b><br>(Appendix 4).                                                                                                                                          | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC20/253</b> | <b>To receive, review and adopt the (Advisory) Roads &amp; Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising.</b><br>(Appendix 5).                                               | Resolved to receive, review and adopt the project action plan without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr O'Dell.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC20/254</b> | <b>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.</b><br>(Appendix 6). | All amendments/updates noted in red within the appendix.<br>Resolved to receive, review and adopt the project action plan without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC20/255</b> | <b>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.</b><br>(Appendix 7).                                                                      | It was noted the request to open the toilet block was no longer required (and the goal posts stored internally had been removed).<br><br>The Christmas Tree switch on event would be cancelled for 2020 due to ongoing Covid-19 restrictions and there would be no parade for Remembrance Sunday. A scaled-back service incorporating two bubbles would take place instead, with a short service delivered by Canon Ackroyd at the war memorial. This would be followed by the reading of the names of the fallen, last post and laying of wreaths. Students from Wootton Upper School were looking into the possibility of recording the event for publication.<br><br>Resolved to accept the following updated risk assessments:<br><ul style="list-style-type: none"> <li>• 3 Tier Flower Planters;</li> <li>• Christmas Street Lighting;</li> </ul> | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

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|          |                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Christmas Tree (including switch-on event);</li> <li>• Litter Picking/Caretaker;</li> <li>• Lone And Isolated Working;</li> <li>• Memorial Hall Play Area;</li> <li>• Outdoor Film/Cinema Event;</li> <li>• Recreation Ground Car Park Opening/Closure (including volunteers);</li> <li>• Recreation Ground Play Area;</li> <li>• Remembrance Sunday Parade;</li> <li>• Silhouette;</li> <li>• Skate Park;</li> <li>• Trees.</li> </ul> <p>Further resolved the enclosed children's play areas at Bedford Road (Memorial Hall) and Church Road Recreation Ground remain closed, in light of further robust lockdown measures announced ahead of this meeting by central government. The infection rate was on the increase in Bedford Borough and six cases had recently been confirmed in Wootton.</p> <p>Further resolved not to change the wording on the Covid-19 Risk Assessment and to review this decision/all relevant risk assessments when agreement on re-opening the play areas has been reached.</p> <p>Resolved to accept the above.</p> <p>Proposed: Cllr Randell.</p> <p>Seconded: Cllr Bygraves.</p> <p>Resolved by all present.</p> |                        |                                                                        |
| FC20/256 | <b>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.</b> | <p>Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Lennox and Randell.</p> <p>Proposed: Cllr Bygraves.</p> <p>Seconded: Cllr Noakes.</p> <p>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk to keep on file. | Governance and Accountability For Smaller Authorities in England 2020. |

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|          |                                                                                                                                                                        | (To be signed in person by Cllrs when Coronavirus (Covid-19) restrictions have been lifted).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                                                                        |
| FC20/257 | To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only.<br>(Appendix 8).             | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Clerk to keep on file. | Governance and Accountability For Smaller Authorities in England 2020. |
| FC20/258 | 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.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk to keep on file. | Governance and Accountability For Smaller Authorities in England 2020. |
| FC20/259 | 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. | <p>This agenda item was heard after agenda item FC20/261.</p> <p><u>Car Park Heads of Terms</u><br/>After detailed discussion the following was noted:</p> <ul style="list-style-type: none"> <li>• Bedford Borough Council would be asked to finance road markings;</li> <li>• The parish council would finance the installation of additional CCTV cameras to cover the car park adjacent to the lower school;</li> <li>• The lower school were not currently opening both sets of car park gates. This was needed, to ensure parents and other users followed the one way system – a persistent breach of this arrangement would otherwise be reported;</li> <li>• Bedford Borough Council would be asked to finance signage and determine wording – to include information on entry/no entry and the fact the car park is for Community Centre/School users/visitors only.</li> </ul> <p><u>Charitable Trust</u></p> | All to take forward.   | Localism Act 2011, Ch 1, s1-8.                                         |

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|  |  | <p>Mike Peet was welcomed and the following was queried/noted:</p> <ul style="list-style-type: none"> <li>• Three parish councillors were appointed to the charitable trust – Cllrs Bygraves, Hensher and Quirk;</li> <li>• The issue of Community Centre users not using the Covid-19 QR system or even sanitising hands upon entry was noted (CCTV evidence has been seen). All hirers were responsible for ensuring procedures were adhered to;</li> <li>• It was noted in the absence of a caretaker the refuse bins and legionnaires testing would be placed on hold for the time being.</li> </ul> <p>Mike agreed to take these issues and information back to the charitable trust.</p> <p><u>Lease</u></p> <p>It was noted the draft lease, bullet points and responses had been returned to Hillary Cooper Law. No further response had been received, however Cllr Bygraves confirmed they were currently working 4-6 weeks behind schedule.</p> <p><u>Sports Pitches</u></p> <p>The pitches were currently being cut ahead of a further, more detailed pitch inspection by Bedfordshire FA. Cllr Lennox agreed to furnish the clerk with the information needed to register the pitches online with the Football Foundation/PitchPower.</p> <p><u>MUGA (Multi Use Games Area – Harris Way)</u></p> <p>It was noted organised groups were using the facility for training, although the charitable trust were not yet hiring it out. Disclaimer</p> |  |  |
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|                 |                                                                                                                                                                                                                                                                                                      | <p>signage was needed and the clerk agreed to email the charitable trust.</p> <p>Mike then left the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |                                       |
| <b>FC20/260</b> | <p><b>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.</b></p> | <p>The following had been noted at the last Full Council meeting and still required clarification from Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• The latest on the adoption/repair of six street lights in the vicinity of the Cock Inn PH and double mini roundabout at Bedford Road/Church Road/Cranfield Road/Fields Road;</li> <li>• Permission for bus shelters and electric vehicle charging points to be sited elsewhere in the village;</li> <li>• How developer funding (bus shelters and electric vehicle charging points) will be spent *.</li> </ul> <p>The following had been requested from Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• A letter of understanding, confirming Bedford Borough Council would pay the full £700k to the parish council in respect of the synthetic pitch when the 400 occupation trigger was reached. It was noted BBCllr/Cllr Wheeler had received a holding response from Bedford Borough Council. It was also noted Concept had confirmed they would not deliver the pitch on-site.</li> </ul> <p>BBCllr/Cllr Wheeler had been requested to:</p> <ul style="list-style-type: none"> <li>• Ensure Bedford Borough Council issued a timely demand to</li> </ul> | <p>BBCllr/Cllr Wheeler and the clerk to take forward.</p> | <p>Localism Act 2011, Ch 1, s1-8.</p> |

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|                 |                                                                                                                                                                                                                                                                   | <p>developers for payment of the full £700k.</p> <p>The following was also outstanding:</p> <ul style="list-style-type: none"> <li>• A further update on the installation of a bus stop on Burgoyne Avenue which was not a plan feature/s106 requirement.</li> </ul> <p>The clerk had been informed ahead of this meeting that all s106 funding had been paid to Bedford Borough Council and BBCllr Wheeler was awaiting written confirmation of the same, from Concept.</p> <p>After detailed discussion it was resolved Cllr Lloyd would liaise with BBCllr Wheeler to request a further update before determining via email with all members whether to make the Freedom of Information Request, as discussed at the last meeting of Full Council. That request would ask of Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• Had it received all s106 funding as detailed above *;</li> <li>• How did it intend to spend the same.</li> </ul> <p>Resolved to accept/note the above.<br/>Proposed: Cllr Bygraves.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p> |                        |                                |
| <b>FC20/261</b> | <b>To receive a presentation from Jo Roberts, Community Engagement Officer, Forest of Marston Vale in relation to their five year project to offer trees to all parish councils within the Forest of Marston Vale and to resolve a suitable course of action.</b> | <p>This agenda item was heard after agenda item FC20/244.</p> <p>Jo Roberts (Forest of Marston Vale - FOMV) introduced the project, which acknowledged central government's 25 year environment plan to improve the environment. FOMV were committed to tree planting and were looking</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

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|                 | <p>Members were asked ahead of this meeting to determine areas where trees could potentially be planted. To date the following areas have been suggested:</p> <ul style="list-style-type: none"> <li>• Lorraine Road cemetery;</li> <li>• Manor Road Flats (area of land adjacent to the notice boards on Bedford Road);</li> <li>• Memorial Hall Field (adjacent to the enclosed children's play area);</li> </ul> <p>Popes Way Green.</p> | <p>for landowners who may be interested. FOMV would supply the trees, protection and materials – landowners would need to provide planting manpower or finance contractors to plant and it could be anything from a handful of trees to thousands (and included hedgerows).</p> <p>It was noted there was potential to use Crown Estate Land, currently identified to be protected as open green space as part of the emerging Neighbourhood Plan, however timescales were likely two years away. Jo confirmed this was a five year project and after discussion the clerk agreed to raise this at the next Neighbourhood Plan Steering Group meeting, with a view to approaching the Crown Estate land agents.</p> <p>Cllr Quirk then detailed other locations including Lorraine Road cemetery, Popes Way green and the area on Bedford Road outside Manor Road flats and requested this be taken to the next meeting of the Planning &amp; Environment Committee for further discussion.</p> <p>Jo confirmed a map with markings and schedule of proposed planting would be sufficient and it was hoped the schools could be involved in the planting also.</p> <p>Jo was then thanked for attending and left the meeting.</p> <p>Resolved to accept/note the above.</p> <p>Proposed: Cllr Quirk.</p> <p>Seconded: Cllr O'Dell.</p> <p>Resolved by all present.</p> |                        |                           |
| <b>FC20/262</b> | <b>To consider a response to Central Government in relation to its Raising Accessibility Standards for New Homes consultation and to resolve a suitable course of action.</b>                                                                                                                                                                                                                                                               | Cllr O'Dell's report was circulated ahead of this meeting, which recommended the parish council support Option Three – all new homes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk to take forward. | Stakeholder Consultation. |

|                 |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |                                |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------|
|                 |                                                                                                                                                                                                                                  | <p>should be accessible and adaptable, but wheelchair-user dwellings could be required if there was local evidence of need. Central Government should ensure associated Planning conditions be rigorously enforced by all building control bodies, including approved inspectors.</p> <p>Resolved to accept/note the above and respond accordingly.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p>                                                                                                                 |                                      |                                |
| <b>FC20/263</b> | <b>To consider a response to the Local Government Boundary Commission for England in relation to its (draft) New Electoral Arrangements for Bedford Borough Council consultation and to resolve a suitable course of action.</b> | After detailed discussion it was agreed to carry this agenda item over until November's Full Council meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clerk to take forward.               | Stakeholder Consultation.      |
| <b>FC20/264</b> | <b>To revisit areas of pavement to be considered for resurfacing by Bedford Borough Council and to resolve a suitable course of action.</b>                                                                                      | <p>It was noted the following pavement works had been completed by Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• Hall End – from Little Wootton to The Chequers PH;</li> <li>• St. Mary's Road;</li> <li>• Tithe Barn Road.</li> </ul> <p>Resolved the following areas be recommended for additional resurfacing works:</p> <ul style="list-style-type: none"> <li>• Keeley Lane (entirety);</li> <li>• Lorraine Road (entirety).</li> </ul> <p>Proposed: Cllr Randell.<br/>Seconded: Cllr Quirk.<br/>Resolved by all present.</p> | BBCllr/Cllr Wheeler to take forward. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC20/265</b> | <b>To receive a report from the allotments officer regarding the part-cultivation of an allotment plot at Hall End and to resolve a suitable course of action.</b>                                                               | After discussion it was resolved to review the lease agreement at the earliest opportunity and include a clause referencing cultivation of the <u>whole</u> plot. The plot holder would be asked to cultivate the whole area, however no                                                                                                                                                                                                                                                                                                                   | Clerk to take forward.               | Localism Act 2011, Ch 1, s1-8. |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                                                   |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------|
|                 |                                                                                                                                                                                                                                                                                                                                                                                                            | further action would be taken until Covid-19 restrictions had been eased.<br>Proposed: Cllr Martin.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                |                        |                                                                   |
| <b>FC20/266</b> | <b>To receive a report from the Clerk in respect of the renewal of Wootton Parish Council's Quality Status as part of the Local Council Award Scheme and to resolve a suitable course of action.</b>                                                                                                                                                                                                       | It was noted the current Quality Status was not listed on the National Association of Local Council's website and this would be queried by the clerk.<br>Resolved to renew the Quality Status as part of the Local Council Award Scheme and approve the renewal fee of £150.<br>Further resolved to seek the Gold Quality Status in the next two years.<br>Proposed: Cllr Randell.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                    |
| <b>FC20/267</b> | <b>To consider financial requirements (annual expenditure, capital and revenue projects) for 2021-22, ahead of finalising the precept demand in January 2021 and to resolve a suitable course of action.</b>                                                                                                                                                                                               | All present agreed to forward requirements to the clerk before the next meeting of Full Council.                                                                                                                                                                                                                                                                                                                                         | All to take forward.   | Local Government Finance Act 1992, s41.<br>Financial Regulations. |
| <b>FC20/268</b> | <b>To receive a recommendation from the Roads &amp; Pavements Safety Steering Group that a response to Central Government in relation to its Parking on Pavements consultation notes Wootton Parish Council's request for a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council and as detailed within Option Three) and to resolve a suitable course of action.</b> | Resolved to accept the recommendation without amendment.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                 | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                    |
| <b>FC20/269</b> | <b>To receive a recommendation from the Finance &amp; General Purposes Committee that the Local Government Services Pay Agreement 2020-21 be accepted and backdated to 1<sup>st</sup> April 2020 and to resolve a suitable course of action.</b>                                                                                                                                                           | Resolved to accept the recommendation without amendment.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                 | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                    |
| <b>FC20/270</b> | <b>To consider a grant request from Kempston Hammers Cricket Club (£2,500 to help with the replacement of an</b>                                                                                                                                                                                                                                                                                           | Resolved not to approve the grant request.<br>Proposed: Cllr Quirk.<br>Seconded: Cllr Noakes.                                                                                                                                                                                                                                                                                                                                            | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                    |

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Chairman.....

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Date 11<sup>th</sup> November 2020

|                 |                                                                                                                                                                                                                                                                                              |                                                                                                                                 |                        |                                |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|
|                 | <b>unsafe artificial pitch and practice nets) and to resolve a suitable course of action.</b>                                                                                                                                                                                                | Resolved by all present.                                                                                                        |                        |                                |
| <b>FC20/271</b> | <b>To consider a grant request from Transitions UK (£300 to help with materials use whilst running its Bedford Hub and Achieve project which supports 20-25 young people with learning disabilities including one young person from Wootton) and to resolve a suitable course of action.</b> | Resolved not to approve the grant request.<br>Proposed: Cllr Quirk.<br>Seconded: Cllr O'Dell.<br>Resolved by majority decision. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

**Meeting closed at 9.25pm.**

**Wootton Parish Council update October 2020**

**Bedford Council get money for High Street from HSHAZ programme**

Bedford will receive £1.76 million to deliver building works and a cultural programme to revive Bedford High Street. The South East Midlands Local Enterprise Partnership, Historic England and LoveBedford are contributing funding. Bedford Borough Council has currently earmarked 43 buildings as eligible for funding under the HSHAZ programme.

Improvements to these buildings could include:

Reinstatement of traditional shopfronts.

Conversion of vacant floor space for retail and/or residential use.

Repair and reinstatement of architectural details to the façade of buildings.

Undertaking structural works to help achieve these improvements.

If you are a building owner in Bedford Borough and your premises falls within the High Street Heritage Action Zone, you can speak with the HSHAZ team about possible refurbishments to your property. If you would like to get in touch, please contact Jessica Mittler, HSHAZ Project Manager:

- Email: [jessica.mittler@bedford.gov.uk](mailto:jessica.mittler@bedford.gov.uk)
- Tel: 01234 276452

**1m of Bedford 'Town funds' deal brought forward**

Following recent announcements of increased financial support for Bedford from the Government, the Borough has now been given an additional £1 million thanks to the £3.6 billion Towns Fund. Bedford will benefit from a range of regeneration and growth projects thanks to a Government scheme to respond to the impact of the coronavirus pandemic.

**Bedford Council given money to help end rough sleeping**

Secretary of State for Housing, Communities and Local Government, Rt Hon Robert Jenrick MP announced that 274 Councils including Bedford would receive funding to provide interim accommodation and support as part of the Government's commitment to end rough sleeping.

Bedford Council has been given a fund of £450,000 by the Government to provide vulnerable adults in the area with a safe place to stay during these unprecedented times caused by the COVID-19 pandemic.

<https://www.gov.uk/government/news/274-councils-set-to-receive-housing-support-for-vulnerable-people>

**Financial Impact of COVID-19 for Bedford Borough Council**

Bedford Borough Council's Executive discussed the financial impact of COVID-19 following a report highlighting that the council is facing a financial gap of between £22 and £36million over the next five years with the impact of COVID-19 causing a significant pressure. More news available: <https://www.bedford.gov.uk/news/Latest-News/2020-09-22-financial-impact-of-covid-19-for-bedford-borough-c/>

**School Admissions**

Bedford Borough Council's online admissions system is now open to all parents and carers whose children are due to transfer to secondary or upper school in September 2021.

Parents who live within the Borough who have a child in year 6 at primary school or year 8 at a middle school will need to transfer their child to a secondary school or upper school in September 2021. The transfer to Secondary 2021 round and the transfer to Upper 2021 round is available from 12 September 2020 via the Council website, closing 31 October 2020.

For parents who have a child due to transfer to middle school in September 2021, the transfer to middle school application form will go live from 26 September 2020 until 15 January 2021.

For children starting school in September 2021 (date of birth between 1 September 2016 – 31 August 2017), applications will open 26 September 2020 and will close 15 January 2021.

For further information go to [www.bedford.gov.uk/onlineadmissions](http://www.bedford.gov.uk/onlineadmissions)

**DfT looking for new Chairperson for East –West rail**

The Department for Transport announced that they are currently looking for a new chairperson for East-West rail.

### **Track and Trace App**

The government has released new legislation as part of its efforts to drive down the rate of coronavirus infection and support the test and trace system.

On Friday 18th September it became law for hospitality venues to enforce the rule of 6 or face a fine of up to £4,000 and to log contact details for customer, visitors and staff as part of NHS Test and Trace.

From today, Thursday 24th September, this has been extended so that it will be a legal requirement to display an official NHS QR code poster to help people check in to venues.

The NHS COVID-19 App also launched today across the country. It can be downloaded via <https://covid19.nhs.uk/>

### **Council Increases Access To Waste and Recycling Centre**

Changes at Bedford Borough's household waste recycling centre now mean more vehicles will be able to access the site and more booking slots will be available for anyone looking to drop off their waste and recycling.

From today (Thursday 17 September) vans and most trailers will be able to return to the site as they had prior to Covid-19. Like neighbouring authorities a booking system for the site remains in place to manage capacity, reduce waiting times and traffic congestion and keep everyone safe. Additionally the number of available slots has been increased, providing a further 448 slots a week.

### **Four week A428 closure between Bromham and Turvey**

Anglian Water has apologised for the inconvenience but insists damage to a water main was caused by a 'third party'.

<https://www.bedfordindependent.co.uk/drivers-told-to-prepare-for-four-week-a428-closure-between-bromham-and-turvey/>

Average Speed Cameras for Fields Road have been delayed until the first week of November, due to members of the team having to self-isolate.

The pinch point on Church Road/Cause End Road is back on course to be remodelled during October half term. Three-way traffic lights will be in operation so it will be interesting to see what effect this has on traffic in this area, bearing in mind complaints I have received from local residents. The crossing for Fields Road remains on target and works on the pathway to link Burgoyne Avenue with Fields Road should start soon. Hopefully the Amazon lorry/traffic situation should improve soon – I have asked for a directional sign to go on the bypass in Kempston Rural to stop traffic coming into the village. The 7.5T restriction signs are on order and should be in place by the end of November 2020.

Road closures: Bedford Borough Council are not authorising road closures at the moment due to Covid 19 pressures, and so the Remembrance Sunday event this year will be a small event. The Christmas Tree switch on event will also be cancelled this year – the schools are not taking part in any Christmas events this year, beyond their premises.

Bob Lunniss: The sad decision has been taken to cancel this year's event also.

s106 Monies: Council believe all s106 funding has been paid. Neil Laws will send me a copy of their payment schedules, by the end of this week. They are on target for the 400th occupation so the s106 funding (£700k) should be released to Bedford Borough Council by early next year for the 4G pitch.

I am virtually attending Bedford Borough Council's Full Council meeting on the same evening as Wootton Parish Council's. The agenda is full, and I hope to attend Wootton's meeting if timescales permit.

**BBCLlr John Wheeler**

**13th October 2020**

| FC20/246a September 2020 |                                                                                        |                  |                 |
|--------------------------|----------------------------------------------------------------------------------------|------------------|-----------------|
| Reference                | Offence Class Description                                                              | First Committed  | Address         |
| 40/52597/20              | Arson endangering life (Indictable)                                                    | 27/09/2020 02:30 | Harris Way      |
| 40/53067/20              | Assault occasioning actual bodily harm (ABH)                                           | 23/09/2020 13:30 | Hall End        |
| 40/50733/20              | Assault occasioning actual bodily harm (ABH)                                           | 17/09/2020 12:00 | Hall End        |
| 40/50284/20              | Assault occasioning actual bodily harm (ABH)                                           | 15/09/2020 00:00 | Hall End        |
| 40/50223/20              | Assault occasioning actual bodily harm (ABH)                                           | 15/09/2020 00:00 | Grovebury Court |
| 40/50273/20              | Assault occasioning actual bodily harm (ABH)                                           | 15/09/2020 14:30 | Lorraine Road   |
| 40/52949/20              | Assault without Injury - Common assault and battery                                    | 01/07/2020 00:00 | Barnes Road     |
| 40/52438/20              | Assault without Injury - Common assault and battery                                    | 25/09/2020 17:20 | Fields Road     |
| 40/52043/20              | Assault without Injury - Common assault and battery                                    | 23/09/2020 00:00 | St. Marys Road  |
| 40/51514/20              | Assault without Injury - Common assault and battery                                    | 19/09/2020 09:00 | Bedford Road    |
| 40/50654/20              | Assault without Injury - Common assault and battery                                    | 16/09/2020 10:00 | Grovebury Court |
| 40/50570/20              | Assault without Injury - Common assault and battery                                    | 16/09/2020 18:17 | Grovebury Court |
| 40/49390/20              | Assault without Injury - Common assault and battery                                    | 10/09/2020 16:00 | Fields Road     |
| 40/49241/20              | Assault without Injury - Common assault and battery                                    | 10/09/2020 12:00 | Tithe Barn Road |
| 40/50667/20              | Attempted - Interference with a motor vehicle                                          | 17/09/2020 02:26 | Denny Street    |
| 40/48350/20              | Breach of non-molestation order                                                        | 27/08/2020 00:01 |                 |
| 40/50376/20              | Burglary - Business And Community                                                      | 15/09/2020 00:00 | Cranfield Road  |
| 40/47659/20              | Burglary - Business And Community                                                      | 01/09/2020 17:10 | Fields Road     |
| 40/51306/20              | Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking | 20/09/2020 00:00 |                 |
| 40/47784/20              | Harassment - without violence (course of conduct)                                      | 04/02/2019 00:00 |                 |
| 40/52594/20              | Having possession of a controlled drug - Class B - Cannabis                            | 27/09/2020 00:00 | Harris Way      |
| 40/52402/20              | Other criminal damage to a vehicle (Under £5,000)                                      | 25/09/2020 18:15 | A421            |
| 40/52811/20              | Other criminal damage, other (Under £5,000)                                            | 31/08/2020 00:00 | Manor Road      |
| 40/51736/20              | Other criminal damage, other (Under £5,000)                                            | 22/09/2020 19:00 | Early Mead      |
| 40/51136/20              | Other criminal damage, other (Under £5,000)                                            | 18/09/2020 22:00 | Fields Road     |
| 40/49427/20              | Other criminal damage, other (Under £5,000)                                            | 01/09/2020 09:00 | Church Road     |

Appendix 1a

|             |                                                                                                               |                  |                 |
|-------------|---------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| 40/47368/20 | Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog | 31/08/2020 00:00 | Harris Way Park |
| 40/51522/20 | Sec 4a POA Causing intentional harassment, alarm or distress                                                  | 16/09/2020 18:17 | Grovebury Court |
| 40/52479/20 | Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988               | 25/09/2020 19:26 |                 |
| 40/48146/20 | Sexual                                                                                                        | 04/09/2020 00:00 |                 |
| 40/48147/20 | Sexual                                                                                                        | 04/09/2020 00:00 |                 |
| 40/50888/20 | Theft from a motor vehicle                                                                                    | 17/09/2020 06:15 | Hutchings Close |
| 40/50362/20 | Theft from a motor vehicle                                                                                    | 15/09/2020 23:00 | A421            |
| 40/50271/20 | Theft from a motor vehicle                                                                                    | 14/09/2020 23:00 | Simms Close     |
| 40/50158/20 | Theft from a motor vehicle                                                                                    | 14/09/2020 18:30 | A421            |
| 40/49562/20 | Theft from a motor vehicle                                                                                    | 09/09/2020 00:00 | A421            |
| 40/51008/20 | Theft if not classified elsewhere                                                                             | 18/09/2020 22:00 | Haycroft        |
| 40/49202/20 | Theft if not classified elsewhere                                                                             | 09/09/2020 18:38 | Fields Road     |
| 40/48088/20 | Theft or Unauthorised Taking of a Pedal Cycle                                                                 | 04/09/2020 20:00 | School Lane     |
| 40/52173/20 | Wounding with intent to do grievous bodily harm (Indictable)                                                  | 24/09/2020 00:00 | Studley Road    |

## Appendix 2

**FC20/247**

Nothing significant to report.

**FC20/251**

**Neighbourhood Plan Steering Group Report**

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

**16<sup>th</sup> September 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.
- NP20/081 + NP20/096 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/096.
- NP20/079+NP20/080 + NP20/094+NP20/095 – Emerging Neighbourhood Plan. Refer to agenda item NP20/094+NP20/095.  
NP20/082 + NP20/097 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/097.

**Resolutions**

**NP20/093 – 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.

**NP20/094 – 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.**

The final version of the Pre-Submission Neighbourhood Plan was delivered on 7<sup>th</sup> September 2020.

**NP20/095 – 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.

**NP20/096 – 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 land owners/agents had been made aware of the upcoming Regulation 14 Pre-Submission Consultation. No responses had been received to date. No further updates were received from SS.

**NP20/097 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.**

SS confirmed the assessment had been received and would accompany the pre-submission Neighbourhood Plan. SS had identified a number of required changes and asked for any other comments/observations by Friday 18<sup>th</sup> September 2020 (morning).

**NP20/098 – To discuss the upcoming Regulation 14 Consultation and to make recommendation to Full Council as necessary.**

The following points were noted:

- TR agreed to collect the Neighbourhood Plan printing from Bedford Borough Council and SP confirmed the order would be given asap;
  - GB and JW confirmed they could help when required. TR would also assist and bring the display boards. No other bookings were in place for the two weekends so display materials could remain in situ until Sunday;
  - SO and KR would re-site one publicity banner outside the Community Centre to ensure visitors knew they were at the right location;
  - SP agreed to send the Pre-Submission Neighbourhood Plan to all statutory consultees;
- All other issues were in hand.

**NP20/099 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.**

SO raised an issue that had been discussed at September's Full Council in relation to central government's consultation on 'Changes to the Planning System' and sought advice from SS on the 'First Homes Policy'. It was agreed the six month rule regarding Neighbourhood Plan submissions for examination was unreasonable and should be extended to nine months.

After detailed discussion it was resolved to recommend the Planning & Environment Committee respond to the consultation with a particular focus on the 'First Homes Policy' and six month rule.

Proposed: SO.

Seconded: JN.

Resolved by all present.

**NP20/100 – 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**

**2<sup>nd</sup> October 2020**

**FC20/252**

**Planning & Environment Committee Report**

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

**9<sup>th</sup> September 2020**

**Matters arising from the minutes – for information only**

See under 30<sup>th</sup> September 2020.

**Planning Applications – for resolution**

20/01793/FUL – 10 Bedford Road. First floor side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

20/01842/OUT – 18 and Land at 16 Bedford Road. Outline application for demolition of existing dwelling and erection of five dwellings with all matters reserved except for access.

The member of the public spoke to raise concerns, not against the development per se, but how the outbuildings on the land would be disposed of, as it was suspected they contained asbestos. Concerns were also raised over machinery parts, oils and paints which had been stored on site for many years and potential soil contamination. The site itself was essentially waste land until clearance works began two years ago and was home to a variety of wildlife, including foxes, badgers and bats.

A detailed discussion was then held by councillors and it was resolved **TO OBJECT** using the following material considerations:

- The proposal represented an overdevelopment of the site;
- The proposal was not in keeping with the street scene;
- The proposal did not accord with the parish council's emerging Neighbourhood Plan nor Bedford Borough Council's recently adopted Local Plan 2030;
- The proposed access was too close to a bus stop on Bedford Road and would cause safety issues;
- Access/egress to the site was too narrow and would compromise the visual splay, again causing safety issues and parking congestion on Bedford Road;
- The proposal was sited along the safe route to school between the two lower school sites and would compromise children's safety;

The following observations were also made:

- Bedford Borough Council should oversee the safe removal of outbuildings on site which may contain asbestos;
- Bedford Borough Council should also oversee the safe removal of machinery parts, oil and paint and check the site for soil contamination.

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

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

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

This council previously raised no objection.

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

19/01590/FUL – 41 Cause End Road. Condition 3 – Materials (Discharge of Condition). Permitted.  
This council previously raised an objection.

**Resolutions**

**P20/185 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.**

Resolved that planning application 20/01842/OUT be called in for determination by the full planning committee of Bedford Borough Council. Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

**30<sup>th</sup> September 2020**

**Report from outside organisations – for information only**

Bedford Borough Council – Renhold and Staploe Neighbourhood Areas. Bedford Borough Council has designated Renhold and Staploe Neighbourhood Areas which is the whole civil parish in both cases. Further information and a copy of the Council's decision statement, including a map of the Neighbourhood Areas can be viewed on the Council's website at: [www.bedford.gov.uk/neighbourhoodplanning](http://www.bedford.gov.uk/neighbourhoodplanning).

As a result of the designation, Renhold and Staploe Parish Councils will be able to proceed to prepare a Neighbourhood Development Plan/Order.

**Matters arising from the minutes – for information only**

- P19/059 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27<sup>th</sup> 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 31<sup>st</sup> 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 9<sup>th</sup> 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 10<sup>th</sup> 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 31<sup>st</sup> 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 27<sup>th</sup> 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 24<sup>th</sup> June 2020.
- P18/183 – Works to St. Mary's cemetery extension hedgerow. Resolved 8<sup>th</sup> 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 has been informed (18<sup>th</sup> August 2020) these works will now be

carried out by Bedford Borough Council's own contractors and BBCllr/Cllr Wheeler will liaise with Canon Ackroyd to inform him of latest developments. Works are expected to be completed by the end of September 2020.

- P20/061 – Improved entrance signage at Lorraine Road cemetery. Resolved 30<sup>th</sup> 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 10<sup>th</sup> 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. The clerk is now obtaining planning permission and sourcing suitable contractors to quote for the works.
- P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Resolved 30<sup>th</sup> October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works. A quotation to pressure wash the area before carrying out remedial works has been accepted subject to clarification over the use of weed killer.
- 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 continues to chase for timescales.

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

20/01593/TPO – 5 Potters Cross, Wootton. T1 Ash – thin crown by 20% and reduce crown by 20%.  
This council was not previously consulted on this application.

20/01664/NMA – 31 Hall End Road. (18/00359/FUL) – Non-material minor amendment application to amend the external finishes. Render finish to be replaced with a red multi facing brick, existing pebbledash render to be removed and replaced with an insulated brick slip system, existing chimneys to be removed, approved openings revised, all external guarding to the rear flat roof to be glazed instead of metal railings, garage column has been removed and balcony railings amended.  
This council previously resolved **NO OBJECTION**.

#### **Resolutions**

**P20/198 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Nirmal Badhan T/A Dave's Snax and to resolve a suitable course of action.**

Resolved to accept the renewal application without further comment.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

**P20/199 – To receive a recommendation from the Neighbourhood Plan Steering Group that the Planning & Environment Committee respond to central government's 'Changes to the Planning System' consultation and to resolve a suitable course of action.**

Resolved to accept the recommendation that the six month rule relating to Neighbourhood Plan submissions (as detailed within the First Homes Policy) be extended to nine months.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

**Sue Edgar Playford PSLCC**

**Clerk to the Council and Responsible Financial Officer**

**2<sup>nd</sup> October 2020**

**FC20/253****ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP<sup>1</sup> 2020-21**

WPC<sup>2</sup> publishes a SAP<sup>3</sup> annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&PSSG<sup>4</sup> 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](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.<br><br>(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>15<sup>th</sup> January 2020</u><br>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).<br><br><u>4<sup>th</sup> March 2020</u><br>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.<br><br><u>20<sup>th</sup> May 2020</u> | BBC/Persimmon.  |

<sup>1</sup> Project Action Plan.

<sup>2</sup> Wootton Parish Council.

<sup>3</sup> Strategic Action Plan.

<sup>4</sup> Roads & Pavements Safety Steering Group.

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|                                      |     |          |                       | <p>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).</p> <p><u>15<sup>th</sup> July 2020</u><br/>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.</p> <p><u>16<sup>th</sup> September 2020</u><br/>It was noted the Harris Way crossing was underway. The estate was expected to be resurfaced Q4 2020/Q1 2021.</p> |                          |
| Berryfields Estate (infrastructure). | GL. | Ongoing. | Persimmon to finance. | <p><u>15<sup>th</sup> January 2020</u><br/>WPC had requested it be involved in the inspection/snagging issues ahead of BBC adopting the area. BBC<sup>5</sup>'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.</p> <p><u>4<sup>th</sup> March 2020</u><br/>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</p>                                                                                                                                                                                                                 | GL/SO.<br>BBC/Persimmon. |

<sup>5</sup> Bedford Borough Council.

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|                   |          |          |      | <p>week window. SP/JW agreed to chase for a further update.</p> <p><u>20<sup>th</sup> May 2020</u></p> <p>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 with GL and Thomas Emmett to ensure a handover ‘by default’ did not occur.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>JW had been informed the handover would take place Q2 2021.</p> |      |
| Bus routes/stops. | Various. | Ongoing. | BBC. | <p><u>15<sup>th</sup> January 2020</u></p> <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BBC. |

|  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
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|  |  |  |  | <p>for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change.</p> <p>It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above.</p> <p><u>4<sup>th</sup> March 2020</u></p> <p>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.</p> <p><u>20<sup>th</sup> May 2020</u></p> <p>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.</p> |  |
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|  |  |  |  | <p>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.</p> <p>SP agreed to chase KR regarding publication of bus times in the doctor's surgery.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>No further updates were received regarding publication of bus times in the doctor's surgery. A virtual meeting was held with Concept who were investigating the placement of a bus stop on Burgoyne Avenue by BBC. This could impact on the installation of other bus stops. It was noted Burgoyne Avenue was open and the crossing for Fields Road was expected to be completed Q4 2020/21. The new bus route should come into effect then.</p> |  |
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|  |  |  |  | <p>JW was asked to establish where other bus stops may be located and confirmed this would be taken forward when the new Head of Highways at BBC was appointed.</p> <p><u>15<sup>th</sup> January 2020</u></p> <p>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.</p> <p>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.</p> <p>Proposed: HM.<br/>Seconded: GB.<br/>Resolved by all present.</p> <p><u>4<sup>th</sup> March 2020</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Bedford Road (Potters Cross area – both sides);</li> </ul> |  |
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|                      |          |                                         |                    | <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>20<sup>th</sup> May 2020</u><br/>No further update available – JW had chased Chris Pettifer.</p> <p><u>15<sup>th</sup> July 2020</u><br/>It was noted Chris Pettifer no longer worked for BBC and JW was asking Iain Booth for advice on this issue.</p> <p><u>16<sup>th</sup> September 2020</u><br/>JW confirmed the budget had been approved and that works would be taken forward when the new Head of Highways at BBC was appointed.</p> |                    |
| Cause End Road leak. | Various. | Ongoing – carried forward from 2018-19. | BBC/Anglian Water. | <p><u>15<sup>th</sup> January 2020</u><br/>BBC were programming works to replace the entire length of draining pipework.</p> <p><u>4<sup>th</sup> March 2020</u><br/>Test work was complete and works were programmed to take place between 26<sup>th</sup> March – 7<sup>th</sup> 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).</p> <p><u>20<sup>th</sup> May 2020</u><br/>Remedial works were programmed for May 2020.</p> <p><u>15<sup>th</sup> July 2020</u></p>                                                                  | BBC/Anglian Water. |

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|                                                                     |                              |                                         |                              | <p>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.</p> <p><u>16<sup>th</sup> September 2020</u><br/> JW confirmed Anglian Water had completed all works. Timescales were awaited for completion of resurfacing works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |
| Church Road/Cause End Road junction/pavement – too narrow in parts. | Committee discussion and CB. | Ongoing – carried forward from 2017-18. | FRS <sup>6</sup> to finance. | <p><u>15<sup>th</sup> January 2020</u><br/> Dates and timescales to square off the junction were still not known.</p> <p><u>20<sup>th</sup> May 2020</u><br/> 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.</p> <p><u>15<sup>th</sup> July 2020</u><br/> It was noted works would be carried out when Cause End Road resurfacing was complete.</p> <p><u>16<sup>th</sup> September 2020</u><br/> Works had been programmed for October 2020 half term and St. Mary's church had been informed of proposed works to reduce the height of the hedgerow alongside the churchyard extension.</p> | BBC/Developer. GL. |

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<sup>6</sup> Fields Road South

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| Fields Road HGV signage (now extended to the entire village). | N/A.      | N/A.     | N/A. | <p><u>15<sup>th</sup> January 2020</u><br/>JW confirmed installation of signage will be completed by the end of Q1 2020.</p> <p><u>20<sup>th</sup> May 2020</u><br/>Andy Prigmore confirmed works would not take place until Coronavirus (Covid-19) restrictions had been lifted. Statutory notices had not yet been published.</p> <p><u>15<sup>th</sup> July 2020</u><br/>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.</p> <p><u>16<sup>th</sup> September 2020</u><br/>It was noted the consultation had finished, however existing workloads at BBC meant a possible delay of 2-3 months for the signage to be erected. JW confirmed he had asked BBC to liaise with Central Bedfordshire Council regarding the positioning of signage along Cranfield Road.</p> | BBC. |
| Fields Road – junction with Bedford Road/Cranfield Road.      | Resident. | Ongoing. | BBC. | <p><u>20<sup>th</sup> May 2020</u><br/>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | BBC. |

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|                           |      |      |      | <p>parking outside the Cock Inn PH which restricts views when leaving Fields Road.</p> <p>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.</p> <p>JW agreed to request 'road change' signage in Church Road be taken down.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p>SP had been informed by JW the 'road change' signage in Church Road would be removed imminently.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>No further updates received.</p> |      |
| Fields Road white lining. | N/A. | N/A. | N/A. | <p><u>4<sup>th</sup> March 2020</u></p> <p>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.</p> <p>After discussion it was proposed to request BBC white line the entire length of Fields Road – centrally</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | BBC. |

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|                                                                                                                                                                                                                                                     |            |          |                     | <p>and both sides of the road and to make the same recommendation to Full Council.<br/> Proposed: SO.<br/> Seconded: HM.<br/> Resolved by all present.</p> <p><u>20<sup>th</sup> May 2020</u><br/> Resolved at Full Council on 8<sup>th</sup> April 2020 to delay forwarding this recommendation to BBC due to ongoing Coronavirus (Covid-19) restrictions.</p> <p><u>15<sup>th</sup> July 2020</u><br/> 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.</p> <p><u>16<sup>th</sup> September 2020</u><br/> A report requesting these works had been submitted to BBC and an acknowledgement received. JW agreed to chase for a further update.</p> |     |
| 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.<br><br>(To include also the pavement by the Legstraps | Residents. | Ongoing. | Not yet identified. | <p><u>15<sup>th</sup> January 2020</u><br/> 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.</p> <p><u>4<sup>th</sup> March 2020</u><br/> Jon Pauling had undertaken a site visit at One Stop Shop (now Tesco Express). The following was suggested:<br/> <i>“With regards to the parking situation outside the Tesco Express in Cause End Rd, the most obvious</i> </p>                                                                                                                                                                                                                                                  | SO. |

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| <p>PH) and issues within “Little Wootton”).</p> <p>(To include fading white lining at several sites within the village).</p> <p>(To include the newly-widened footpath along Fields Road North).</p> <p>(To include outside 19a Bedford Road).</p> <p>(To include parking restrictions including yellow lining).</p> |  |  |  | <p><i>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 utilize the forecourt to load/unload whilst maintaining traffic flow on Cause End Rd”.</i></p> <p>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).</p> <p><u>20<sup>th</sup> May 2020</u></p> <p>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.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>It was acknowledged the new shops on Harris Way had helped to alleviate parking and congestion in this area. Move to close.</p> <p><u>15<sup>th</sup> January 2020</u></p> |  |
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|  |  |  |  | <p>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.</p> <p>Proposed: SO.<br/>Seconded: TI.<br/>Resolved by all present.</p> <p><u>4<sup>th</sup> March 2020</u><br/>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.</p> <p><u>20<sup>th</sup> May 2020</u><br/>A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC.</p> <p><u>16<sup>th</sup> September 2020</u><br/>No further update available.</p> <p><u>15<sup>th</sup> January 2020</u><br/>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 10<sup>th</sup> December that WPC would assist with resident notification. JW (in his absence) was asked to follow this up with Andy Prigmore.</p> |  |
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|  |  |  |  | <p><u>4<sup>th</sup> March 2020</u><br/>No further update received.</p> <p><u>20<sup>th</sup> May 2020</u><br/>A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC.</p> <p><u>16<sup>th</sup> September 2020</u><br/>No further update available.</p> <p><u>15<sup>th</sup> January 2020</u><br/>JW and SP met with Melanie MacLeod BBC on 13<sup>th</sup> 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 20<sup>th</sup> November 2019:</p> <ul style="list-style-type: none"> <li>• Bedford Road - £15,000</li> <li>• Fields Road - £5,000</li> <li>• Keeley Lane (in the vicinity of the Legstraps PH - £2,000.</li> </ul> |  |
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|  |  |  |  | <p>It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites.</p> <p>SP had emailed Melanie with the above suggestions on 23<sup>rd</sup> December. JW (in his absence) was asked to follow this up with Melanie MacLeod.</p> <p><u>4<sup>th</sup> March 2020</u></p> <p>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.</p> <p>Proposed: GL.</p> <p>Seconded: HM.</p> <p>Resolved by all present.</p> <p><u>20<sup>th</sup> May 2020</u></p> <p>SP noted inconsiderate/pavement parking was now an issue in Tithe Barn Road.</p> <p>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 13<sup>th</sup> May 2020 (FC20/135) to leave this recommendation on file until further guidance had been received from central government.</p> <p>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</p> |  |
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|  |  |  |  | <p>out in the near future (report dated 12<sup>th</sup> March 2020) and SO had (as a private individual) written to Nadine Dorries MP to establish when that consultation would likely take place.</p> <p>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.</p> <p>JW agreed to make enquiries regarding BBC's stance on this issue too.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p>No update was available from JW regarding BBC's stance on the same.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>Members were asked to note central government's consultation on pavement parking:<br/> <a href="https://www.gov.uk/government/consultations/managing-pavement-parking">https://www.gov.uk/government/consultations/managing-pavement-parking</a>.</p> <p>SO detailed the options available and after discussion it was resolved to make a recommendation to Full Council that option 3 (a blanket ban with exceptions</p> |  |
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|                                                             |           |          |      | <p>as determined by BBC) be considered the most appropriate. It was noted emergency services vehicles were exempt from all proposals.</p> <p>Proposed: SO.</p> <p>Seconded: GL.</p> <p>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                              |      |
| Pavement – Payne Road.<br>(Including Beauchamp and Monoux). | CB.       | Ongoing. | BBC. | <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p><u>16<sup>th</sup> September 2020</u></p> <p>SP agreed to email all members of Full Council to request a list of all pavements thought in needed of resurfacing. This would be collated before being prioritised at Full Council in October 2020.</p> | BBC. |
| Signage of Rights of Way – various areas.                   | Resident. | Ongoing. | BBC. | <p><u>20<sup>th</sup> May 2020</u></p> <p>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.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>SP confirmed BBC intended to install additional signage, however timescales were not yet known.</p> <p><u>16<sup>th</sup> September 2020</u></p>                                                               | BBC. |

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|                                                                                                                                                                                                                                                                                   |                       |          |                     | Signage has now been installed. Move to close.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| <p>Speed restrictions – identifying what would work best and in what areas.</p> <p>(Members to note a request to include Wootton Green has now been received).</p> <p>(Members to note also a request has been made to re-paint the 30 mph repeater signs along Keeley Lane).</p> | Committee discussion. | Ongoing. | Not yet identified. | <p><u>15<sup>th</sup> January 2020</u></p> <p>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.</p> <p>A request to introduce a village-wide 20MPH speed limit was dismissed by Andy Prigmore who stated:</p> <p><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></p> <p><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. 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></p> <p>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).</p> <p>TI added RoSPA were in favour of 20mph limits which were effective at preventing injuries and hoped to see</p> | GL. |

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|  |  |  |  | <p>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.</p> <p>JW (in his absence) was asked to forward this also to Andy Prigmore).</p> <p><u>4<sup>th</sup> March 2020</u></p> <p>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).</p> <p><u>20<sup>th</sup> May 2020</u></p> <p>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*.</p> |  |
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|  |  |  |  | <p>Members were asked to consider a request from JW to select a road for the ASC being funded by BBC (one pair of cameras).</p> <p>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.</p> <p>*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.</p> <p>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.</p> <p><u>15<sup>th</sup> July 2020</u></p> <p>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.</p> <p>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</p> |  |
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|                                                 |                                     |          |                     | <p>request (given Wootton Green's division) before involving BBC. GL will provide a map of the area with the varying zones noted, for ease.</p> <p>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.</p> <p><u>16<sup>th</sup> September 2020</u><br/> A report was delivered to Marston Moreteyne Parish Council asking them to consider the above request). Works to install the average speed cameras on Fields Road were programmed for Q4 2020.</p> |                |
| Wootton Village Entrance Sign (Cranfield Road). | Jeff Noakes (non-committee member). | Ongoing. | Not yet identified. | <p><u>15<sup>th</sup> January 2020</u><br/> 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).</p> <p><u>16<sup>th</sup> September 2020</u><br/> A ditch had been created in this area and the verges cut back which removed the obstruction. Move to close.</p>                                                                                                                                                                                                       | BBC/Developer. |

To be reviewed at each committee meeting.

**FC20/254****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](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 | <p><u>14<sup>th</sup> August 2019</u><br/>Jon Shortland has confirmed the tender will be awarded on 21<sup>st</sup> October 2019 but works most likely won't start until early 2020</p> <p><u>12<sup>th</sup> August 2020</u><br/>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)</p> <p><u>14<sup>th</sup> October 2020</u><br/>No further updates received</p> | Cllrs Lloyd and Wheeler |
| High     | Community Centre Lease Agreement | 2020       | £0        | £0                   | £0        | £1,500   | <p><u>13<sup>th</sup> May 2020</u><br/>The completed TP1 Form has now been received and the bullet point responsibilities are being finalised ahead of lease completion</p> <p><u>9<sup>th</sup> September 2020</u><br/>The draft lease, bullet points and responses have been sent back to Hillary Cooper Law</p>                                                                                                                                                                                                                                                                                                                     | Cllr Bygraves           |

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| High   | Community Centre Office Setup | 2020 | £0                 | Will be taken from s106 funding paid by Persimmon | £0 | £0 | <p><u>10<sup>th</sup> June 2020</u><br/>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</p> <p><u>14<sup>th</sup> October 2020</u><br/>Office is now fully equipped. Move to close</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Cllr Lloyd  |
| Medium | Defibrillators                | 2020 | £2,000             | £0                                                | £0 | £0 | <p><u>8<sup>th</sup> January 2020</u><br/>Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11<sup>th</sup> December 2019</p> <p><u>12<sup>th</sup> February 2020</u><br/>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</p> <p><u>11<sup>th</sup> March 2020</u><br/>A defibrillator is now in situ at the Memorial Hall</p> <p><u>14<sup>th</sup> October 2020</u><br/>BBCllr/Cllr Wheeler has received confirmation from the landlord that a defibrillator can be sited on the wall of the pharmacy and the clerk has placed an order for all relevant components (delivery confirmed by Chris Maher, Wootton Community First Responder). It was hoped installation would take place on 17<sup>th</sup> October 2020.</p> | Cllr O'Dell |
| Low    | Lecterns                      | 2020 | £1,200 per lectern | £0                                                | £0 | £0 | <p><u>8<sup>th</sup> January 2020</u><br/>Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11<sup>th</sup> December 2019</p> <p><u>13<sup>th</sup> May 2020</u><br/>Issues surrounding CIL funding have put this project on hold indefinitely</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Quirk  |

|      |                                  |                  |    |        |           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
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|      |                                  |                  |    |        |           |          | <p><u>12<sup>th</sup> August 2020</u><br/>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</p> <p><u>9<sup>th</sup> September 2020</u><br/>Cllr Quirk confirmed the text had been drafted and would be circulated to members for approval after he had met with Graffit (who installed the previous lectern at Keeley End Pond)</p> <p><u>14<sup>th</sup> October 2020</u><br/><b>No further updates received</b></p>                                                                                                                                                   |              |
| Low  | Lorraine Road Cemetery extension | Ongoing          | £0 | £0     | £12,000   | £100,000 | <p><u>12<sup>th</sup> February 2020</u><br/>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cllr Quirk   |
| High | Neighbourhood Plan               | 2020 and ongoing | £0 | £8,000 | £5,733.43 | £0       | <p><u>12<sup>th</sup> February 2020</u><br/>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<sup>th</sup> December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030.</p> <p><u>10<sup>th</sup> June 2020</u><br/>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</p> <p><u>12<sup>th</sup> August 2020</u><br/>All locations within Cllr O'Dell's report for the placement of publicity banners have been agreed –</p> | Cllr Hensher |

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|     |                |         |        |    |      |      | <p>being the four entry points for the village. Further locations can be added in the future if necessary</p> <p>Cllr O'Dell has agreed to act as the point of liaison and contact potential printers for guidance and costings</p> <p>Resolved to approve the above</p> <p>Proposed: Cllr Lloyd</p> <p>Seconded: Cllr Randell</p> <p>Resolved by all present</p> <p><u>9<sup>th</sup> September 2020</u></p> <p>An order for banners has been given and the clerk has ordered all necessary Covid-19 supplies ahead of the Regulation 14 pre-submission public consultation in September/October. Exhibition materials are currently with the printers and Cllr Lloyd is drafting an attendance rota for steering group members</p> <p><u>14<sup>th</sup> October 2020</u></p> <p>The Regulation 14 pre-submission consultation is still ongoing and the public consultation finished on 11<sup>th</sup> October 2020</p> |             |
| Low | Noticeboards   | Ongoing | £0     | £0 | £500 | £500 | <p><u>12<sup>th</sup> February 2020</u></p> <p>When needed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk       |
| Low | Public Seating | 2020    | £7,000 | £0 | £0   | £0   | <p><u>8<sup>th</sup> January 2020</u></p> <p>Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11<sup>th</sup> December 2019</p> <p><u>12<sup>th</sup> February 2020</u></p> <p>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</p> <p><u>12<sup>th</sup> August 2020</u></p>                                                                                                                                                                                                                                                                                                                                                                              | Cllr O'Dell |

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|     |                                             |         |         |  |  |         | <p>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</p> <p>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</p> <p>Proposed: Cllr Quirk</p> <p>Seconded: Cllr Randell</p> <p>Resolved by all present</p> <p><u>9<sup>th</sup> September 2020</u></p> <p>A purchase order has been submitted and acknowledgement received. Ongoing</p> <p><u>14<sup>th</sup> October 2020</u></p> <p>No further updates received</p> |             |
| Low | Real Time Passenger Information (Bus Stops) | Ongoing | £33,000 |  |  | £33,000 | <p>8<sup>th</sup> January 2020</p> <p>Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11<sup>th</sup> December 2019</p> <p><u>12<sup>th</sup> February 2020</u></p> <p>Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council</p> <p><u>12<sup>th</sup> August 2020</u></p> <p>A formal report requesting units at four (possibly five) locations has been submitted to Bedford Borough Council and an acknowledgement has been received</p> <p><u>14<sup>th</sup> October 2020</u></p> <p>No further updates received</p>                                                                                              | Cllr O'Dell |

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| Medium | St Mary's Churchyard Brick Wall and Railings                    | Ongoing |  |                       | £10,000 | £10,000  | <p><u>12<sup>th</sup> February 2020</u><br/>The clerk will be arranging a meeting Q1 2020 to determine with St. Mary's Church how best to proceed</p> <p><u>9<sup>th</sup> September 2020</u><br/>Delayed due to ongoing Coronavirus (Covid-19) restrictions</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Cllr Quirk    |
| Low    | Street Lighting Columns – Transfer to BBC                       | Ongoing |  |                       | £10,000 | £10,000  | <p><u>15<sup>th</sup> February 2020</u><br/>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</p> <p><u>9<sup>th</sup> September 2020</u><br/>The clerk has provided BBC with a revised inventory and latest column/lighting assessments. It was noted six columns in the vicinity of the Cock Inn PH and double mini roundabout at Bedford Road/Church Road/Cranfield Road/Fields Road were damaged/unadopted and BBCllr/Cllr Wheeler agreed to take this forward with Bedford Borough Council</p> | Cllr Quirk    |
| Medium | Synthetic 4g Pitch as part of the Fields Road South Development | Ongoing |  | £700,000 s106 funding |         | £700,000 | <p><u>12<sup>th</sup> February 2020</u><br/>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</p> <p><u>11<sup>th</sup> March 2020</u><br/>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 –</p>                                                                                                                                                                                             | Cllr Bygraves |

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|  |  |  |  |  |  | <p>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.</p> <p>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.</p> <p><u>8<sup>th</sup> April 2020</u></p> <p>Cllrs Wheeler and Bygraves met recently with representatives from Wootton Academy Trust and an ecological survey has been requested</p> <p><u>8<sup>th</sup> July 2020</u></p> <p>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.</p> <p>Resolved to approve the above.</p> <p>Proposed: Cllr Noakes.</p> <p>Seconded: Cllr Hensher.</p> <p>Resolved by all present.</p> <p><u>12<sup>th</sup> August 2020</u></p> <p>An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licensed method statement. Electronic maps are required to facilitate the production of both. BBCllr/Cllr Wheeler confirmed a meeting with Slatters was</p> |  |
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|     |                                                      |                  |  |  |                                                                             |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
|-----|------------------------------------------------------|------------------|--|--|-----------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|     |                                                      |                  |  |  |                                                                             |         | <p>taking place on 19<sup>th</sup> August 2020 which should provide further information</p> <p><u>14<sup>th</sup> October 2020</u></p> <p>Cllr Lloyd is currently drafting a tender which will require formal Full Council approval before circulation. Bedford Borough Council has stated it is in the best interests of the parish council to obtain both an option notice from the developer (BBCllr/Cllr Wheeler has requested this) and planning permission for the pitch in the desired location. The latter is required before Bedford Borough Council will transfer the s106 funding to the parish council. Bedford Borough Council has also confirmed once the contract for construction is in place, it will transfer the s106 funding in accordance with the previous stipulations.</p> |             |
| Low | Wootton Village Entrance Sign(s) – Various Locations | 2020 and ongoing |  |  | <p>£20,000</p> <p>Fields Road<br/>£15,000</p> <p>Keeley Lane<br/>£5,000</p> | £20,000 | <p><u>12<sup>th</sup> February 2020</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Current Standard Metal Sign;</li> <li>• Wooden sign (as seen on Cranfield Road);</li> <li>• Brick sign (as seen on Bedford/Wootton Road).</li> </ul> <p>Replacement signs for Cranfield Road and Fields Road to follow</p> <p><u>9<sup>th</sup> September 2020</u></p> <p>Delayed due to ongoing Coronavirus (Covid-19) restrictions (a newsletter was not produced for June/September 2020)</p>                                                                                                                                                       | Cllr Martin |

**FC20/255****RISK ASSESSMENTS PLAN 2020-21**

WPC<sup>7</sup> 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](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          | 29.9.20       | None                                                                                                                                                                                                                               |                                      | 29.9.20 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<br><br>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          | 29.9.20       | None                                                                                                                                                                                                                               |                                      | 29.9.20 SP                   |
| Christmas Tree (including Switch On Event) | SP          | 1.10.20       | JW will bring this up under his report at October's FC meeting – members to                                                                                                                                                        | Nov 20                               | 1.10.20 SP                   |

<sup>7</sup> Wootton Parish Council  
Full Council Minutes 14<sup>th</sup> October 2020

|                                |       |         |                                                                                                                       |                                                                                                                                                                                                      |                                                    |
|--------------------------------|-------|---------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                                |       |         | determine what to do for 2020 in light of ongoing Covid-19 restrictions                                               |                                                                                                                                                                                                      |                                                    |
| Community Centre               | SP    | 10.7.19 | Moving forward, this risk assessment should be undertaken by the Charitable Trust                                     | Jun 20                                                                                                                                                                                               | 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                                             | Undertaken by Wootton's Community First Responders |
| 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/SP | 29.9.20 | Land & Water Services Ltd have been appointed to clear weeds and ensure the water is sufficiently oxygenated for fish | 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    | 29.9.20 | None                                                                                                                  | 8.7.20 – Covid-19 update: Both members of staff are lone workers and have been provided with gloves and hand sanitiser                                                                               | 29.9.20 SP                                         |
| Lone & Isolated Working        | SP    | 29.9.20 | None                                                                                                                  | 8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been provided with gloves and hand sanitiser. The clerk is currently working from home and all | 29.9.20 SP                                         |

|                           |    |         |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                             |            |
|---------------------------|----|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                           |    |         |                                                                                                                                                                                                                                                                                                                         | meetings are being held remotely                                                                                                                                                                                                                                                                            |            |
| Marquee                   | SP | 22.1.20 | None                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                             | 12.2.20 SP |
| Memorial Hall Play Area   | SP | 29.9.20 | 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. To be reviewed monthly at Full Council | 29.9.20 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 put an inspection regime in place. Moving forward, this risk assessment will be undertaken by the Charitable Trust | 8.7.20 – Please refer to the separate risk assessment for Covid-19                                                                                                                                                                                                                                          |            |
| Outdoor Film/Cinema Event | GL | 12.5.19 | None                                                                                                                                                                                                                                                                                                                    | 8.7.20 – Covid-19 update: Cancelled for 2020                                                                                                                                                                                                                                                                | 29.9.20 SP |

|                                                                 |    |         |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                 |            |
|-----------------------------------------------------------------|----|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Recreation Ground Car Park Opening/Closure including volunteers | SP | 29.9.20 | None                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                 | 29.9.20 SP |
| Recreation Ground Play Area                                     | SP | 29.9.20 | None                                                                                                                                                                                                                                                                               | 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. To be reviewed monthly at Full Council | 29.9.20 SP |
| Remembrance Sunday Parade                                       | SP | 1.10.20 | None                                                                                                                                                                                                                                                                               | 1.10.20 – The risk assessment has been significantly amended for 2020.                                                                                                                                                          | 1.10.20 SP |
| Silhouette                                                      | SP | 29.9.20 | None                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                 | 29.9.20 SP |
| Skate Park                                                      | SP | 29.9.20 | None                                                                                                                                                                                                                                                                               | 8.7.20 – Please refer to the separate risk assessment for Covid-19                                                                                                                                                              | 29.9.20 SP |
| Sports Pitches – Church Road                                    | SP | 10.7.19 | None                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                 | 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<br><br>27.7.20 – Grass cutting works are now underway to enable further inspections to take place (29.9.20 – a request for a further pitch inspection has been made to Bedfordshire FA) | 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 | 29.9.20 |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                 | 29.9.20 SP |

|                                                                                 |    |         |                                                                                                                                                                                                                         |                                                      |            |
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| 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 | 29.9.20 | 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 | 29.9.20 GL |

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>