



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 9th December 2020 at 7.30pm.

Open Forum	There were two members of the public present, one who wished to observe the meeting. The other represented the Charitable Trust responsible for the management of Wootton Community Centre and wished to observe discussions and deliver a report on agenda item FC20/313. The chairman determined this agenda item would be heard after FC20/299 and all were in agreement. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, Mapesa, Martin, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Lennox.			
Agenda no	Agenda item title	Resolution	Action	Power
FC20/297	Apologies for absence. Cllr Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/298	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler disclosed a local interest in agenda item FC20/320 – as a Governor of Wootton Upper School. Cllr Wallace disclosed a local interest in agenda item FC20/323 as a Member and Trustee of the Forest of Marston Vale Trust.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC20/299	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 11th November 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 28th October 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 16th September 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 16th September 2020.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present. (To be signed in person by the Chairman after this meeting).		
FC20/303	Matters arising from the minutes – for information only. - FC20/293 + FC20/313 – Community Centre at Berryfields. Refer to agenda item FC20/313. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been put forward to Bedford Borough Council for resurfacing consideration: - o Cause End Road – from Lorraine Road to Tithe Barn Road (BBCllr Wheeler has	No further comments received.	N/A.	N/A.

	confirmed this is due to be completed Q1 2021); Resolved 8th January 2020 (FC20/025) to also request the following to be taken forward by Bedford Borough Council: - o Church Road/Hall End Road to Keeley Lane (BBCllr Wheeler has confirmed this has been taken forward); - o Lorraine Road (BBCllr Wheeler has confirmed this was not taken forward); <u>Pavements</u> including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road have all been completed. Resolved 14th October 2020 (FC20/264) to put the following areas forward to Bedford Borough Council for resurfacing consideration: - o Keeley Lane (entirety); - o Lorraine Road (entirety). • FC20/293 + FC20/313 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. The latest Heads of Terms agreement has been emailed back to Bedford Borough Council. Refer to agenda item FC20/313. • P20/074 – Parking Restrictions/Yellow Lining at various sites. A report containing all sites has been sent to Bedford Borough Council (26th October 2020) and BBCllr Wheeler has chased for an update. • 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			
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	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. Cllr Lloyd is drafting a tender for the construction process. • FC20/268 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13th May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. Resolved 14th October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council). • 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. • FC20/295 – Local Government Boundary Commission Draft New Electoral Arrangements for Bedford Borough. Resolved 11th November 2020 (FC20/295) to reject the draft proposals and submit Cllr O’Dell’s recommendation.			
FC20/304	Chairman’s report – for information only.	Cllr Lloyd confirmed December’s Wootton Newsletter had been published on the website and would be delivered week commencing 14 th December. 2020 had been a difficult and different year and he thanked all present for the help and assistance over the	All to note.	N/A.

		year – wishing all a Merry Christmas and Happy New Year.		
FC20/305	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).	It was noted Cllr O'Dell had begun works to populate a pro forma document in relation to resident responses received and collated by the Bedfordshire Rural Communities Charity (BRCC). A working group, consisting of Cllrs Lloyd, Noakes and O'Dell and the clerk (with assistance from APC Planning Ltd) would work on other resident responses sent directly to the clerk and Cllr Lloyd confirmed that process had already commenced. A first draft was needed to determine next steps, and it was hoped this would be available by the end of 2020. Cllr Wallace agreed to obtain further information in relation to a Department for Environment, Food and Rural Affairs (DEFRA) tree planting programme, which could be another avenue to explore in relation to planting on Crown Estate land. The clerk agreed to speak with APC Planning Ltd in early 2020 to establish timescales and required meeting dates for January/February 2021. Resolved to accept the above, including the creation of the working group. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/306	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/307	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Cllr Lloyd reported one of the lights out at the crossing on Harris Way. BBCllr Wheeler agreed to report the issue to Persimmon, given the area had not yet been adopted by Bedford Borough Council. Resolved to receive, review and adopt the project action plan without further comment.	BBCllr Wheeler to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC20/308	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates are noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/309	To receive, review and adopt all Risk Assessments for 2020-21, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to accept the updated risk assessment for Covid-19 Re-Opening of all play areas including MUGAs and Skate Park. Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/310	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randall and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. (To be signed in person by Cllrs after this meeting).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/311	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/312	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2020-21, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.

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FC20/313	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.	This agenda item was heard after agenda item FC20/299. <u>Car Park Heads of Terms</u> The latest version was circulated ahead of this meeting. It was agreed to accept the change to 5.30pm in respect of school core hours and request a face-to-face meeting with Bedford Borough Council at the earliest opportunity to discuss any outstanding issues. <u>Charitable Trust</u> Mike Peet was welcomed and the following was noted: • The lower school had initially sought to make use of the Community Centre, due to a broken boiler, however ‘bubble’ issues prevented that happening; • A plumber was attending to investigate heating issues which Cllr Lloyd believed to be a non-functioning multi-way valve in the meeting room, kitchen, office and toilets.; • The MUGA surface was an ill-design for many sports including football. After discussion it was agreed the charitable trust would seek quotations to replace the surface – ahead of any required fundraising efforts; • Cllr Hensher stated he was not receiving invitations to charitable trust meetings and Mike confirmed the bookings clerk would be taking that task on moving forward;	All to take forward.	Localism Act 2011, Ch 1, s1-8.
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		• Cllr Lloyd reported faults with the front door and fire door (main hall double doors) mechanisms. He agreed to send photographic evidence to the clerk who agreed to take the issue forward. <u>Lease</u> It was noted the draft lease, bullet points and responses had been returned to Hillary Cooper Law, who had now acknowledged receipt. <u>Sports Pitches</u> The pitches were currently being cut ahead of a further, more detailed pitch inspection by Bedfordshire FA and the clerk confirmed they were now registered online with the Football Foundation/PitchPower. Phil Jeggo (Bedfordshire FA) had agreed to undertake a further inspection and the clerk agreed to raise the feasibility in fencing off the pitches. Mike raised the issue of dogs being walked in the area and asked if a Dog Control Order could be implemented for the whole area. The clerk confirmed this had been attempted previously and ruled out by Bedford Borough Council, but agreed to make a fresh enquiry. Mike then left the meeting.		
FC20/314	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South and to resolve a suitable course of action.	It was noted there was still no update regarding the installation of a bus stop on Burgoyne Avenue (not a plan feature/s106 requirement) and BBCllr/Cllr Wheeler confirmed he was still investigating. Cllr O'Dell stated the infrastructure should be inspected by the parish council ahead of adoption by Bedford Borough Council – as had	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		been requested for Fields Road North (Berryfields). The Berryfields meeting was expected to take place Q1 2021. It was also noted Bedford Borough Council was pushing for early adoption of the section of road between the Fields Road roundabout and start of Burgoyne Avenue – the stretch of road used by Amazon. It was noted the s106 funding in respect of the proposed synthetic pitch, electric vehicle charging points and bus shelters had now been invoiced by Bedford Borough Council and should be received by them in January 2021. Once received, the parish council could then make a fresh request to Bedford Borough Council to establish how it would be allocated/spent. BBCllr/Cllr Wheeler stated Neil Laws (Concept Project Manager) had been instrumental in getting to this stage and thanked him for his help to date. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC20/315	To consider a response to Bedford Borough Council's Budget Consultation 2021 and to resolve a suitable course of action.	Cllr O'Dell highlighted one item within the consultation – TP-E6 Community Infrastructure Levy Administration: To recognise the increased percentage claim for administration from CIL, saving £100k. It was noted that saving should stop future claims regarding the lack of staffing to administer the scheme. Resolved to note the above for the files.	Clerk to keep on file.	Stakeholder Consultation.
FC20/316	To consider a response to the Bedfordshire Police & Crime Commissioner's Engagement Plan Consultation and to resolve a suitable course of action.	The clerk was requested to make the following responses: Request a PSCO/Officer attend Full Council meetings once a quarter;	Clerk to take forward.	Stakeholder Consultation.

		• Request police acknowledgment that speeding is an issue throughout the village; • Request a greater police presence in the village. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.		
FC20/317	To receive and approve Mazars LLP external audit findings and to resolve a suitable course of action.	Resolved to receive and approve Mazars LLP's external audit findings without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/318	To agree a course of action with regard to the Berryfields/Fields Road roundabout (including a quotation from Bedford Borough Council's Street Cleansing Team to remove the current display) and to resolve a suitable course of action.	Resolved to accept the quotation received from Bedford Borough Council's Street Cleansing Team. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present. Further resolved silent soldier be removed from the roundabout and stored before being re-sited behind the war memorial (after remedial works had been completed). Further resolved to hold an open design competition (promoted via the Wootton newsletter), inviting designs from the public/schools. The parish council would select several designs ahead of a public vote. The Planning & Environment Committee would project manage. Proposed: Cllr Quirk. Seconded: Cllr Denton. Resolved by all present The clerk was requested to include an agenda item for January's Full Council to discuss the village sign at the junction of Bedford Road and Cause End Road.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC20/319	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.	Resolved to include the following in the precept calculations for 2021-22: • Part-time administrative assistant (£20k wages and £5k pension) – these figures would be checked again when precept calculation figures had been received from Bedford Borough Council; • Fencing (or other materials as needed) for trees as part of the Forest of Marston Vale tree planting programme (£2k). The clerk confirmed the Christmas Street Lighting lease expired after Christmas 2020 and would need to be revisited ahead of Christmas 2021. A request for street lighting to be included along Church Road towards St. Mary's Church had been received and noted.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC20/320	To receive a report from Cllr Lloyd regarding the delivery of all proposed Community Infrastructure Levy (CIL) projects and to resolve a suitable course of action.	Cllr Lloyd detailed it became apparent when scoring latest proposed CIL projects, that the scoring system was no longer fit for purpose. After discussion it was agreed the CIL Working Group would meet independently of Full Council to determine a revised scoring system and potential splitting of the balance between parish council-owned and non-parish council-owned projects. Resolved to note the above and also approve the Wootton Upper School project in full (£43,516). Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Community Infrastructure Levy Regulations 2010 & subsequent.
FC20/321	To receive a report from Cllr Quirk regarding the installation of fencing and double gates adjoining the recreation ground (Tithe Barn Road side) and to resolve a suitable course of action.	It was noted the fencing encroached on parish council-owned land (the recreation ground) and the double gates posed a health and safety risk as they opened outwards into the recreation ground. Anyone playing/passing through the area was at risk of injury.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved that Cllr Lloyd write to the homeowner requesting the correct boundary be re-instated and the gates re-hung to open into the property. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.		
FC20/322	To receive and adopt new/revised policies and procedures covering Vexatious Complaints and Email, Internet and Computer System Use and to resolve a suitable course of action.	Resolved to receive and adopt the Vexatious Complaints policy without amendment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. After discussion it was agreed to bring the Email, Internet and Computer System Use Policy back to February's Full Council meeting. In the meantime, Cllr Lloyd agreed to meet with those councillors who were unable to effectively use their .gov.uk email addresses.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/323	To receive a report from Cllr Quirk regarding the consideration of areas for hedgerow/tree planting following a presentation by Jo Roberts (Forest of Marston Vale) in relation to the FOMV's five year project to offer trees for planting to parishes based within the FOMV area and to resolve a suitable course of action.	In light of this lengthy meeting it was agreed to carry this agenda item forward to January's Full Council meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/324	To consider the ongoing retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Resolved to retain Regeneration Positive's services, pending further discussions at February's Full Council meeting. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/325	To approve payments as per the attached schedule(s) and to resolve a suitable course of action.	Resolved to approve all payments without amendment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.25pm.

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FC20/300

Parish Council update December 2020

Short-Term Parking Bays Introduced in Bedford Town Centre

Bedford Borough Council has introduced ten 15 minute parking bays across Bedford Town Centre, to allow shoppers to take advantage of click & collect in Bedford Borough.

During the current lockdown, some shops in the Bedford Town Centre are offering a click & collect service, making it easier for shoppers to support local businesses in the town centre. Under current government guidelines, non-essential retailers can still open for click & collect services, where shopping is pre-ordered ahead of time and collected from the store.

Although they have only been added for an initial period of up to 18 months, Bedford Borough Council may look to make these measures permanent if they prove successful with businesses and residents.

Bedford Borough Council has installed these parking bays on:

- Castle Lane
- Commercial Road
- Greyfriars Car Park
- Harpur Street
- Lurke Street
- Mill Street
- River Street
- St Cuthbert's Street
- St Loyes Street
- St Paul's Square

Call for free parking in town centre

Our group have called for the Mayor to remove parking charges in the town centre for 4 hours every weekday until the New Year. The intention would be to encourage shoppers back into town, during what is usually one of the busiest times of the retail year.

<https://www.bedfordconservatives.org.uk/news/christmas-gift-bedfords-businesses-free-parking-until-new-year>

Planning committee Scheme of delegation

Bedford Council are proposing a new Scheme of Delegation to reduce further the opportunities for planning applications to go to the committee. If approved, household applications will be decided by officers and will not be taken to committee by councillors unless agreed by officers. There is the possibility that three objections by residents of separate households or by Parish Councils should permit an application to go to planning committee.

<http://www.councillorsupport.bedford.gov.uk/documents/s52133/Item%207%20-%20Scheme%20of%20Delegation.pdf>

Thousands of solar panels could turn old Bedford landfill site into power plant

A part of the massive former landfill tip in Elstow owned by Bedford Borough will be covered in solar panels to generate 5.5 megawatts of electricity.

The Borough Council's Planning Committee gave the go-ahead to the plan to put 12,288 dark grey photovoltaic panels on six hectares of land on the site off Wilstead Road, which will be landscaped to provide the perfect slope.

Appendix 1

It is hoped that local customers including Tarmac, Aldi and B&M would buy the electricity created, or it could be fed into the grid.

Letter sent to Secretary of state to ask for fairness for Councils who outsource leisure facilities

A letter has sent a letter to the Secretary of State for Housing, Communities and Local Government asking him to support Councils who outsource their leisure facilities the same way they support Councils who don't. This would ensure fairness across the board and of course give Bedford Council some much needed support with the Fusion LTD contract.

Boundary commission

The Boundary commission has now extended the deadline for responding to its proposals from 7 December to 4 January. If you have already made a comment there is no need to make a new one. You can read the current proposals here: <https://www.lgbce.org.uk/all-reviews/eastern/bedfordshire/bedford>

It is worth remembering you need to follow 3 key factors for proposing new wards, there are as follows:

1. New wards should leave each councillor representing roughly the same number of voters as other councillors elsewhere in the authority.
2. New wards should – as far as possible – reflect community interests and identities, and boundaries should be identifiable. Consider transport links, community groups and facilities, natural or physical boundaries, parishes and shared interests.
3. New wards should promote effective and convenient local government. Consider the number of councillors for, the geographic size of, and the links between parts of the ward

If you want to put forward a comment please do submit a response on the following weblink: <https://consultation.lgbce.org.uk/have-your-say/20441?bbox=474108.5,235922,537332.5,275234>

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.

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

Bedford Council budget 2021/22

The budget deficit for next year is anticipated to be £26.5m. The proposals for dealing with this are not expected until around Christmas as it is not certain what funding will be received from Government. It is likely that any shortfall will be met largely by borrowing. The budget outcome for this year (2020/21) is likely to be a small loss or imbalance depending on final Government grants relating to COVID.

COVID-19 update

As you will be aware, we are due to exit lockdown on 2nd December and we will currently go into Tier 2. This means in general:

- You must not socialise with another household indoors, and a maximum of 6 can meet outdoors
- You may only have alcohol with substantial meals in a restaurant

Appendix 1

A tier review will be announced on 16 December. You can find more information about the tier regulations on: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert>

In Bedford there has been 3137 cases since the start of the Pandemic and there has been 223 registered cases in Bedford in the last 7 days (as of Nov 22). If you would like the latest COVID snapshot (as of Nov 22) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-22Nov.pdf>

More information available at:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>

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 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 across the country and it can be downloaded via <https://covid19.nhs.uk/>

COVID-19 Marshals Operating in Bedford Borough

In October we saw the first COVID-19 marshals take to the streets in Bedford town centre, providing advice and information about how to stay safe and slow the spread of coronavirus locally. However, it must be noted they do not have the power to make arrests or break up any activity.

There are three Covid Marshals operating Monday to Saturday with targeted/flexible deployment at 8 hours per day in multiple targeted locations within the Borough, as well as operating on Friday and Saturday evenings between 18:00-22:00hrs in Bedford town centre.

Funding has been provided by the Government to support and encourage the public and businesses to follow coronavirus measures to keep themselves and our communities safe.

The marshals will be working with the public, shops, businesses and partners to provide advice and information about the situation locally and action to take to tackle the virus. The service has had teething problems.

COVID test centre opened on University of Bedfordshire Polhill campus

There is continued testing in Bedford at Borough Hall and Prebend Street car parks as well as University of Bedfordshire's Polhill Campus. Test results from these sites should come back within 24-72 hours. I will continue to send you all updates over the Christmas period, I would like to take this opportunity to thank you all for your support and help over this very difficult year and let's hope next year brings us more hope to a safer/ better future for us and our loved ones.

Have a lovely Christmas and happy new year.

Appendix 1

Take care.

John

BBCllr Wheeler
December 2020

FC20/300a November 2020			
Reference	Offence Class Description	First Committed	Address
40/60122/20	Assault occasioning actual bodily harm (ABH)	05/11/2020 00:00	Whitmore Close
40/59753/20	Assault occasioning actual bodily harm (ABH)	23/10/2020 14:35	Hall End
40/58676/20	Assault occasioning actual bodily harm (ABH)	28/10/2020 08:55	A421
40/61210/20	Assault without Injury - Common assault and battery	10/11/2020 18:39	Lomax Gardens
40/60060/20	Assault without Injury - Common assault and battery	04/11/2020 00:00	Haycroft
40/59953/20	Assault without Injury - Common assault and battery	04/11/2020 13:45	Sherwood Close
40/59871/20	Assault without Injury - Common assault and battery	03/11/2020 18:00	Fields Road
40/64807/20	Burglary - Business And Community	27/11/2020 17:00	Cranfield Road
40/59005/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	09/10/2020 00:00	
40/63608/20	Interference with a motor vehicle	23/11/2002 21:50	A421
40/62663/20	Other criminal damage to a vehicle (Under £5,000)	18/11/2020 21:15	Fields Road
40/59423/20	Other criminal damage to a vehicle (Under £5,000)	01/11/2020 00:00	Haycroft
40/61962/20	Sec 4a POA Causing intentional harassment, alarm or distress	15/11/2020 00:00	
40/61950/20	Sec 4a POA Causing intentional harassment, alarm or distress	14/11/2020 15:00	
40/59339/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	31/10/2020 18:30	
40/58735/20	Sexual	11/10/2018 00:00	
40/60799/20	Sexual	19/11/2019 00:00	
40/63876/20	Theft from a motor vehicle	24/11/2020 16:00	Neale Way
40/63712/20	Theft from a motor vehicle	23/11/2020 19:00	Tithe Barn Road
40/60177/20	Theft from a motor vehicle	04/11/2020 01:00	A421
40/59890/20	Theft from a motor vehicle	03/11/2020 17:10	A421
40/59741/20	Theft from a motor vehicle	02/11/2020 19:00	A421
40/58980/20	Theft from a motor vehicle	29/10/2020 16:45	A421
40/64748/20	Theft from shops and stalls	29/11/2020 20:30	Folkes Road
40/63053/20	Theft if not classified elsewhere	20/11/2020 11:15	Hall End

Appendix 1a

40/60624/20	Theft in a dwelling other than from automatic machine or meter	06/11/2020 15:30	Payne Road
40/59922/20	Theft of a motor vehicle	03/11/2020 22:00	A421
40/60058/20	Threats to destroy or damage property	04/11/2020 21:30	Haycroft

Appendix 2

FC20/301

Nothing significant to report.

FC20/305

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

25th November 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.
- NP20/096 + NP20/110 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/110.
- NP20/094+NP20/095 + NP20107+NP20/108 – Emerging Neighbourhood Plan. Refer to agenda item NP20/107+NP20/108.
- NP20/097 + NP20/111 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/111.

Resolutions

NP20/106 – To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

SS confirmed the next stages were to analyse the responses received and resolve whether any changes were needed to the plan. In addition to the plan, a basic conditions statement was required, which would set out how the policies conform with Bedford Borough Council's Local Plan 2030 strategic policies. A consultation statement was also required – setting out all consultation steps since the start of the Neighbourhood Plan process.

It was noted Bedford Borough Council had already begun the process of preparing its next Local Plan (2040) and the importance of moving forward with this emerging Neighbourhood Plan was stressed in order to afford it as much weight as possible within the Local Plan 2040 process.

NP20/107 – 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.

NP20/108 – To receive a report from BRCC (Bedfordshire Rural Communities Charity) in relation to the recent Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.

SS confirmed she would review the complex responses, including statutory consultees and Bedford Borough Council. The draft response was expected January 2021. A working group consisting of GL, JN and SP (with input from SS and TR) would be formed to respond to resident responses received by SP, and SO agreed to collate all other responses as provided by BRCC. SP confirmed a holding response had already been sent to residents who had been in direct contact and a further update would be provided, pending formal ratification by Full Council in December 2020.

NP20/109 – 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.

The potential to use Crown Estate land (currently identified to be protected as open green space as part of the emerging Neighbourhood Plan) for tree planting would be placed on hold, pending the outcome of proposed

tree planting at Lorraine Road cemetery. This was in response to the Forest of Marston Vale's five year project to offer trees to all local parishes.

NP20/110 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

No further comments received.

NP20/111 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP20/112 – 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
30th November 2020**

FC20/306

Planning & Environment Committee Report

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

11th November 2020

Matters arising from the minutes – for information only

See under 25th November 2020.

Planning Applications – for resolution

20/02091/FUL – 118 Mephram Road. Single storey front extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level.

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

- No independent arboriculturist report was received and members were unable to make an informed judgement.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02543/FUL – Fairford House, 73 St. Mary's Road. Two storey side and rear extension following demolition of existing rear extension, detached single garage and front porch.

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

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

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

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

20/00779/FUL – 72 Cause End Road. Non material minor amendment for internal alterations within the approved footprint and the insertion of additional windows/door in the side elevations.

This council was not previously consulted.

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

This council previously raised **NO OBJECTION**.

20/02026/FUL – 1 Summerfield Drive. Single storey side/rear extension.

This council previously raised **NO OBJECTION**.

20/02135/TCA – 13 Church Row. T1 Yew – fell.

This council was not previously consulted.

20/02181/AGR – Bourne End Farm, Bourne End Road. Erection of agricultural building.
This council previously raised **NO OBJECTION**.

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

20/01148/FUL – 94 Bedford Road. Two storey rear extension.
This council previously raised **NO OBJECTION**.

Resolutions

P20/241 – To consider a response to Bedford Borough Council regarding its Traffic Regulation Order 2020 (50MPH speed limits for the C94 and adjoining roads) and to resolve a suitable course of action.

Resolved to note the order but to request Bedford Borough Council extend the proposal to include the entire length of the C94 – between Wootton and Marston Moreteyne.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

25th November 2020

Matters arising from the minutes – for information only.

- P19/059 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Resolved 10th April 2019 (FC19/059) to source accompany/individual qualified to assist with the works. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report has been received. Other potential contractors continue to be chased. The clerk and Cllrs Lloyd and Quirk were due to meet Q1 2020 to determine a tender process, but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions.
- P20/228 – Transfer of parish council-owned streetlights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns. Clerk has been told the Borough Council are dealing with this, but they have several other parishes to deal with too and timescales are not yet known. The clerk provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28th October 2020 (FC20/228) that Bedford Borough Council take on the columns if further testing is required.
- P20/061 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location, and costings) be submitted to the Clerk ahead of further discussions by this committee. Resolved 10th April 2019 (FC19/060) to obtain quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay and the clerk has applied for a planning pre-application. 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 30th October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works. The area has been pressure washed. Proposed works for early November 2020 have been delayed and the clerk is awaiting revised dates.
- 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 was growing into a highways street lighting column). The conifers have now been removed and the ash tree trimmed. Memorial Makeovers have now recommended leaving the works until the end of 2020 to allow for further settlement which has been caused by the removal of the conifers. Memorial Makeovers have confirmed the structure remains sound.

Planning Applications – for resolution

20/02224/FUL – 6 Keeley Farm Court. Single storey rear extension following the demolition of existing conservatory.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by majority vote. Cllr Quirk did not vote.

20/02534/FUL – 27a Church Road. Brick plinth, rendering of property and re-tiling of roof and porch.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

20/02643/FUL – 94 Bedford Road. Two storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

Resolutions

P20/253 – To receive a report from FA Bartlett Tree Expert Co in relation to the annual tree survey and to resolve a suitable course of action.

Resolved to take forward all priority 1 and 2 works as detailed within the report. It was further noted for the avoidance of doubt, this committee would be led by the recommendations made in the report by FA Bartlett Tree Expert Co, as accredited arboriculturists.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

26th November 2020

FC20/307**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21**

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2019 and/or earlier. These are available to view either via the Clerk to the Council or at: https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=3322934

The Roads & Pavements Safety Steering Group committee's projects for 2020-21 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields pavement via Potters Cross – lack of continuity between Potters Cross and Bedford Road. (Now including pedestrian crossings in Harris Way and lack of lighting in the same area).	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Persimmon to finance.	<u>15th January 2020</u> Query was been raised over saplings planted in the area which would require ongoing maintenance. BBC were aware and were considering an additional bollard. A complaint was also raised over the “quiet lane” signage (noisy pedestrians – however the signage applied to vehicles only). <u>4th March 2020</u> JW confirmed two new bollards had been installed and that the new crossing for Harris Way was due for installation Q2 2020. JW also confirmed shrubs in the area would be cleared in the coming weeks and the verges would be made good.	BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				<u>20th May 2020</u> JW confirmed the area had been cleared and verges made good, including tarmac works. HM stated verges outside the bungalows in Potters Cross remained in a poor state having been used for parking by construction vehicles and it was agreed JW would ask BBC to request Persimmon remedy this (it was noted Persimmon's contractor had recently gone into liquidation). <u>15th July 2020</u> JW confirmed Potters Cross had been earmarked for patching and resurfacing in part but funding had yet to be agreed and timescales were not yet known. <u>16th September 2020</u> It was noted the Harris Way crossing was underway. The estate was expected to be resurfaced Q4 2020/Q1 2021. <u>18th November 2020</u> It was note the crossing at Harris Way had been completed. Move to close.	
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>15th January 2020</u> WPC had requested it be involved in the inspection/snagging issues ahead of BBC adopting the area. BBC⁵'s response stated they did not normally involve third parties in the inspection process as the adoption agreement was between the Highway Authority and developer.	GL/SO. BBC/Persimmon.

⁵ Bedford Borough Council.

				<u>4th March 2020</u> Request was made for BBC to inform WPC when all issues have been remedied by Persimmon to enable GL and SO to check and report back within a two week window. SP/JW agreed to chase for a further update. <u>20th May 2020</u> JW confirmed no works would take place until Coronavirus (Covid-19) restrictions had been lifted. Thomas Emmett was happy to meet with GL to discuss the handover. JW was asked to ensure a map of all grass areas was made available to clarify who was responsible for all areas within Berryfields – BBC or Greenbelt. SO reiterated his wish to meet with GL and Thomas Emmett to ensure a handover ‘by default’ did not occur. <u>15th July 2020</u> JW had received no further response from BBC and it was noted infrastructure improvement works continued. CB highlighted severe cracking in pavements throughout the development and SP agreed to take this forward with JW. <u>16th September 2020</u> JW had been informed the handover would take place Q2 2021. <u>18th November 2020</u> JW had been informed the estate would be resurfaced Q4 2020/Q1 2021 and the handover was still scheduled for Q2 2021.	
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Bus routes/stops.	Various.	Ongoing.	BBC.	<u>15th January 2020</u> SP had previously confirmed Chris Pettifer, Chief Officer for Transport, BBC, was reviewing all school bus stops in terms of location/safety. JW had requested Burgoyne Avenue be opened at the earliest opportunity to allow buses through the Fields Road South development and via Cranfield Road. JW confirmed two bus stops were in situ within Fields Road South and two further bus stops were proposed for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change. It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above. <u>4th March 2020</u> Bus stops had been installed on Cranfield Road. JW confirmed it was not possible to install stops (even as a temporary measure) on Fields Road. Timescales for Burgoyne Avenue were not yet known. JW also confirmed a RTPi unit would be installed at the bus	BBC.
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				loop on Harris Way and KR (in attendance) agreed to speak to the doctor's surgery to see if bus times could be displayed on their information screen. <u>20th May 2020</u> JW confirmed the RTPI unit was due to be installed imminently at the bus loop (Folkes Road). No update was available regarding the doctor's surgery due to ongoing Coronavirus (Covid-19) restrictions. HM raised again the possibility of a bus shelter and seating on Fields Road in the vicinity of the doctors' surgery. It was noted WPC could use its CIL funding to finance a seat as part of SO's proposed CIL project for additional public seating in the village. It was further noted s106 developer funding could be used to finance the shelter, given there were now no plans for shelters along Burgoyne Avenue. After detailed discussion it was agreed to leave this issue on file until the Fields Road pedestrian crossing was in place as this would determine the best location for the proposed shelter and seating. SP agreed to chase KR regarding publication of bus times in the doctor's surgery. <u>15th July 2020</u> No further updates were available regarding publication of bus times in the doctor's surgery. SP had received confirmation from JW the RTPI unit had now been installed at the bus loop (Folkes Road). A virtual meeting was still being arranged with Concept.	
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				<u>16th September 2020</u> 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. 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. <u>18th November 2020</u> It was noted the real time bus passenger information system could only be supported via a smart phone app and was therefore incompatible with the surgery information system. JW confirmed the issue surrounding the bus stop on Burgoyne Avenue (near the industrial road) was still ongoing. <u>15th January 2020</u> HM had previously reported the yellow bus stop markings outside the Manor Road bus stop were not bright enough, and white lining was missing near the Memorial Hall on Bedford Road. JW has established bus stop markings were never in situ and are not a requirement. Missing white lining is ongoing with BBC.	
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				TI detailed parked vehicles were encroaching the Bedford Road bus stop adjacent to the Manor Road flats, preventing buses from pulling up alongside the raised kerbing and preventing disabled access. SP agreed to revisit SO's report ahead of a request to BBC to add boxed markings to all stops in Wootton without them. It was hoped Bedford Road at least would be at BBC's expense, given the road had recently been resurfaced. TI agreed to provide photographic evidence of the issue. Proposed: HM. Seconded: GB. Resolved by all present. <u>4th March 2020</u> A request for bus cages at several stops within the village was made to BBC. Jon Pauling (BBC) had undertaken site visits and determined requirements at the following sites only: • Bedford Road (Potters Cross area – both sides); • Cause End Road (St. Mary's Road area – both sides). Developer contributions had been identified by Chris Pettifer (BBC) to install the cages and JW had authorised all works. <u>20th May 2020</u> No further update available – JW had chased Chris Pettifer. <u>15th July 2020</u> It was noted Chris Pettifer no longer worked for BBC and JW was asking Iain Booth for advice on this issue.	
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				<u>16th September 2020</u> JW confirmed the budget had been approved and that works would be taken forward when the new Head of Highways at BBC was appointed. <u>18th November 2020</u> JW confirmed all emails had been resent to BBC. JW agreed to chase Andy Prigmore in order to move the installation of the two bus cages (as noted above) forward.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>15th January 2020</u> BBC were programming works to replace the entire length of draining pipework. <u>4th March 2020</u> Test work was complete and works were programmed to take place between 26th March – 7th May 2020. This involved replacing sections of pipe and the installation of new gullies and drains. Once the leaks have been resolved the road would be resurfaced (likely to be summer 2020). <u>20th May 2020</u> Remedial works were programmed for May 2020. <u>15th July 2020</u> BBC drainage works were complete however Anglian Water were still working to identify and repair leaks along the sewer network. BBC resurfacing works were on hold pending completion of Anglian Water's works.	BBC/Anglian Water.

				<u>16th September 2020</u> JW confirmed Anglian Water had completed all works. Timescales were awaited for completion of resurfacing works. <u>18th November 2020</u> Resurfacing works were expected to take place Q1 2021.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known. <u>20th May 2020</u> JW confirmed Allan Burls will speak with Thomas Emmett (BBC) about the pinch point at Church Road. When the road is resurfaced the junction could be squared off and it is hoped BBC will cut the cemetery hedgerow to give a better view for pedestrians and vehicles. <u>15th July 2020</u> It was noted works would be carried out when Cause End Road resurfacing was complete. <u>16th September 2020</u> 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.	BBC/Developer. GL.

⁶ Fields Road South

				<u>18th November 2020</u> Junction remodelling works were complete (including a further reduction in height for the churchyard extension hedgerow) and signage was due to be installed imminently.	
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>15th January 2020</u> JW confirmed installation of signage will be completed by the end of Q1 2020. <u>20th May 2020</u> Andy Prigmore confirmed works would not take place until Coronavirus (Covid-19) restrictions had been lifted. Statutory notices had not yet been published. <u>15th July 2020</u> It was noted statutory notices were being published imminently. SP was asked to establish precisely when BBC intended to publish the Traffic Regulation Order and the consultation closing date. <u>16th September 2020</u> 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. <u>18th November 2020</u> BBC confirmed the TRO came into force on 6 th November 2020.	BBC.

				Signage was expected to be erected imminently – JW agreed to chase and expedite in light of ongoing issues with Amazon vehicles travelling through the village erroneously.	
Fields Road – junction with Bedford Road/Cranfield Road (safety concerns).	Resident.	Ongoing.	BBC.	<u>20th May 2020</u> SP has been made aware of concerns over safety issues at this junction, with fast-moving vehicles travelling along Bedford Road and Fields Road towards the double mini-roundabouts, causing other vehicles already on the roundabouts to take emergency action. A request has been made for better and larger signage, clear road markings and writing. Concerns have also been raised regarding parking outside the Cock Inn PH which restricts views when leaving Fields Road. After detailed discussion it was agreed SO would investigate these issues in greater detail and bring findings back to the next meeting of this SSG. JW agreed to request 'road change' signage in Church Road be taken down. <u>15th July 2020</u> Photographs of the junction were circulated ahead of this meeting and SO added there were statutory signs on all roads. The signs on Cranfield Road were obscured by the hedgerow and SP was asked to take this forward with JW. It was agreed by all present to make a request to BBC that 'SLOW' signs be painted on all roads approaching the junction. SP had been informed by JW the 'road change' signage in Church Road would be removed imminently.	BBC.

				<u>16th September 2020</u> No further updates received. <u>18th November 2020</u> JW and SP met via Zoom with BBC (26th October 2020) to chase for the implementation of 'SLOW' signage in the area. JW had chased BBC again for adjoining shrubbery to be cut back.	
Fields Road white lining.	N/A.	N/A.	N/A.	<u>4th March 2020</u> BBC had emailed JW stating there were no plans to white line the centre of Fields Road. Concerns were raised as this was a bus route and could cause issues for night driving. White lining inferred a busy road and encouraged vehicles to slow down. The logic in white lining a small section of the road was also queried. After discussion it was proposed to request BBC white line the entire length of Fields Road – centrally and both sides of the road and to make the same recommendation to Full Council. Proposed: SO. Seconded: HM. Resolved by all present. <u>20th May 2020</u> Resolved at Full Council on 8th April 2020 to delay forwarding this recommendation to BBC due to ongoing Coronavirus (Covid-19) restrictions. <u>15th July 2020</u> SP was asked to take the white lining proposal back to Full Council now Coronavirus (Covid-19)	BBC.

				restrictions were being lifted, which was permissible under Standing Orders. <u>16th September 2020</u> A report requesting these works had been submitted to BBC and an acknowledgement received. JW agreed to chase for a further update. <u>18th November 2020</u> JW and SP met via Zoom with BBC (26th October 2020) and reiterated the need for white lining in this area.	
Pavement/all parking issues – various sites including Fields Road, Manor Road, Mepham Road, Neale Way, Sherwood Close and recently Tithe Barn Road. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”). (To include fading white lining at several sites within the village). (To include the newly-widened footpath along Fields Road North). (To include outside 19a Bedford Road).	Residents.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Concerns were raised over vehicles parking along Bedford Road, close to the entrance to Potters Cross and a request was made for double yellow lining to be installed along one side as far as Manor Road and the other side as far as 1 Potters Cross (from Bedford Road). SP was asked to take this to Full Council before a request was made to BBC as it was expected WPC would meet costings. Proposed: SO. Seconded: TI. Resolved by all present. <u>4th March 2020</u> A request for parking restrictions/yellow lining (to include Elmsdale Road/Bedford Road, Potters Cross/Bedford Road and Hall End) had been made to BBC – no further update received.	SO.

(To include parking restrictions including yellow lining).			<u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. <u>16th September 2020</u> No further update available. <u>18th November 2020</u> JW and SP met via Zoom with BBC (26th October 2020) to chase for the implementation of yellow lining as noted above. <u>15th January 2020</u> The in-fill of gaps to some advisory white lining is still outstanding at several sites (again this is with Andy Prigmore). SP had sent confirmation to Andy Prigmore on 10th December that WPC would assist with resident notification. JW (in his absence) was asked to follow this up with Andy Prigmore. <u>4th March 2020</u> No further update received. <u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. <u>16th September 2020</u> No further update available. <u>18th November 2020</u> JW and SP met via Zoom with BBC (26th October 2020) to chase for the implementation of the	
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				remaining advisory white lining (to include faded areas also). SP agreed to include a faded 'SLOW' sign on Hall End Road, on the bend between The Chequers PH and the upper school and send a revised report to JW. <u>15th January 2020</u> JW and SP met with Melanie MacLeod BBC on 13th November 2019. Melanie agreed to seek a solution for parking issues outside Wootton Upper School (SP suggested a camera similar to that sited adjacent to Wootton Lower School) and to add an advisory H-bar outside 19a Bedford Road. It was likely many PSPO's would be withdrawn in the coming months/years and that was therefore not the favoured approach to prevent parking on footpaths. It was suggested identifying areas within the village for 'no verge or footway parking' enforcement would be a better approach. SP suggested the newly-widened Fields Road footpath and Keeley Lane near the Legstraps PH and the following areas were also identified at this safety steering group's meeting on 20th November 2019: • Bedford Road - £15,000 • Fields Road - £5,000 • Keeley Lane (in the vicinity of the Legstraps PH - £2,000. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod.	
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				<u>4th March 2020</u> SP had received costings (detailed in red above). Resolved to trial Fields Road only (using the same signage as used at the Memorial Hall) due to costings and to make the same recommendation to Full Council. Proposed: GL. Seconded: HM. Resolved by all present. <u>20th May 2020</u> SP noted inconsiderate/pavement parking was now an issue in Tithe Barn Road. The above recommendation was taken to Full Council for formal approval however it was noted central government were looking to extend the ban on pavement parking beyond London and Scotland – to include England and Wales. It was therefore resolved at Full Council on 13th May 2020 (FC20/135) to leave this recommendation on file until further guidance had been received from central government. SO expanded upon central government’s intention to extend the ban on pavement parking to include England and Wales. The Transport Committee had previously recommended a consultation be carried out in the near future (report dated 12th March 2020) and SO had (as a private individual) written to Nadine Dorries MP to establish when that consultation would likely take place. After discussion it was agreed to recommend to Full Council that SP also write to Nadine Dorries MP to request the same, and that JW and SP respond to	
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				future enquiries on this issue, stating this was now a matter for central government, in light of the above. It was further agreed to include an article in the next edition of the Wootton newsletter and WPC's FB and website. JW agreed to make enquiries regarding BBC's stance on this issue too. <u>15th July 2020</u> A response from Baroness Vere of Norbiton, Minister for Roads, Buses and Places was circulated ahead of this meeting, which detailed the pavement parking consultation launch data had yet to be determined. It further noted it was hoped a public consultation would be launched summer 2020. No update was available from JW regarding BBC's stance on the same. <u>16th September 2020</u> Members were asked to note central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. 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 as determined by BBC) be considered the most appropriate. It was noted emergency services vehicles were exempt from all proposals. Proposed: SO. Seconded: GL. Resolved by all present.	
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				<u>18th November 2020</u> No further update received.	
Pavement – Payne Road. (Including Beauchamp and Monoux).	CB.	Ongoing.	BBC.	<u>15th July 2020</u> It was noted at least a 100 yard stretch of pavement was in such poor condition, users often walked in the road. SP was asked to take this forward with JW to see if it could be included within BBC's programme of resurfacing works. CB agreed to forward photographs. <u>16th September 2020</u> 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. <u>18th November 2020</u> BBC stated only major routes would be considered due to budget constraints and the following areas were agreed by Full Council in October 2020: •Keeley Lane (entirety); •Lorraine Road (entirety).	BBC.
Speed restrictions – identifying what would work best and in what areas. (Members to note a request to include Wootton Green has now been received). (Members to note also a request has been made to re-paint the 30 mph	Committee discussion.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Works to install the cameras were anticipated to take place in early 2020. Final locations would be determined by the contractor with input from the police and would cover all main routes in and around the village. A request to introduce a village-wide 20MPH speed limit was dismissed by BBC who stated: <i>"In order for a 20mph limit to be installed in Wootton then the majority of traffic must be travelling 24mph</i>	GL.

repeater signs along Keeley Lane).				<i>or less. If the speed of traffic is greater than 24mph, traffic calming features must be introduced to lower speeds.</i> <i>It is unlikely that traffic is travelling at this speed throughout the village and therefore it will not be possible to lower the speed limits village wide.</i> <i>In addition it should be noted that at present average speed cameras can only enforce on 30mph limits. If the speed limit is reduced, then we will not be able to use average speed cameras to enforce”.</i> GL stated it was not an opinion WPC had requested, but information on how to take the request forward. GL had contacted Living Streets, who had contradicted most of the response above. JW (in his absence) was asked to forward Living Streets response to BBC). TI added RoSPA were in favour of 20mph limits which were effective at preventing injuries and hoped to see more areas and local authorities introducing the same – if not village-wide, then in designated locations. It was also hoped a reduction in speed would reduce carbon emissions. JW (in his absence) was asked to forward this also to BBC). <u>4th March 2020</u> JW had requested a meeting with BBC representatives to move this forward. GL noted areas in Bedford where a 20MPH limit had been successfully implemented without the need for other	
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				calming measures. He added he was currently liaising with the police to establish why they had objected to cameras (as detailed by BBC). <u>20th May 2020</u> A request was received from a resident of Wootton Green, requesting ASC be deployed in that area also. SP confirmed she had spoken with the Clerk to Marston Moreteyne Parish Council who confirmed MMPC had no plans to install average speed cameras within their section of Wootton Green or Upper Shelton (Wootton Green is divided between the parishes of Wootton and Marston Moreteyne and also two local authorities – Bedford Borough Council and Central Bedfordshire Council). Financing and enforcement would be an issue given that split and currently Bedfordshire Police did not support the installation of cameras*. Members were asked to consider a request from JW to select a road for the ASC being funded by BBC (one pair of cameras). JW confirmed BBC were happy to meet with their contractor, JW and GL on Fields Road to discuss camera location and also WPC's plans for cameras elsewhere in the village. It was noted all costings for this pair of cameras would be met by BBC who would own and maintain the assets. *GL read out a response from Bedfordshire Police regarding average speed cameras which stated both speed and collision history did not evidence the need	
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				for fixed camera enforcement. GL confirmed he would be requesting further information. Members were also asked to consider a request to repaint the 30MPH repeater signs along Keeley Lane. SP was asked to pass this request to BBC and await their response. <u>15th July 2020</u> SP had received confirmation from JW an order had been made for repeater signs along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. SP then detailed a request from a Wootton Green resident that the entire length of Wootton Green be made a 30MPH zone. It was noted presently, a 100 metre section between there and Upper Shelton was a 60MPH zone. After discussion, it was agreed SP would speak to Marston Moreteyne Parish Council to see if they would be willing to consider the same request (given Wootton Green's division) before involving BBC. GL will provide a map of the area with the varying zones noted, for ease. GL confirmed the proposed location of one average speed camera along Fields Road was incorrect (too close to the Cock Inn PH junction with Bedford Road) and a request had been made to BBC to move it towards Summerfield Drive. <u>16th September 2020</u> A report was delivered to Marston Moreteyne Parish Council asking them to consider the above request).	
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				Works to install the average speed cameras on Fields Road were programmed for Q4 2020. <u>18th November 2020</u> Average speed cameras were now in place on Fields Road and it was noted the parish council would use available data to push for police support in installing systems on all other main routes in/through the village.	
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To be reviewed at each committee meeting.

FC20/308**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2019 and/or earlier. These are available to view either via the Clerk to the Council or at: https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=3322937

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2020	£220,000	£80,000 s106 funding	£0	£300,000	<u>14th August 2019</u> Jon Shortland has confirmed the tender will be awarded on 21st October 2019 but works most likely won't start until early 2020 <u>12th August 2020</u> Cllrs Wheeler and Lloyd met with a BBC representative and the cameras for Fields Road are expected to be installed by the end of October 2020. Once operational, data will be reviewed ahead of delivering further cameras within the village (given Bedfordshire Police do not support their installation currently) <u>11th November 2020</u> Installation has been completed	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2020	£0	£0	£0	£1,500	<u>13th May 2020</u> The completed TP1 Form has now been received and the bullet point responsibilities are being finalised ahead of lease completion <u>9th September 2020</u> The draft lease, bullet points and responses have been sent back to Hillary Cooper Law who have acknowledged receipt	Cllr Bygraves

Low	Lecterns	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019 <u>13th May 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely <u>12th August 2020</u> Indicative costings have been provided to Cllr Quirk and locations/wording are being determined. Cllr Quirk is awaiting guidance from Bedford Borough Council regarding potential highways permission ahead of installation <u>9th September 2020</u> 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) <u>11th November 2020</u> Cllr Quirk confirmed wording for the Keeley Lane lectern would be confirmed and circulated to members once the location had been determined	Cllr Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>12th February 2020</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£5,733.43	£0	<u>12th February 2020</u> AECOM have sent their scoping report to BBC, the Environment Agency, Historic England and Natural England for consultation. The deadline for comments was Friday 20th December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030.	Cllr Hensher

						<u>10th June 2020</u> The plan has been updated and it is hoped the Regulation 14 pre-submission public consultation and public exhibition can go ahead in September/October 2020, subject to Coronavirus (Covid-19) restrictions <u>12th August 2020</u> All locations within Cllr O'Dell's report for the placement of publicity banners have been agreed – being the four entry points for the village. Further locations can be added in the future if necessary Cllr O'Dell has agreed to act as the point of liaison and contact potential printers for guidance and costings Resolved to approve the above Proposed: Cllr Lloyd Seconded: Cllr Randell Resolved by all present <u>9th September 2020</u> 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 <u>11th November 2020</u> The Regulation 14 pre-submission consultation closed on 6th November 2020. It was hoped feedback (even high level only) from this consultation would be available before the next meeting and the clerk confirmed they had emailed Bedfordshire Rural Communities Charity for an update	
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							<u>9th December 2020</u> Data received from the Regulation 14 pre-submission consultation was being reviewed ahead of determining whether changes were required. A working group was being created to respond to resident responses received by the clerk. Cllr O'Dell was collating all other resident data received. APC Planning were reviewing statutory consultee responses received	
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>12th February 2020</u> When needed	Clerk
Low	Public Seating	2020	£7,000	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>12th February 2020</u> Members resolved to accept the report, subject to the addition of a new/refurbished bench opposite the Chequers PH at Hall End (six in total). Plaques will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter <u>12th August 2020</u> Cllr O'Dell has met with a Bedford Borough Council representative to discuss chosen locations and a technical engineer is now determining whether there are adjacent utilities to consider before taking the project forward Resolved to accept Cllr O'Dell's report and take forward the installation of six benches, funding the difference from general reserves. The clerk was requested to submit a formal purchase order Proposed: Cllr Quirk Seconded: Cllr Randell Resolved by all present <u>9th September 2020</u> A purchase order has been submitted and	Cllr O'Dell

							acknowledgement received. Ongoing <u>11th November 2020</u> It was noted works to install the benches was underway <u>9th December 2020</u> Benches are in situ and the members of the public will be invited on a first-come, first-served basis (via the Wootton newsletter) to have a plaque added to one bench	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>12th February 2020</u> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council <u>12th August 2020</u> A formal report requesting units at four (possibly five) locations has been submitted to Bedford Borough Council and an acknowledgement has been received <u>11th November 2020</u> No further updates received	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>12th February 2020</u> The clerk will be arranging a meeting Q1 2020 to determine with St. Mary's Church how best to proceed <u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions	Cllr Quirk

Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>15th February 2020</u> BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same <u>9th September 2020</u> 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 <u>11th November 2020</u> A request was received from BBC asking for further testing on WPC-owned columns. The response made (via the Planning & Environment committee) stated if BBC required that testing – they take on ownership of the columns first <u>9th December 2020</u> A further response has been received from BBC stating an inspection to ILP's Guidance Note 22 Asset Management Toolkit: Minor Structures will be required. Andy Muskett (Andy Muskett Ltd) has confirmed he is due to undertake that training before Christmas 2020 and will complete the inspections thereafter	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date	Cllr Bygraves

						<u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design will incorporate a full sized pitch, resurfacing of existing tennis courts and re-siting of cricket nets – all will be available for community use. The existing car park will be extended and changing rooms/toilet facilities provided. Final costings will likely be in the region of £1.4m. Given s106 funding totals £700k, it will be necessary to seek additional funding. Organisations to approach include Bedford Borough Council's Education department (who's policy is currently addressing childhood obesity), plus Sports England and the National Lottery. Basic Heads of Terms have been drafted and should be available for review, alongside other quotations which will be subject to a tender process, by the parish council in May. <u>8th April 2020</u> Cllrs Wheeler and Bygraves met recently with representatives from Wootton Academy Trust and an ecological survey has been requested <u>8th July 2020</u> The clerk was awaiting the ecological survey but had been informed laboratory results tested positive for great crested newt presence in both ponds. Advice given was for works to proceed under a non-licensed Method Statement, which would incur an additional fee of £995. Resolved to approve the above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	
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						<u>12th August 2020</u> An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. BBCllr/Cllr Wheeler confirmed a meeting with Slatters was taking place on 19th August 2020 which should provide further information <u>14th October 2020</u> 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. <u>11th November 2020</u> Cllr Lloyd confirmed he was working on the tender document <u>9th December 2020</u> BBCllr Wheeler confirmed the s106 funding should be received by Bedford Borough Council in January 2021. Cllrs Bygraves, Lloyd and Wheeler agreed to meet independently of Full Council to discuss next steps (including the tender process) in greater detail	
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Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£20,000 Fields Road £15,000 Keeley Lane £5,000	£20,000	<u>12th February 2020</u> A design is needed for Keeley Lane <u>only</u> at this stage. A consultation will feature in March 2020's newsletter offering a choice between: • Current Standard Metal Sign; • Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Wootton Road). Replacement signs for Cranfield Road and Fields Road to follow <u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions (a newsletter was not produced for June/September 2020) <u>9th December 2020</u> It was noted the sign at Keeley Lane could not support a brick design. This project was placed on hold until further notice	Cllr Martin
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FC20/309**RISK ASSESSMENTS PLAN 2020-21**

WPC⁷ assigns and reviews all Risk Assessments annually in May (carried over to 2021 due to Coronavirus (Covid-19) restrictions). This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Some, but not all, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736.

Wootton Parish Council's Risk Assessments for 2020-21 (black font – complete, red font – outstanding, blue font – for sign off, green font – coronavirus – Covid-19 related):

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters	SP	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 30.10.20 – cemeteries caretaker has carried out all works and remedial works have been completed in relation to 'at risk' memorials		30.10.20 PDQ
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

⁷ Wootton Parish Council
Full Council Minutes 9th December 2020

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 determine what to do for 2020 in light of ongoing Covid-19 restrictions	Nov 20	1.10.20 SP
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 carried out all clearance works and planting will be considered for Spring 2021	8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	12.11.20 GL
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.	29.9.20 SP

				The clerk is currently working from home and all meetings are being held remotely	
Marquee	SP	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	29.9.20	None	11.11.20 – Resolved at Full Council (FC20/289) to re-open the area. Cllr Hensher has removed the padlocks and erected Covid-19 guidance signage	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 30.10.20 – the clerk has asked Highlights (Floodlighting) Ltd to undertake a light touch inspection of the lighting, ahead of implementing an inspection regime. 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	11.11.20 – Resolved at Full Council (FC20/289) to re-open the area. This will be done as soon as the vandalised equipment has been remedied	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	20.11.20	20.11.20 – The clerk has registered the pitches with PitchPower and received the first report which has been forwarded to Phil Jeggo at Bedfordshire FA. Both pitches continue to be cut on a regular basis, pending next steps to implement an ongoing maintenance programme. Bedfordshire FA have been asked to assist. The pitches are not in a fit state for play	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
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 30.10.20 – further signs of movement have been noted by Memorial Makeovers who have recommended waiting until the end of 2020 to undertake remedial works. That settlement has been caused by the removal of the conifers, however Memorial Makeovers have confirmed the structure is sound		
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>