



WOOTTON PARISH COUNCIL



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Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 10th February 2021 at 7.30pm.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Lennox, Martin, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. The Clerk to the Council and Responsible Financial Officer, Sue Edgar Playford, was not in attendance.			
Absent (no apologies received)	Cllr Mapesa.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/026	The Clerk to the Council and Responsible Financial Officer, Sue Edgar Playford was not in attendance having recently undergone a medical procedure.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC21/027	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/028	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FC21/029	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr Wheeler's report was circulated ahead of this meeting and no further comments were received.	Clerk to keep on file.	N/A.

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	To receive crime figures for January 2021. (Appendix 1a).	No further comments received.		N/A.
FC21/030	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC21/031	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 13th January 2021. 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 25th November 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 25th November 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 18th November 2020.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Noakes. 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 Randell. 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).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC21/032	Matters arising from the minutes – for information only.	No further comments received.	N/A.	N/A.

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	• FC21/017 + FC20/042 – Community Centre at Berryfields. Refer to agenda item FC21/042. • 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: ○ Cause End Road – from Lorraine Road to Tithe Barn Road (BBCllr Wheeler has 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: ○ Church Road/Hall End Road to Keeley Lane (BBCllr Wheeler has confirmed this has been taken forward); ○ 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: ○ Keeley Lane (entirety); ○ Lorraine Road (entirety). The Roads & Pavements Safety Steering Group has also requested the Monoux Road pavement be taken forward by Bedford Borough Council. • FC21/017 + FC21/042 – 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. • P20/074 + FC21/045 – Parking Restrictions/Yellow Lining at various sites. A report containing all sites has			
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	been sent to Bedford Borough Council (26th October 2020). Refer to agenda item FC21/045. • FC21/025 – Synthetic Pitch. An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps have been provided to facilitate the production of both. Cllr Lloyd is currently drafting a tender which will require formal Full Council approval before circulation. Bedford Borough Council has stated it is in the best interests of the parish council to obtain both an option notice from the developer (BBCllr/Cllr Wheeler has requested this) and planning permission 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. • 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			
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	Borough. Resolved 11th November 2020 (FC20/295) to reject the draft proposals and submit Cllr O'Dell's recommendation. - FC20/316 – Bedfordshire Police & Crime Commissioner's Engagement Plan Consultation. Resolved 9th December 2020 (FC20/316) to request the following: - Request a PSCO/Officer attend Full Council meetings once a quarter; - Request police acknowledgment that speeding is an issue throughout the village; - Request a greater police presence in the village. - FC20/318 – Berryfields Roundabout. Resolved 9th December 2020 (FC20/318) to remove the current display and re-site the silent soldier at the War Memorial once remedial works (to the memorial) have been completed. - FC20/321 – Installation of fencing and double gates encroaching into the recreation ground (Tithe Barn Road side). Resolved 9th December 2020 (FC20/321) Cllr Lloyd write to the homeowner and request the correct boundary be re-instated and gates re-hung to open into the property. Cllr Lloyd has since spoken with the homeowner who has confirmed they will undertake the necessary remedial works. - FC21/021 + FC21/044 – Gritting of parish council-owned car parks. Refer to agenda item FC21/044.			
FC21/033	Chairman's report – for information only.	Cllr Lloyd referenced recent events involving Handforth Parish Council as a training exercise on bad practice.	All to note.	N/A.
FC21/034	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to received, review and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC21/035	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.
FC21/036	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/037	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).	Cllrs Bygraves and Wheeler had met recently at the upper school to discuss the 4g synthetic pitch location, which required adjustment to avoid adjacent trees and pond. 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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/038	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 receive, review and adopt the updated risk assessment plan without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/039	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.	No bank reconciliations were available.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC21/040	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No schedule of receipts and payments was available.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC21/041	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.	No Income & Expenditure or Earmarked Reserves reports were available.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.

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FC21/042	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms</u> The latest HOTs version were circulated ahead of this meeting and no amendments were required. <u>Charitable Trust</u> In the absence of a Charitable Trust representative, no update was provided. <u>Lease</u> It was noted the draft lease, bullet points and responses remained with Hillary Cooper Law, who had now acknowledged receipt. <u>Sports Pitches</u> Resolved to accept the costings from ProPitch – to install drainage and undertake remedial works to the top soil/grass. Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/043	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 understood there was no bus stop currently installed on Burgoyne Avenue. Cllr Wheeler detailed locations for two proposed bus stops along Burgoyne Avenue  Bus Stops FRS.png 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. Cllr O'Dell queried whether proposed electric vehicle charging points could still be sited	BBCllr/Cllr Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		elsewhere within the village. A suggestion to site them within a layby in Harris Way was made. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
FC21/044	To receive a report from the Clerk regarding the gritting of all parish council-owned car parks and to resolve a suitable course of action.	Resolved to install signage noting the Memorial Hall car park was not gritted. It was noted Bizzy Bees had agreed to grit the steps and ramp leading to the building. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/045	To consider a request from Bedford Borough Council to finance the addition of yellow lining within the village and to resolve a suitable course of action.	Resolved to contribute a maximum of £3.5k for new yellow lining at the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions. Further resolved to request Bedford Borough Council complete the yellow lining at Hall End at its own cost. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/046	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. It was resolved at Full Council on 9th December 2020 (FC20/324) to retain RG's services pending further discussions at February's Full Council meeting.	Resolved to retain Regeneration Positive's services until the end of April 2021. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/047	To revisit the receipt and adoption of the Email, Internet and Computer System Use policy and to resolve a suitable course of action.	Resolved to adopt the policy without further amendment. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/048	To consider a response to Bedford Borough Council in relation to its Overview and Scrutiny Committees' Work	It was agreed to request the relevant O&S Committee investigate the relationship between Bedford Borough Council's Mayor,	Cllrs Lloyd and O'Dell and the Clerk to take forward.	Stakeholder Consultation.

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	Programme Consultation for the municipal year 2021/22 and to resolve a suitable course of action.	Executive and Town/Parish Councils. Cllr O'Dell agreed to draft a paper ahead of the next Full Council meeting. The Clerk (upon her return) would be requested to gain feedback from other town/parish councils on the same issue and Cllr Lloyd agreed to provide feedback after the upcoming Town/Parish Council Network conference. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.		
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Meeting closed at 8:30pm.

FC21/029

Borough Council Report to Parish Councils February 2021

Death of Captain Sir Tom Moore

Last week Captain Sir Tom Moore died in Bedford Hospital.

For those who wish to, there is a book of condolences to leave tributes to Captain Sir Tom Moore at the following website: <http://www.sirtom.org/>

Petition to improve flood defences

Over the Christmas period there were worrying floods in the borough and this is becoming a more regular occurrence. Investigations revealed that the [current flood action](#) plan was drawn up in September 2015 whilst there was another [risk assessment](#) in November 2020 it is unclear to see how it follows from the action plan in 2015. In the 2015 plan there are a number of actions which are still ongoing and it is unclear whether they have been completed. Therefore, a petition has been started by the Conservative Group to review the causes of the local flooding and seek improvements to the flood defences. It also asks for more action to be taken to increase flood protection in the Borough. You can find more information here: <http://chng.it/VYvBwZ8q>

The Petition was presented by Cllr Jim Weir and will be debated at a Full Council in the near future. Any comments on flood defences can be submitted to Stephen.vallance@bedford.gov.uk

East-West Rail funding for track laying between Bicester and Bletchley

The impact of East-West Rail link which is due to come through Bedford is still not established.

A £760m fund will be spent to break ground on a new railway link between Oxford and Cambridge.

The cash from the Department of Transport will be used to lay track along a disused railway line between Bicester and Bletchley, in Buckinghamshire, with services scheduled to begin in 2025.

It is intended a second section of track could be laid between Bletchley and Bedford by 2028.

More information available here: <https://rosettapublishing.com/bulletin/2021/01/23/east-west-rail-funding-for-track-laying-between-bicester-and-bletchley/>

Improvement Works Set To Begin on Bedford High Street

Through the Transporting Bedford project, Bedford's High Street is set have a high quality regeneration makeover, becoming one lane only for traffic permanently and creating more space for shoppers and pedestrians.

Bedford's High Street has been one lane for a number of months now, with temporary barriers put in place to help people social distance during the coronavirus pandemic.

This new, permanent scheme will see a different road layout with wider pavements on both sides of the road. Works will be starting in February with the improvements expected to be complete by the end of November 2021.

Works will be undertaken in stages so that the whole road will not be closed at once and the work is being carefully planned with businesses to maintain access. The length of the road from St Peters Street to Mill Street will be closed from February until July, with this length then re-opened and the southern half of the street down to the Embankment then closing. Signed diversions will be in place.

As part of these works, permanent loading and short-term parking bays will be installed to help shops along the High Street function and to attract shoppers, wider pavements will be created using high quality York paving and granite kerbstones, and the 20mph speed limit will be enforced by average speed cameras.

Budget 2021/22

Appendix 1

Bedford Borough Council have approved an increase in core Council Tax of 1.99% supplemented by a 1.75% Adult Social Care Precept, totalling 3.74% giving an average Band D Council Tax of £1,624.14 which will be discussed at Full Council on Wednesday 3rd February.

You can find more details about their budget proposals here:

<http://www.councillorsupport.bedford.gov.uk/documents/s53056/Item%2014%20-%20Revenue%20Budget%202021-22.pdf>

There will also be a Full Council on Wednesday 24th February to finalise the completed budget to include the precepts of Police & Crime Commissioner for Bedfordshire, the Bedfordshire Fire & Rescue Authority and the Parish Councils.

Tesco confirms Midland Road closure but plans new Express store in town centre

Tesco have confirmed that they will be closing their Metro store on Midland Road in Bedford town centre.

However, in a letter to Bedford & Kempston MP, Mohammad Yasin, the company said they were, “actively working on plans to open a Tesco Express in the town centre.”

In the letter, Tesco said that all staff members would be offered alternative roles at nearby stores.

The difference between a Tesco ‘Metro’ and an ‘Express’ is that a ‘Metro’ is generally bigger offering a wider range of products whereas ‘Express’ is closer to an off-license style of shop.

eCargo bikes join Bedford Borough’s delivery fleet

The addition of six eCargo bikes to the Council’s vehicle fleet has been welcomed by councillors and businesses keen to see greener and more sustainable transport solutions in the Borough.

The bikes, bought following a successful funding bid to the Department for Transport, are two or three wheeled electric-powered vehicles that can be used to transport bulky items.

Bedford was among 18 local authorities to successfully bid for the funding.

Four of the bikes will become part of the Sustainable Transport team’s vehicle fleet to support their work with schools and at events, within the Street Cleansing Team, and at Harrold-Odell Country Park for park maintenance.

One each have also been loaned to the University of Bedfordshire and Flamme Rouge Cycles.

In leading by example, the Council hopes that other local organisations and businesses will be encouraged to explore low carbon transport

Bedford River Festival postponed until 2022

The Council has today confirmed that the River Festival – already postponed from 2020 until this Summer – and also the Kite and Motoring Festival are being postponed until 2022.

As one of the largest free festivals in the UK, Bedford River Festival takes months of planning, made harder by changing Covid-19 (coronavirus) guidelines and the uncertainty around mass participation events later this summer.

The bi-annual River Festival was originally due to take place in the summer of 2020, but the growing pandemic meant it was postponed until 2021.

The planned new date for the next River Festival is 23 and 24 July 2022.

The Council has said it will continue to keep traders, exhibitors, local residents and businesses informed.

COVID-19 update

The United Kingdom was placed into a National Lockdown on Monday 4 January. You must not leave, or be outside of your home except where necessary.

Colleges, primary (reception onwards) and secondary schools remain open for vulnerable children and the children of critical workers. All other children will learn remotely until 8 March at the earliest.

You can find more information about the national lockdown regulations on: [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Borough COVID Information

Appendix 1

As of the 31st Jan in Bedford there has been 11,825 cases since the start of the Pandemic and there have been 670 registered cases in Bedford in the last 7 days. This means there have been 386.6 people per 100,000 in Bedford, even though this is a decrease of 98.1 per 100,000 in the last week, these numbers still show how rapidly the virus is currently spreading. At the Mayor's latest briefing he stated that the numbers were declining at a slow rate and it was important that everyone does their bit to keep everyone safe.

If you would like the latest COVID snapshot (as of 31st Jan) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-3Feb.pdf>

More information available at:

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

COVID test centres in Bedford

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 with 24-72 hours.

The government has updated its advice on testing. If you have any of the symptoms of Coronavirus, you can ask for a test through the NHS website or phone 119.

There are two walk through testing centres in Bedford for residents showing symptoms of Coronavirus.

Drive-through testing is available 6 days/week at Gilbert Hitchcock House, Bedford Hospital and 5 days/week at Borough Hall. Both can be booked through the national testing website.

If you're an essential worker (see list [here](#)) you can apply for priority testing through GOV.UK by following the guidance for essential workers on the government website.

You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker.

If you are unable to get to a testing centre, you can order a home testing kit through the national testing website.

You can find further details on testing on the government webpages.

More information is available here:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/covid-19-testing/>

Vaccine rollout

The vaccine is currently being rolled out in Bedford by the Bedfordshire Clinical Commission Group. The NHS has written to all over 80's residents saying that they can have jabs at Stevenage, however if they would like the jab in Bedford they will have to wait until they are called for an appointment. This letter was essentially to highlight a shortcut for those over 80s residents who are able to travel to Stevenage.

There have also been reports that there has been problems with supply of vaccines in the Borough. You can find out more information here:

<https://www.bedfordindependent.co.uk/government-supply-issues-force-queens-park-vaccine-hub-to-temporarily-close-next-week/>

BBCIir Wheeler

January 2021

FC21/029a January 2021			
Reference	Offence Class Description	First Committed	Address
40/3992/21	Assault occasioning actual bodily harm (ABH)	31/12/2020 16:30	Tithe Barn Road
40/3984/21	Assault occasioning actual bodily harm (ABH)	31/12/2020 00:00	Tithe Barn Road
40/3769/21	Assault occasioning actual bodily harm (ABH)	23/01/2021 00:00	Cause End Road
40/3569/21	Assault occasioning actual bodily harm (ABH)	22/01/2021 16:20	Cause End Road
40/4051/21	Assault without Injury - Common assault and battery	31/12/2020 00:00	Tithe Barn Road
40/2894/21	Assault without Injury - Common assault and battery	18/01/2021 15:30	Denny Street
40/2416/21	Assault without Injury - Common assault and battery	15/01/2021 23:13	Harris Way
40/3041/21	Breach of non-molestation order	19/01/2021 20:43	
40/2937/21	Breach of non-molestation order	18/01/2021 15:01	
40/2872/21	Harassment - without violence (course of conduct)	18/01/2021 15:55	
40/2970/21	Harassment - without violence (course of conduct)	18/01/2021 00:00	
40/2200/21	Harassment - without violence (course of conduct)	14/01/2021 00:00	
40/1087/21	Harassment - without violence (course of conduct)	07/08/2019 00:01	
40/3312/21	Other criminal damage to a vehicle (Under £5,000)	21/01/2021 00:00	A421
40/667/21	Other criminal damage to a vehicle (Under £5,000)	05/01/2021 10:20	Bedford Road
40/3689/21	Other criminal damage, other (Under £5,000)	24/01/2021 12:30	Denny Street
40/2946/21	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	18/01/2021 00:00	
40/2677/21	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	17/01/2021 01:30	
40/2526/21	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	27/12/2020 19:50	
40/2405/21	Sexual	15/01/2021 21:00	
40/3343/21	Theft from a motor vehicle	21/01/2021 02:37	Wootton Green
40/1817/21	Theft from a motor vehicle	11/01/2021 00:00	A421
40/1005/21	Theft from a motor vehicle	06/01/2021 22:00	A421
40/835/21	Theft from a motor vehicle	06/01/2021 04:00	A421
40/2750/21	Theft if not classified elsewhere	06/01/2021 20:23	Tithe Barn Road
40/3974/21	Theft of a motor vehicle	26/01/2021 04:38	Bedford Road

Appendix 2

FC21/030

Nothing significant to report.

FC21/034

Neighbourhood Plan Steering Group Report

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

27th January 2021

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP20/110 + NP21/009 – New/ongoing landowner/agent communication(s). Refer to agenda item NP21/009.
- NP20/107+NP20/108 + NP21/006+NP21/007 – Emerging Neighbourhood Plan. Refer to agenda item NP21/006+NP21/007.
- NP20/111 + NP21/010 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP21/010.
- NP20/099 – ‘Changes to the current planning system’. It was resolved 16th September 2020 (NP20/099) that the six month rule regarding Neighbourhood Plan submissions for examination was unreasonable and should be extended to nine months. That recommendation was taken to the Planning & Environment Committee which accepted the same on 30th September 2020 (P20/199). Central government has determined a transition period will be applied, but only to areas delivering the additional cities and urban centres uplift – the following link provides fuller information:
<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system/outcome/government-response-to-the-local-housing-need-proposals-in-changes-to-the-current-planning-system>

Resolutions

NP21/006 – 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.

In the absence of SS, no report was provided.

NP21/007 – 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.

NP21/008 – To receive a report from APC Planning (Sally Stroman) and members of the Neighbourhood Plan Steering Group regarding ongoing responses in relation to the Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.

In the absence of SS, no report was provided.

NP21/009 – To receive a report from APC Planning (Sally Stroman) and Regeneration Positive (Trevor Roff) regarding new/ongoing landowner/agent communications and to make recommendation to Full Council as necessary.

TR confirmed he was appraising Savills (Land Agents for the Crown Estate) of the current stage of the Neighbourhood Plan. It was agreed to pencil the 17th February 2021 as the date for the next meeting of this steering group, pending confirmation from SS.

NP21/010 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP21/011 – 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 BA (Hons) PSLCC

Clerk to the Council

29th January 2021

FC21/035

Planning & Environment Committee Report

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

13th January 2021

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

Email from a resident in relation to a further response regarding previous agenda item P20/265. It was noted any future damage to the residents fencing would be considered as and when an issue arose.

Matters arising from the minutes – for information only.

See under 27th January 2021.

Planning Applications – for resolution

[20/02913/FUL](#) – 40 Fields Road. Single storey rear extension with dormers to the front.

Resolved **NO OBJECTION** but the following observation was made:

- Bedford Borough Council should consider any future parking issues should the site be further developed.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

[20/02919/FUL](#) – 89 Bedford Road. Double storey rear and side extension.

Resolved **NO OBJECTION** but the following observation was made:

- Bedford Borough Council should consider the exacerbation of parking congestion in the area.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

[20/02926/FUL](#) – 4 Studley Road. Single storey side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

[20/02935/FUL](#) – 20 Oak Close. Loft conversion with rear dormer.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

20/02373/FUL – 18 Granby Way. Single storey rear extension and loft conversion with rear dormer.

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

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.

This council previously raised **NO OBJECTION**.

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

[20/01842/OUT](#) – 18 and Land at 16 Bedford Road. Outline application for demolition of existing dwelling and erection of five dwellings with all matters reserved except for access. Amended/Additional plans received.

This council previously raised **AN OBJECTION**.

It was noted this committee's previous objection to this application still applied.

[20/02422/TPO](#) – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Concerns were previously raised the tree had been felled before expiration of the tree protection notice period. Bedford Borough Council has responded as follows:

"We are aware that the tree was removed without consent and the Council's Tree Officer is in discussions with the owner's tree surgeon to secure a replacement tree within the current planting season. We would have supported the tree's removal but would have required a replacement tree by planning condition had the application been allowed to run its proper course".

The response from Bedford Borough Council was noted and this committee would continue to monitor the situation.

Resolutions

P21/012 – To consider a variance to a street trading consent outside of Bedford Town Centre for James Sharpe T/A Dessert Boss and to resolve a suitable course of action.

Cllr Lloyd wished to record for the minutes his objection to the proposed waiting area for the following reasons:

- Customers would use the adjacent Sainsbury's car park when visiting Dessert Boss;
- Users of the Sainsbury's car park would have impaired visibility when exiting due to the location of Dessert Boss.

After further discussion it was resolved to accept the variance without amendment.

Proposed: Cllr Bygraves.

Seconded: Cllr Randell.

Resolved by majority vote.

P21/013 – To receive a report from the Clerk regarding Facebook comments made in relation to a previous planning application and to resolve a suitable course of action.

This agenda item was heard after agenda item P21/003.

The Clerk provided copies of the email thread received from the resident and also Facebook thread, ahead of the meeting and provided further background at the meeting.

After discussion it was agreed any councillor had the right of free speech especially as the initial Facebook comment was both vexatious and without foundation.

Resolved to accept the above.

P21/014 – To receive a report from Cllr Quirk regarding the proposal by Bedford Borough Council in relation to its Making of Order – Deletion of Public Footpath No 7 (Hall End adjacent to the Upper School) and to resolve a suitable course of action.

After detailed discussion it was resolved to support the proposal to delete Public Footpath No 7, in light of the additional information received.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by majority vote.

P21/015 – To receive a report from Cllr Quirk regarding vehicles being driven over Popes Way Green and to resolve a suitable course of action.

Resolved to erect signage informing residents that no unauthorised motorised vehicles were permitted to access the green.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

P21/016 – To receive a report from Cllr Lloyd regarding the potential erection of a headstone/memorial to a plot at Lorraine Road cemetery and to resolve a suitable course of action.

In light of a full agenda which had run until 7.30pm it was agreed to carry this agenda item forward to the next meeting of this committee.

27th January 2021

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.
- 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 and will be revisited in Q1 2021.
- P21/009 – Planning Application 20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Concerns were previously raised the tree had been felled before expiration of the tree protection notice period. Bedford Borough Council has responded as follows:
“We are aware that the tree was removed without consent and the Council’s Tree Officer is in discussions with the owner’s tree surgeon to secure a replacement tree within the current planting season. We would have supported the tree’s removal but would have required a replacement tree by planning condition had the application been allowed to run its proper course”. This committee noted Bedford Borough Council’s response at its meeting on 13th January 2021 and stated it would continue to monitor the situation.

Planning Applications – for resolution

[20/03077/FUL](#) – Unit 8, I Worx Innovation Way. New first floor mezzanine level for additional office space.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by all present.

[21/00017/FUL](#) – St. Alban, 32 Bedford Road. New front dormers.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by majority vote.

[21/00032/FUL](#) – 6 Fields Road. One and two storey front, side and rear extension and balcony to rear. Erection of rear garden office building.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION.**

20/02364/TPO – 61 Cause End Road. 4 smaller lime trees to be reduced to approximately six metres in height. One larger lime tree adjacent to Wootton New Life Methodist Church to be reduced by three metres in height. This council previously raised **NO OBJECTION**.

20/02926/FUL – 4 Studley Road. Single storey side extension.
This council previously raised **NO OBJECTION**.

Resolutions

P21/028 – To consider first steps in relation to an open design competition in relation to a proposed project for the Berryfields/Fields Road roundabout and to resolve a suitable course of action.

After discussion it was resolved to place an article in March's Wootton newsletter inviting designs and/or proposals for the roundabout from residents and/or local schools. The article would include roundabout dimensions, project restrictions/limitations and the proposed deadline for submissions.

P21/029 – To consider a request from Bedford Borough Council that the ongoing development at 41-43 Cause End Road (eight dwellings) be registered as 1-8 Manor Gardens (post code to be determined by Royal Mail) and to resolve a suitable course of action.

It was noted Manor Gardens could be confused with Manor Road. After discussion it was resolved to request the development be registered as Rawlins Gardens.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

P21/030 – To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).

There were no members of the public or press present.

P21/031 – To receive a report from Cllr Lloyd regarding the potential erection of a headstone/memorial to a plot at Lorraine Road cemetery and to resolve a suitable course of action.

Cllr Lloyd detailed since publication of this meeting's agenda, he had spoken to both parties involved in the potential erection of the headstone/memorial.

After discussion it was resolved the previous resolution (14th October 2020 P20/213) still applied – any request received from either party would require the agreement of both parties before approval was granted. If necessary, the clerk would bring the request to this committee for determination.

Further noted any works (once agreed) would need to be completed within 12 months otherwise approval would be required again. This resolution was specific to this request only and any similar scenarios would require separate discussions.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

29th January 2021

FC21/036**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 2020 and/or earlier. These are available to view either via the Clerk to the Council or at: <https://wootton-pc.gov.uk/parish-council/committees/roads-pavements/>

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

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>15th January 2020</u> WPC had requested it be involved in the inspection/snagging issues ahead of BBC adopting the area. BBC⁵'s response stated they did not normally involve third parties in the inspection process as the adoption agreement was between the Highway Authority and developer. <u>4th March 2020</u> Request was made for BBC to inform WPC when all issues have been remedied by Persimmon to enable GL and SO to check and report back within a two week window. SP/JW agreed to chase for a further update.	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				<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. <u>20th January 2021</u> GL reported the following issues at a recent meeting of Full Council: • Poor street lighting at the pedestrian crossing on Harris Way (school side);	
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				•Street lighting within that estate is not LED only – despite the Mayor referencing the BBC’s policy of using only LED lighting. JW had reported the same to BBC and it was noted the handover had been delayed due to ongoing Covid-19 restrictions.	
Bus routes/stops.	Various.	Ongoing.	BBC.	<u>15th January 2020</u> SP had previously confirmed Chris Pettifer, Chief Officer for Transport, BBC, was reviewing all school bus stops in terms of location/safety. JW had requested Burgoyne Avenue be opened at the earliest opportunity to allow buses through the Fields Road South development and via Cranfield Road. JW confirmed two bus stops were in situ within Fields Road South and two further bus stops were proposed for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change. It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above.	BBC.

				<u>4th March 2020</u> Bus stops had been installed on Cranfield Road. JW confirmed it was not possible to install stops (even as a temporary measure) on Fields Road. Timescales for Burgoyne Avenue were not yet known. JW also confirmed a RTPI unit would be installed at the bus loop on Harris Way and KR (in attendance) agreed to speak to the doctor's surgery to see if bus times could be displayed on their information screen. <u>20th May 2020</u> JW confirmed the RTPI unit was due to be installed imminently at the bus loop (Folkes Road). No update was available regarding the doctor's surgery due to ongoing Coronavirus (Covid-19) restrictions. HM raised again the possibility of a bus shelter and seating on Fields Road in the vicinity of the doctors' surgery. It was noted WPC could use its CIL funding to finance a seat as part of SO's proposed CIL project for additional public seating in the village. It was further noted s106 developer funding could be used to finance the shelter, given there were now no plans for shelters along Burgoyne Avenue. After detailed discussion it was agreed to leave this issue on file until the Fields Road pedestrian crossing was in place as this would determine the best location for the proposed shelter and seating. SP agreed to chase KR regarding publication of bus times in the doctor's surgery. <u>15th July 2020</u>	
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				No further updates were available regarding publication of bus times in the doctor's surgery. SP had received confirmation from JW the RTPI unit had now been installed at the bus loop (Folkes Road). A virtual meeting was still being arranged with Concept. <u>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>20th January 2021</u>	
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				JW confirmed Concept were investigating the lack of bus stops along Burgoyne Avenue. It was thought the bus stops on Cranfield Road would be considered sufficient to cover that end of Burgoyne Avenue, so the focus would be on the middle and Fields Road (Bedford Commercial Park) end of Burgoyne Avenue. It was confirmed there was no bus stop on Burgoyne Avenue (near Bedford Commercial Park), as first thought. <u>15th January 2020</u> HM had previously reported the yellow bus stop markings outside the Manor Road bus stop were not bright enough, and white lining was missing near the Memorial Hall on Bedford Road. JW has established bus stop markings were never in situ and are not a requirement. Missing white lining is ongoing with BBC. TI detailed parked vehicles were encroaching the Bedford Road bus stop adjacent to the Manor Road flats, preventing buses from pulling up alongside the raised kerbing and preventing disabled access. SP agreed to revisit SO's report ahead of a request to BBC to add boxed markings to all stops in Wootton without them. It was hoped Bedford Road at least would be at BBC's expense, given the road had recently been resurfaced. TI agreed to provide photographic evidence of the issue. Proposed: HM. Seconded: GB. Resolved by all present. <u>4th March 2020</u>	
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				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. <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. <u>20th January 2021</u> Andy Prigmore confirmed the works should be completed by the end of this financial year – weather permitting.	
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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. <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. <u>20th January 2021</u>	BBC/Anglian Water.
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				JW confirmed all resurfacing works were ongoing – works were expected to be completed by the end of this month.	
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. <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.	BBC/Developer. GL.

⁶ Fields Road South

				<u>20th January 2021</u> JW confirmed signage for Cause End Road was still outstanding, but signage on Church Road was in place. Works to further reduce the churchyard extension hedgerow was ongoing.	
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. <u>20th January 2021</u> Temporary signage was in place on the Branston Way roundabout (near Lidl) and also the A421 exit near Marston Moreteyne, but BBC had yet to receive permanent signage.	
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	BBC.

				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. <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. <u>20th January 2021</u> JW confirmed this request was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken.	
Fields Road white lining. (See also the following item).	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.	BBC.

				Resolved by all present. <u>20th May 2020</u> Resolved at Full Council on 8th April 2020 to delay forwarding this recommendation to BBC due to ongoing Coronavirus (Covid-19) restrictions. <u>15th July 2020</u> SP was asked to take the white lining proposal back to Full Council now Coronavirus (Covid-19) restrictions were being lifted, which was permissible under Standing Orders. <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. <u>20th January 2021</u> A report from BBC's Team Leader for Development Infrastructure was circulated ahead of this meeting. In essence, it confirmed the lack of a carriageway centre line in Fields Road was intentional. It was noted the lack of a carriageway centre line encouraged vehicles to drift on what was neither a straight, or rural road. In addition, the lack of centre line only created the illusion of a narrow road on rural roads with hedgerows – not busy central roads	
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				with a shared access pavement and significant housing. Furthermore, it was understood white lining signified a busy/potentially dangerous road. In light of the above it was agreed to feed that information back to BBC. On the issue of the shared access pavement, CB again raised concerns that the pinch point remained a safety issue. After discussion and in light of BBC's written confirmation it was satisfied all health and safety concerns had been addressed, it was agreed to minute herein all comments for the public record and to demonstrate WPC fervently disagreed with BBC's findings. Further details of areas requiring additional white lining were kindly provided by CB and it was agreed to forward the same to BBC.	
Pavement/all parking issues – various sites including Fields Road, Manor Road, Mephram Road, Neale Way, Sherwood Close and recently Tithe Barn Road. (To include also the pavement by the Legstraps PH) and issues within "Little Wootton").	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>	SO.

(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). (To include parking restrictions including yellow lining).				A request for parking restrictions/yellow lining (to include Elmsdale Road/Bedford Road, Potters Cross/Bedford Road and Hall End) had been made to BBC – no further update received. <u>20th May 2020</u> A request to meet after Coronavirus (Covid-19) restrictions were lifted had been made by BBC. <u>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>20th January 2021</u> BBC stated it had no budget to cover yellow lining works, totalling £3k. WPC was asked to consider funding the same. After discussion it was resolved to take this request to Full Council for determination. Proposed: SO. Seconded: TI. <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.	
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				<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 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>20th January 2021</u> BBC confirmed it had attended on several occasions to try and complete advisory white lining and would attend again in early January 2021. Letters would be placed on any vehicles parked in those locations. It was noted again that members of this safety steering group would help with letters and that BBC should provide advance warning before attending. A request was made for BBC to include outstanding and new areas of white lining (as detailed elsewhere in these minutes) when completing the bus cages, as it would save on costings. <u>15th January 2020</u>	
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				JW and SP met with Melanie MacLeod BBC on 13th November 2019. Melanie agreed to seek a solution for parking issues outside Wootton Upper School (SP suggested a camera similar to that sited adjacent to Wootton Lower School) and to add an advisory H-bar outside 19a Bedford Road. It was likely many PSPO's would be withdrawn in the coming months/years and that was therefore not the favoured approach to prevent parking on footpaths. It was suggested identifying areas within the village for 'no verge or footway parking' enforcement would be a better approach. SP suggested the newly-widened Fields Road footpath and Keeley Lane near the Legstraps PH and the following areas were also identified at this safety steering group's meeting on 20th November 2019: • Bedford Road - £15,000 • Fields Road - £5,000 • Keeley Lane (in the vicinity of the Legstraps PH - £2,000. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod. <u>4th March 2020</u> SP had received costings (detailed in red above). Resolved to trial Fields Road only (using the same signage as used at the Memorial Hall) due to costings and to make the same recommendation to Full Council.	
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				Proposed: GL. Seconded: HM. Resolved by all present. <u>20th May 2020</u> SP noted inconsiderate/pavement parking was now an issue in Tithe Barn Road. The above recommendation was taken to Full Council for formal approval however it was noted central government were looking to extend the ban on pavement parking beyond London and Scotland – to include England and Wales. It was therefore resolved at Full Council on 13th May 2020 (FC20/135) to leave this recommendation on file until further guidance had been received from central government. SO expanded upon central government's intention to extend the ban on pavement parking to include England and Wales. The Transport Committee had previously recommended a consultation be carried out in the near future (report dated 12th March 2020) and SO had (as a private individual) written to Nadine Dorries MP to establish when that consultation would likely take place. After discussion it was agreed to recommend to Full Council that SP also write to Nadine Dorries MP to request the same, and that JW and SP respond to future enquiries on this issue, stating this was now a matter for central government, in light of the above. It was further agreed to include an article in the next edition of the Wootton newsletter and WPC's FB and website.	
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				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. <u>20th January 2021</u> No further update received.	
Pavement – Payne Road.	CB.	Ongoing.	BBC.	<u>15th July 2020</u>	BBC.

(Including Beauchamp and Monoux).				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). <u>20th January 2021</u> The Clerk was informed of safety concerns relating the pavement in Monoux Road – in addition to those areas which had been marked by BBC for repairs. JW agreed to take those additional safety concerns forward with 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).	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.	GL.

(Members to note also a request has been made to re-paint the 30 mph repeater signs along Keeley Lane).				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 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).	
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				<u>4th March 2020</u> JW had requested a meeting with BBC representatives to move this forward. GL noted areas in Bedford where a 20MPH limit had been successfully implemented without the need for other calming measures. He added he was currently liaising with the police to establish why they had objected to cameras (as detailed by BBC). <u>20th May 2020</u> A request was received from a resident of Wootton Green, requesting ASC be deployed in that area also. SP confirmed she had spoken with the Clerk to Marston Moreteyne Parish Council who confirmed MMPC had no plans to install average speed cameras within their section of Wootton Green or Upper Shelton (Wootton Green is divided between the parishes of Wootton and Marston Moreteyne and also two local authorities – Bedford Borough Council and Central Bedfordshire Council). Financing and enforcement would be an issue given that split and currently Bedfordshire Police did not support the installation of cameras*. Members were asked to consider a request from JW to select a road for the ASC being funded by BBC (one pair of cameras). JW confirmed BBC were happy to meet with their contractor, JW and GL on Fields Road to discuss camera location and also WPC's plans for cameras elsewhere in the village. It was noted all costings for this pair of cameras would be met by BBC who would own and maintain the assets.	
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				*GL read out a response from Bedfordshire Police regarding average speed cameras which stated both speed and collision history did not evidence the need for fixed camera enforcement. GL confirmed he would be requesting further information. Members were also asked to consider a request to re-paint the 30MPH repeater signs along Keeley Lane. SP was asked to pass this request to BBC and await their response. <u>15th July 2020</u> SP had received confirmation from JW an order had been made for repeater signs along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. SP then detailed a request from a Wootton Green resident that the entire length of Wootton Green be made a 30MPH zone. It was noted presently, a 100 metre section between there and Upper Shelton was a 60MPH zone. After discussion, it was agreed SP would speak to Marston Moreteyne Parish Council to see if they would be willing to consider the same request (given Wootton Green's division) before involving BBC. GL will provide a map of the area with the varying zones noted, for ease. GL confirmed the proposed location of one average speed camera along Fields Road was incorrect (too close to the Cock Inn PH junction with Bedford Road) and a request had been made to BBC to move it towards Summerfield Drive.	
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				<u>16th September 2020</u> A report was delivered to Marston Moreteyne Parish Council asking them to consider the above request). Works to install the average speed cameras on Fields Road were programmed for Q4 2020. <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. <u>20th January 2021</u> The report (endorsed by Marston Moreteyne Parish Council) was sent to BBC. BBC had acknowledged receipt but confirmed they currently had no budget for speed limit reviews. The request would be revisited if a budget became available.	
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To be reviewed at each committee meeting.

FC21/037**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2020 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

							<u>10th February 2021</u> No further update received	
Low	Lecterns	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <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	Cllr Hensher

							comments was Friday 20th December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030. <u>10th June 2020</u> The plan has been updated and it is hoped the Regulation 14 pre-submission public consultation and public exhibition can go ahead in September/October 2020, subject to Coronavirus (Covid-19) restrictions <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	
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							Bedfordshire Rural Communities Charity for an update <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 11th December 2019 <u>12th February 2020</u> Members resolved to accept the report, subject to the addition of a new/refurbished bench opposite the Chequers PH at Hall End (six in total). Plaques will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter <u>12th August 2020</u> Cllr O'Dell has met with a Bedford Borough Council representative to discuss chosen locations and a technical engineer is now determining whether there are adjacent utilities to consider before taking the project forward 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	Cllr O'Dell

							<u>9th September 2020</u> A purchase order has been submitted and 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 <u>10th February 2021</u> The Clerk has received two firm requests to sponsor benches. Two plaques have been ordered to date – at a slightly more expensive price of £85.57 plus VAT (initial costings were estimated to be c.£70.00). Both sponsors have met the costs in full and the first plaque is now in situ	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019 <u>12th February 2020</u> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council <u>12th August 2020</u> A formal report requesting units at four (possibly five) locations has been submitted to Bedford Borough Council and an acknowledgement has been received <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 <u>13th January 2021</u> The Clerk is looking to organise a meeting for Q1 2021 to discuss next steps	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>	Cllr Quirk

							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	
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 <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	Cllr Bygraves

						<u>8th July 2020</u> The clerk was awaiting the ecological survey but had been informed laboratory results tested positive for great crested newt presence in both ponds. Advice given was for works to proceed under a non-licensed Method Statement, which would incur an additional fee of £995. Resolved to approve the above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. <u>12th August 2020</u> An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licensed 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.	
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							<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 <u>10th January 2021</u> Cllrs Bygraves, Wheeler and Lloyd will provide a verbal update at this meeting under this agenda item	
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

FC21/038**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 10th February 2021

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 19.1.21 - Highlights (Floodlighting) Ltd have completed a full electrical installation conditioning inspection and remedial works have been programmed. 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 <u>10th February 2021</u> Two contractors have been approached to assist with a maintenance programme	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 19.1.21 – the Clerk has chased for a further update from Memorial Makeovers		
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>