



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 11th August 2021 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

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, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/175	Apologies for absence. Cllrs Mapesa, Martin, Noakes and Watson.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/176	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/177	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.
FC21/178	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. Cllr Hensher asked if further details were known in relation to the cycle way completion between Wootton and Kempston. Cllr Wallace confirmed he was regularly	Clerk to keep on file. N/A.	N/A. N/A.

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		lobbying Bedford Borough Council for an update and had been informed it would be completed within this financial year. Cllr O'Dell noted the push for the Fields Road South development (Berry Wood) to be adopted and BBCllr/Cllr Wheeler confirmed this would be in two phases. Phase one was Burgoyne Avenue from Fields Road to the amazon roundabout, phase two was the remainder of Burgoyne Avenue to Cranfield Road. Cllr O'Dell suggested it was timely for the parish council to offer to undertake an infrastructure survey (as recently completed for Berryfields) and agreed to email members with suggested meeting dates. No further comments received.		
	To receive crime figures for July 2021. (Appendix 1a).			
FC21/179	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.
FC21/180	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 14th July 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 30th June 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 19th May 2021.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 19 th May 2021.	Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC21/181	Matters arising from the minutes – for information only. • FC21/160 + FC21/191 – Community Centre at Berryfields. Refer to agenda item FC21/191. • FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: ○ Church Road (from War Memorial to Cause End Road junction); ○ Cranfield Road (in part from the double mini roundabout). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: ○ Keeley Lane (its entirety); ○ Lorraine Road (its entirety); ○ Monoux Road (its entirety); ○ Payne Road (its entirety). It is unlikely any other areas will be considered. • FC21/129 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Further amendments have been passed back to Bedford Borough Council. • FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions. Bedford Borough Council has yet to complete yellow lining at Hall End. Resolved 9th June 2021 (FC21/139) submit a further request to Bedford Borough Council for further parking restrictions/yellow lining on Bedford Road – from the Cause End Road roundabout extending to the bus cage (Manor Road flats-side of Bedford Road).	No further comments received.	N/A.	N/A.

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	• FC21/131 – Synthetic Pitch. An Ecological Survey has been undertaken. Resolved 11th May 2021 (SP21/005) to appoint Neil Boddington as Project Manager. Cllrs Lloyd, O’Dell, Randell and Wallace have been appointed as members of the Construction Working Group and Cllrs Bygraves and Wheeler have been appointed as members of the Fundraising Working Group. Neil is currently working with representatives to draft noise and heritage reports. • 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. • FC21/141 – Local Government Boundary Commission Draft New Electoral Arrangements for Bedford Borough. Resolved 11th November 2020 (FC20/295) to reject the draft proposals and submit Cllr O’Dell’s recommendation. The timetable for this review has now changed as new draft recommendations were published on 11th May 2021. The parish council’s recommendation did not feature in the new draft recommendations and a further submission was made, given the review deadline was extended. • FC20/316 – Bedfordshire Police & Crime Commissioner’s Engagement Plan Consultation.			
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	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. At present, no officers are available to attend quarterly meetings, however there are currently increased patrol cars in the village. • FC21/068 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th March 2021 (FC21/068) to request an O&S Committee consider a review of the effectiveness and time-responsiveness of BBC's support to its Parish and Town Councils. This review has been taken forward as part of the committee's works programme. • FC21/138 – Neighbourhood Plan. Resolved 9th June 2021 (FC21/138) to submit all documentation to Bedford Borough Council as part of the next stage process. • FC21/166 + FC21/195 – Hedgerow/Tree Planting – Forest of Marston Vale initiative. Resolved 9th June 2021 (FC21/140) that Regeneration Positive approach the Crown Estate to begin negotiations to secure land adjacent to Lorraine Road cemetery to aid with a proposal to tree plant in that vicinity creating a green canopy. Refer to agenda item FC21/195. • FC21/141 – Bizzy Bees request for an area of grass land for recreational play. Resolved 9th June 2021 (FC21/141) to permit the request subject to a number of caveats. Bizzy Bees are determining next steps as they raised safety concerns about the fencing caveat (that it should match existing fencing). • FC21/163 – Replacement of faulty/damaged dog mess/litter bins. Resolved 14th July 2021 (FC21/163)			
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	to replace all faulty/damaged bins, if possible with dual purpose litter bins. If dual purpose could not be used, a metal similar design would be used. The clerk is awaiting guidance from Bedford Borough Council. • FC21/165 + FC21/194 – Improvements to acoustics within the Community Centre meeting room. Refer to agenda item FC21/194. • FC21/167 + FC21/193 – Course of action in relation to The Queen’s Platinum Jubilee Central Weekend 2022. Refer to agenda item FC21/193. • FC21/169 – Addition of the Berryfields/Fields Road roundabout to Wootton Parish Council’s grass cutting agreement. Resolved 14th July 2021 (FC21/169) the parish council would only take this area on at a cost of £360 per year. Bedford Borough Council has confirmed they cannot meet that cost and will add the area to its own grounds maintenance programme. Move to close. • FC21/173 – Bedford Borough Council’s Local Plan 2040 Draft Plan. Resolved 14th July 2021 (FC21/173) that Wootton Parish Council support option 2c: Development in and around the urban area, plus A421 transport corridor with rail based growth parishes, plus two new settlements (as detailed on Page 22 of Bedford Borough Council’s Local Plan 2040 – Draft Plan, Strategy Options and Draft Policies Consultation June 2021 document (click here to view full details). • FC21/174 – Further response to the Planning Inspectorate in relation to the Hollins Strategic Land LLP appeal (Inspectorate No: APP/K0235/W/19/3243154, Land West of Wootton Upper School, Hall End Road, Wootton, Bedford, Appellant’s Updated Statement of Case - LPA Ref: 19/00894/MAO). Resolved to make a further submission (click here to view full details).			
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FC21/182	Chairman's report – for information only.	Cllr Lloyd requested members respond to his health and safety concerns in relation to the changing rooms by Thursday 12 th August 2021. Reference was also made to an ongoing email exchange with a disgruntled resident who had been informed they were too late to incorporate their land for development, within the emerging Neighbourhood Plan.	N/A.	N/A.
FC21/183	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/184	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.
FC21/185	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 Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/186	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates are noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/187	To receive, review and adopt all Risk Assessments for 2021-22, 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 revised MUGA (Harris Way) risk assessment, noting that the parish council's litter picker should continue to litter pick the facility. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Lennox. Resolved by all present.		
FC21/188	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/189	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/190	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2021-22, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/191	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 clerk confirmed the parish council was now in possession of a key for the car park barrier. The final HOTs remained with Bedford Borough Council. <u>Charitable Trust</u> Cllr Lloyd had again spoken to the caretaker regarding the purchase of a suitable gritting machine and confirmation was awaited before an order was placed. <u>Lease</u> It was noted the latest lease amendments/annotations had been sent back to Hillary Cooper Law. <u>Sports Pitches</u> ProPitch (idVerde) had completed current works and were cutting the grass. Drainage	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		works (including secondary drainage works) remained outstanding. Resolved to note the above findings/actions. Proposed: Cllr Bygraves. Seconded: Cllr Lennox. Resolved by all present.		
FC21/192	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South and to resolve a suitable course of action.	It was noted a working group had undertaken an infrastructure audit and the findings had been forwarded to BBC's Highways Department. It was not yet known if/when the handover from Persimmon to Bedford Borough Council would take place. Resolved to note the above. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC21/193	To consider a course of action to coincide with The Queen's Platinum Jubilee Central Weekend 2022 and to resolve a suitable course of action.	Cllr O'Dell circulated a report ahead of the meeting which detailed suggestions for an event to recognise The Queen's Platinum Jubilee event. After detailed discussion it was agreed to investigate the following: • The placement of a beacon on Lorraine Road green. Given Bedford Borough Council were the landowners, permission to site would be required and it was recognised planning permission may be necessary. The beacon would be owned and maintained by the parish council. The clerk agreed to take this forward; • Cllrs Hensher and Lennox agreed to investigate costings; • Cllr O'Dell agreed to investigate further other councils who had previously installed a beacon; • Cllr Lloyd agreed to publicise this in his report for September's Wootton newsletter.	Cllrs Hensher, Lennox, Lloyd and O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		In terms of an event, it was agreed to await confirmation on the above points before bringing this agenda item back to a future meeting of Full Council. Resolved to note the above. Proposed: Cllr Randell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC21/194	To receive a report from Cllr O'Dell in relation to proposed measures to improve acoustics within the Community Centre's meeting room and to resolve a suitable course of action.	Given only one quotation had been received to date, Cllr O'Dell expressed his intent to investigate further companies and bring this agenda item back to a future meeting of Full Council.	Cllr O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/195	To receive a report from Cllr Wallace in relation to negotiations with the Crown Estate/Tree Planting within Lorraine Road cemetery and adjacent land and to resolve a suitable course of action.	Cllr Wallace provided background to this proposal and it was noted a favourable response had been received from the Crown Estate, just ahead of this meeting. After detailed discussion the following was noted: • Cllr Wallace would liaise with the Crown Estate in order to obtain fuller information and would update the Forest of Marston Vale accordingly; • Planted trees would remain in perpetuity and would be maintained by the parish council, including those on the Crown Estate land; • The trees would be supplied free of charge by the Forest of Marston Vale (potentially including guards and other relevant sundries); • There was potential for some/all maintenance to covered by the scheme, but Cllr Wallace detailed a parish council budget of £500 per annum, were that not the case. A budget of £2k was in this financial year's accounts for tree planting in any event and	Cllr Wallace to take forward.	Localism Act 2011, Ch 1, s1-8.

		this could also be considered for aftercare and works to amalgamate the two areas of land; Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC21/196	To approve locations and wording for signage at the Memorial Hall car park (Bedford Road) and to resolve a suitable course of action.	Resolved to reduce the number of locations from six to four and amend the wording to incorporate that seen on signage at the Community Centre and recreation ground car parks. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Cllr Hensher and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/197	To consider the installation of additional Dog Control Order signage (Dogs Excluded) at the recreation ground (Church Road) and to resolve a suitable course of action.	Resolved that up to four additional signs be added within the area. Further resolved the clerk would investigate who (in addition to Bedford Borough Council) could be authorised to take enforcement action in line with the Dog Control Order. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/198	To receive a recommendation from the (advisory) Neighbourhood Plan Steering Group to appoint David Hogger as the independent examiner for Wootton's Neighbourhood Plan and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.49pm.

FC21/178**Borough Councillors Report to Parish Councils August 2021****Local Plan 2040 Update**

The new Local Plan 2040 draft is now available, a consultation called The Draft Plan: Strategy options and draft policies consultation will run from Tuesday 29 June to 5pm on Friday 3 September 2021. You can find the current draft here: <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/local-plan-review/>

Council Submits £15m Bid For 'Levelling Up Fund'

Bedford Borough Council has bid for £14.9m from the Government's 'Levelling Up Fund' to make major improvements in Kempston town centre; investing in regeneration and transport infrastructure to improve the economic vitality of Kempston. Bedford Borough have said that if successful, this fund would be invested in regeneration around the Saxon Centre including improving the public area and making the area safer, and creating better connections between the shops, employment and leisure sites.

Additional £1m to be spent on Roads and Pavements

Bedford Borough Council has claimed an £11.78m underspend on the 'Covid-19' section of the 2020/21 budget. As you can see on the below table, this led to a total underspend of £1.457m.

	Current Net Budget	Outturn	Variance	%
	£ million	£ million	£ million	
Adult Services	50.330	46.213	(4.117)	(8%)
Children's Services	33.416	33.286	(0.130)	0%
Business Transformation and Organisational Design	17.507	24.230	6.723	38%
Enabling Services	2.704	5.252	2.547	94%
Environment	26.958	29.861	2.903	11%
Chief Executives	4.192	4.134	(0.059)	(1%)
Public Health	0.000	0.000	0.000	-
Covid-19	0.000	(11.780)	(11.780)	-
Operational Net Cost	135.107	131.194	(3.913)	(3%)
Capital Financing	3.282	4.998	1.716	
Contingency	0.500	0.000	(0.500)	
Corporate Budgets	(6.842)	(5.602)	1.240	
Non Operational Budgets	(3.060)	(0.604)	2.456	
Total <i>(Note there may be differences in rounding in this table.)</i>	132.047	130.590	(1.457)	(1.1%)

The Borough Council have therefore decided to add this money to the general fund which means as of 31 March 2021 there is £17.8m.

Appendix 1

This has led to revisions to the Capital Programme 2021/22 to 2023/24 which includes an additional investment of £1m into Roads and Pavements.

Bedford Borough provide meals and activities for children in the summer holidays

Following funding from the Department of Education's Holiday Activities and Food Programme Bedford Borough have been able to provide food vouchers and activities for children who receive school meals in term time. Parents will be able to find out if they are eligible and able to register for free school meals at www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/free-school-meals/

The holiday programme started on Monday 26 July and continues for six weeks with different activities spread across school holidays. For more information on the holiday clubs and how to book visit <https://localoffer.bedford.gov.uk/hafsummer21>

Phase Two of High Street Improvement Works

Since February 2021, there have been works to Bedford High Street in order to permanently make it one lane only for traffic and create more space for shoppers and Pedestrians. Phase one of these works, which ran from St Peters Street to Mill Street are now complete and the Council began phase two on Monday 26 July, with traffic calming measures being put in place. The second phase of works stretch from Mill Street down to St Paul's Square and is planned to last until November 2021. As part of these works, the Council will be making the pavement wider and repaving this section of the high street with high quality York paving and granite kerbstones. Speed cameras will be installed along the road to enforce the 20mph speed limit on Bedford High Street.

Bedford Borough receive £208k from Department of Transport to boost cycling and walking

Bedford Borough Council has received £208,906 from the Department of Transport as a further part of the Cycling and Walking plan for England which started in 2020. This money will be used to boost cycling infrastructure, which includes new cycles lanes and to support walking schemes throughout the Borough. The Government also announced that along with this funding they will be updating the Highway Code and will publish this in autumn.

Borough COVID-19 Update

As of the 25th July in Bedford there have been 17,617 cases since the start of the pandemic and there have been 593 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 25th July) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-28Jul2021.pdf>

The Delta (Indian) variant is now the dominant strain in Bedford. Bedford Borough are asking residents' to proceed with extreme caution as cases are continuing to rise. More information available at: <https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Vaccinations available for over 18s

Vaccinations are now being offered to all over 18s in the Borough. If you have yet to receive your first jab, or if it's been eight weeks since your first vaccine, you can book an appointment at one of the below seven pharmacies, or at Bedford Heights.

Appendix 1

Bedford Pharmacy, 9 Greenhill Street

Kidman's Surgical Chemist, Castle Road

The Village Pharmacy, Meiklejohn Centre, Unit 3, Kingswood Way, Great Denham

Meiklejohn Pharmacy, Harrowden Road

Janssens Pharmacy, Ampthill Road

Bromham Pharmacy, Avoca House, Molivers Lane, Bromham

Smarta Healthcare, Stephenson Court, Fraser Road, Priory Business Park

Residents can either book direct at the pharmacy or go through the national booking centre to get their vaccine at Bedford Heights.

BBCllr Wheeler

August 2021

FC21/178a July 2021			
Reference	Offence Class Description	First Committed	Address
40/37973/21	ARSON NOT ENDANGERING LIFE	16/07/2021 21:00	Church Road
40/38755/21	ASSAULT WITH INJURY	18/07/2021 19:15	Church Road
40/38878/21	ASSAULT WITHOUT INJURY	25/07/2021 19:00	Clews Grove
40/38128/21	ASSAULT WITHOUT INJURY	28/06/2021 00:00	Hall End
40/36650/21	ASSAULT WITHOUT INJURY	13/07/2021 19:30	Mephram Road
40/35090/21	MALICIOUS COMMUNICATIONS	06/07/2021 10:00	Johnson Avenue
40/35018/21	MALICIOUS COMMUNICATIONS	11/05/2021 21:33	Hall End Road
40/34547/21	MALICIOUS COMMUNICATIONS	20/06/2021 00:00	Haycroft
40/37669/21	OTHER CRIMINAL DAMAGE	19/07/2021 11:00	Stewart Court
40/38213/21	OTHER THEFT	21/07/2021 02:30	Ashpole Avenue
40/37817/21	POSSESS OF CONTROL DRUGS (CANNABIS)	20/07/2021 00:00	Payne Road
40/35342/21	PUBLIC FEAR ALARM OR DISTRESS	06/07/2021 20:30	Sherwood Close
40/37478/21	SHOPLIFTING	18/07/2021 17:45	Folkes Road
40/38572/21	THEFT FROM A MOTOR VEHICLE	23/07/2021 22:00	A421
40/37878/21	THEFT FROM A MOTOR VEHICLE	20/07/2021 20:00	A421
40/36906/21	THEFT FROM A MOTOR VEHICLE	15/07/2021 22:00	A421
40/36853/21	THEFT FROM A MOTOR VEHICLE	14/07/2021 21:00	A421
40/36577/21	THEFT FROM A MOTOR VEHICLE	13/07/2021 20:30	A421
40/33880/21	THEFT FROM A MOTOR VEHICLE	30/06/2021 21:30	A421

Appendix 2

FC21/179

Nothing significant to report.

FC21/183

Neighbourhood Plan Steering Group Report

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

28th July 2021

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed. Move to close.
- NP21/052 + NNP21/062 – New/ongoing landowner/agent communication(s).
- NP21/050+NP21/051 + NP21/060+NP21/061 – Emerging Neighbourhood Plan.
- NP21/053 + NP21/063 – Strategic Environmental Assessment Screening Report.

Resolutions

NP21/060 – To consider the appointment of an independent examiner following Bedford Borough Council's appointment of examination company IPE and to make recommendation to Full Council as necessary.

Resolved to appoint David Hogger as the independent examiner.

Proposed: SO.

Seconded: GB.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council

30th July 2021

FC21/184

Planning & Environment Committee Report

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

14th July 2021

Report from outside organisations – for information only

- Bedford Borough Council. A Traffic Regulation Order (TRO) has been made in the following areas (no waiting at any time – double yellow lines):
 - Bedford Road/Elmsdale Road;
 - Bedford Road/Potters Cross.
- Bedford Borough Council. Notice of temporary road closure for Church Road, nos. 21-41. This temporary road closure is anticipated to be in operation 08.00 to 18.00 from 2nd August 2021 to 13th August 2021 for carriageway resurfacing works. Access will be maintained for emergency vehicles. For further information contact Bedford Borough Council on 01234 718003. *
*It was noted nos. 21-41 referred to Bedford Borough Council's reference for the public notice not house numbers. The extent of the closure was the entire length of Church Road.

Matters arising from the minutes – for information only

See under 28th July 2021.

Planning Applications – for resolution

21/01633/DC3 – Wootton Community Nursery, Innovation Way. New fence, gates, security lighting and associated works.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

21/01851/FUL – 62 Hall End Road. First floor rear extension and erection of garage in rear garden.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

21/01523/FUL – 32 Hollies Walk. Single storey rear extension.

This council previously resolved **NO OBJECTION.**

21/01161/FUL - Outbuilding adjacent to 51 Cause End Road. Change of use and alterations to residential outbuilding to form Tattoo Parlour (temporary period of 12 months).

This council previously resolved **NO OBJECTION.**

21/01162/LBC – Outbuilding adjacent to 51 Cause End Road. Change of use and alterations to residential outbuilding to form Tattoo Parlour.

This council previously resolved **NO OBJECTION**.

28th July 2021

Report from outside organisations – for information only

- Bedford Borough Council. Wootton Neighbourhood Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Wootton Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Sharnbrook Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at:
<https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/neighbourhood-planning/wootton-neighbourhood-development-plan/>

Paper copies of the documents are also available for inspection during normal opening hours at:

- Wootton Library, Lorraine Road, Wootton, MK43 9LH.

Representations must be made in writing by (preferably using the consultation form provided on the website) and can be:

- emailed to: planningforthefuture@bedford.gov.uk; or
- Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 23rd August 2021.**

All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website:

<https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>.

- Bedford Borough Council. Further extension to the temporary prohibition of through traffic along part of Footpath No 1. The order made by Bedford Borough Council on 20th January 2017 was extended on 14th July 2017, 20th July 2018, 19th July 2019 and 17th July 2020. The closure is to enable construction of a new housing development and will continue from Saturday 24th July 2021 for up to one year.

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. The further testing issue has now been resolved and the clerk is currently awaiting the relevant paperwork, confirming bar one minor issue, all is in order. Resolved 31st March 2021 (P21/082) to accept that paperwork and again request Bedford Borough Council take on the ownership/maintenance of the streetlights. The clerk has now been informed Bedford Borough Council will draft a scheme plan, costings and payback period for consideration.
- 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. This project has been delayed due to Coronavirus Covid-19 restrictions.
- P20/013 + P21/171 – 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 did revisit in early February 2021. The clerk has been informed works should commence imminently. Refer to agenda item P21/171.
- 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. BBCLr/Cllr Wheeler has been asked to chase for an update, however it is understood Bedford Borough Council currently has no planning enforcement officers in situ.
- P21/028 – Open Design Competition, Berryfields/Fields Road roundabout. Resolved 27th January 2021 (P21/028) to place
an article in March’s Wootton newsletter inviting designs and/or proposals for the roundabout from residents and/or local schools. March’s newsletter has now been delivered and reference was made again in June’s edition. The clerk has received one suggestion to date and will bring that to a future meeting of this committee for consideration.
- P21/132 – Installation of posts on the grass area of Popes Way Green (Lorraine Road end). Resolved 9th June 2021 (P21/132) to proceed with the installation and purchase the necessary posts from

Glasdon UK Ltd. Installation costs have been obtained and an order placed with Glasdon UK Ltd. Delivery is expected to be within a 4-6 week period.

Planning Applications – for resolution

[21/01581/FUL](#) – 8 Fields Road. Garage conversion to form annexe and garden room, single storey side and rear extensions, first floor rear/side extension and external alterations.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

[21/01780/FUL](#) – 41 Folkes Road. Single storey rear extension and loft conversion with front and rear dormers. New low-level boundary fence and gate to front.

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

- The application encroached onto the public highway (pavement and grassed area) and would interfere with the same;
- The application would adversely affect the street scene;

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

[21/01892/FUL](#) – 48 Church Road. Replace wooden fence with 1m high metal railings.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

[21/01893/LBC](#) – 48 Church Road. Replace wooden fence with 1m high metal railings.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

[21/01946/FUL](#) – 18 Grovebury Court. External alterations to change render to cladding.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

[21/02007/FUL](#) – Wootton Lower School, Harris Way. Siting of new temporary classroom.

BBCllr/Cllr Wheeler detailed there was a shortage of school places for SEND children and this temporary, self-contained classroom would provide places for children already attending the lower school, plus potentially 2-3 places for children currently at other settings.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

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

21/01076/FUL – 1 Stewart Court. Front extension and conversion of garage including external alterations.

This council previously raised **NO OBJECTION**.

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21/01228/FUL – 7 Tysoe Close. Garage conversion.

This council previously raised **AN OBJECTION**.

Planning Applications withdrawn (notified by Bedford Borough Council) – for information only

21/01297/S73 Site of Former 41 and 43 Cause End Road. Demolition of existing dwellings and erection of 8 residential units divided into 4 pairs of semi-detached houses, including variation of approved plans condition 2, attached to 19/01590/FUL to allow for the creation of habitable attic space for plots 3,4,5 and 6.

This council previously raised **NO OBJECTION**.

Resolutions

P21/168 – To re-consider a request from a resident of Lorraine Road to reduce the height of a hedgerow at Lorraine Road cemetery and to resolve a suitable course of action.

The resident provided background to previous requests and works to the hedgerow, which was planted when the iron fencing was replaced some years ago. After discussion it was resolved to request the cemeteries caretaker reduce the height of the hedgerow below the height of the resident's fencing (the caretaker to determine the final reduction).

Proposed: Cllr Watson.

Seconded: Cllr Bygraves.

Resolved by all present.

P21/169 – To consider a request from Steve Reed MP, Shadow Secretary of State for Communities and Local Government that Wootton Parish Council support a recent motion passed by the House of Commons in support of the protection of residents' rights to have a say over individual planning applications in their own area and to resolve a suitable course of action.

The clerk detailed their attendance at a virtual seminar just ahead of this meeting (hosted by the National Association of Local Councils – Planning and Power) at which delegates had expressed concern over the wording in central government's white paper 'Planning for the Future'. If included in the upcoming Planning Bill would further erode democracy at local government level for both Parish/Town Councils and residents.

After discussion it was resolved to support the motion, noting the above concerns.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P21/170 – 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.

P21/171 – To consider an appropriate course of action in relation to outstanding remedial works to the War Memorial and to resolve a suitable course of action.

After discussion it was resolved to send a recorded delivery letter informing the contractor that Wootton Parish Council intended to make a small court claim, were the 50% deposit paid up front for materials not refunded within 14 days.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

30th July 2021

FC21/185**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22**

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 2021-22 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<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); • 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. <u>17th March 2021</u>	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				It was noted JW was chasing for an update on the issues raised above, along with a site visit which GL and SO would attend. It was understood the handover would likely now not take place until Q3/Q4 2021. <u>19th May 2021</u> Persimmon were financing BBC's replacement of non-LED lighting within the estate. Wider lighting columns were proposed to remedy the issue at the pedestrian crossing (Harris Way, school side) and the handover was expected by the end of summer 2021. JW was asked to request sight of BBC's infrastructure report by the end of May 2021, to enable CB, GL and SO to reference it when undertaking a site infrastructure assessment. If no report was forthcoming, the trio would produce their own as it was imperative all issues were recorded before the handover, to allow time for remedial works. <u>21st July 2021</u> JW confirmed an infrastructure audit report produced by a working group from this steering group had been received and noted by BBC's Highways Department.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>20th January 2021</u> 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	BBC.

				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>17th March 2021</u> Two bus stops were scheduled for Burgoyne Avenue (both with shelters and RTPI⁵ units) – one near Buckworth Drive and the other near the Amazon roundabout. Full Council was investigating whether s106 funding could be used to site Real Time Bus Passenger Information units elsewhere in the village, although it was understood the final decision rested with the developers. The s106 funding issue would be raised at the proposed site visit (week commencing 22nd March 2021) and written confirmation of any decision would be requested from the developers. <u>19th May 2021</u> Given two bus stops were proposed for Burgoyne Avenue with RTPI, it was noted there would be no s106 funding for use elsewhere. <u>21st July 2021</u> Move to close. <u>BUS CAGES</u> <u>20th January 2021</u>	
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⁵ Real Time Passenger Information.

				Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting. <u>19th May 2021</u> JW confirmed the works would be completed when the weather was better and TI reiterated these works had been earmarked for completion alongside white lining. <u>21st July 2021</u> JW continued to chase for an update.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<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. <u>17th March 2021</u> It was noted JW had confirmed the works had been signed off, with no plans for any further works. It had been hoped further works would be undertaken by BBC to reduce the height of the churchyard hedgerow. It was therefore resolved to make a recommendation to Full Council that the parish council undertake those works to further reduce the height. Proposed: HM. Seconded: SO. Resolved by all present.	BBC/Developer. GL.

⁶ Fields Road South

				<u>19th May 2021</u> The recommendation above was approved by Full Council on 5 th May 2021 (FC21/108) with a caveat that works be delayed until October 2021.	
Cranfield Road flooding.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> This issue was thought to be resolved but flooding is again a problem in the area. It was noted JW was arranging a site visit for the week commencing 22 nd March 2021 to seek a resolution on remedying the situation. <u>19th May 2021</u> Surface water was coming from woodland and a further ditch was necessary on Bedford Borough Council's land. This would provide drainage into an existing pipe under Cranfield Road which would in turn, feed into Elstow Brook. JW stated BBC were drafting a report detailing proposed works to be undertaken by BBC and developers, however this had yet to be completed and it was understood developers would be off-site by the end of May 2021. <u>21st July 2021</u> JW had been notified that Concept were moving off-site imminently, without any further response from BBC. It was noted BBC would be responsible for making good any repairs caused by future flooding. Move to close.	BBC.
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> JW confirmed ahead of the meeting the footpath leading from Burgoyne Avenue to Fields Road was	BBC.

				almost complete and it was hoped works to install the pedestrian crossing would follow. <u>19th May 2021</u> JW had received confirmation that all connecting pavements were complete, as were relevant surveys. Works were proposed for summer 2021 and the location was noted as the Berryfields Roundabout side of the Health Centre. Visitors to the Health Centre would be able to use the new bus stop located on Burgoyne Avenue. <u>21st July 2021</u> BBC's Engineering Services had been commissioned to undertake the project and JW was chasing for timescales. JW agreed to locate a copy of the s106 agreement in which the funding for this project was referenced.	
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<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. <u>17th March 2021</u> GL confirmed there was now 7.5T signage in place on the Branston Way roundabout (near Lidl) and Fields Road. It was unclear whether Cranfield Road had been included. HM agreed to check and report back to this safety steering group. It was agreed to leave the issue of temporary/permanent signage in relation to Amazon vehicles open for the time being.	BBC.

				<u>19th May 2021</u> JW confirmed incidences of vehicles continuing to travel past the Amazon junction in Burgoyne Avenue (towards Buckworth Drive from Cranfield Road) had increased in recent weeks and Amazon had installed trackers on the roadside to alert drivers. It was clear that additional signage was needed on Beancroft Road, to prevent vehicles from accessing the village that way. However, this was within the remit of Central Bedfordshire Council. JW agreed to speak to BBC again to take this forward and SP agreed to contact Cranfield and Marston Moreteyne Parish Councils to see if their parishes were also affected in the same way. <u>21st July 2021</u> SP received updates from both Cranfield and Marston Moreteyne Parish Councils – neither had received any complaints regarding HGV vehicles travelling through their parishes. Marston Moreteyne Parish Council added there were plans in place to make Beancroft Road a 40MPH limit area, but there had been implementation delays with Central Bedfordshire Council. GL confirmed all signage was now in place. Move to close.	
Fields Road white lining.	N/A.	N/A.	N/A.	<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, nor rural road. In addition, the lack of	BBC.

				centre line only created the illusion of a narrow road on rural roads with hedgerows – not busy central roads 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. <u>17th March 2021</u> BBC confirmed it would now undertake a Road Safety Audit of Fields Road – which would be combined with the proposed pedestrian crossing project. This would determine whether the area needed to be white lined as WPC had requested. Timescales were not known. <u>19th May 2021</u> JW confirmed the survey had been completed but not yet circulated. <u>21st July 2021</u> JW had chased BBC for a further update and copy of the survey.	
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Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <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>17th March 2021</u> BBC had now been asked to take forward yellow lining works at the Elmsdale Road/Bedford Road junction and Potters Cross/Bedford Road junction and complete yellow lining works at Hall End (junction with Hilly Lane). BBC confirmed the two Bedford Road junctions would be added to its programme of works and the relevant consultations will be carried out in Summer 2021 (costs up to £3.5k to be borne by WPC). BBC also confirmed it would complete works at Hall End at its own cost. <u>19th May 2021</u> BBC confirmed steps were being considered to remove vehicles obstructing the completion of works at Hall End (junction with Hilly Lane). BBC's consultation for the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions was circulated ahead of this meeting. No amendments were made, however following further discussions regarding additional parking concerns in the Potters Cross area it was resolved to request a further	SO.
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				extension to the proposals – from the Cause End Road roundabout as far as the bus cage on Bedford Road, adjacent to the Manor Road flats. This would be treated as a new request, in order not to delay the previous proposals and would require ratification by Full Council on 9th June 2021. Proposed: SO. Seconded: GL. Resolved by all present. <u>21st July 2021</u> SP had chased BBC for an update regarding the completion of works at Hall End (junction with Hilly Lane) and a new request for parking restrictions on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats. A Traffic Regulatory Order (TRO – no waiting at any times – double yellow lines) was now in place for Bedford Road/Elmsdale Road and Bedford Road/Potters Cross. A request was received by JW for additional yellow lining outside Wootton Upper School. It was noted existing yellow lining had recently been re-painted and it was not practical to add further lining. SP had received a request for yellow lining at the junction of Fields Road/Monoux Road. Proof that inconsiderate/illegal parking was a regular issue (and warranted yellow lining) was needed as intermittent/infrequent occurrences would not be considered by BBC. CB agreed to submit a Monoux Road resident petition requesting yellow lining to BBC and JW agreed to investigate the possible inclusion of this area on BBC's schedule for 2022.	
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				<u>WHITE LINING</u> <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>17th March 2021</u> It was previously suggested BBC carry out the white lining works at the same time as bus cage works. BBC confirmed works would not be carried out until the financial year 2021/22 due to budget constraints. A further list of areas requiring re-painting (as provided by CB) had been forwarded to BBC also. <u>21st July 2021</u> JW had chased BBC for a further update. It was noted all officers were currently on annual leave. <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update had been received in relation to central government's consultation on pavement parking:	
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				https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th May 2021</u> SO confirmed he had written to the Rt. Hon. Nadine Dorries in a personal capacity and had been informed consultation responses had not yet been published. TI added it was his understanding Central Government intended to delegate the powers (preventing pavement parking and currently live in London) to Local Highways Authorities in England in Autumn 2021. <u>PARKING CAMERA</u> <u>21st July 2021</u> JW reported the parking enforcement camera adjacent to the lower school on Bedford Road had been removed without notification or explanation from BBC. Given the camera was there to monitor the crossing and ensure the safety of pedestrians, JW agreed to query its removal at the next Full Council meeting of BBC.	
Pavement extension.	Resident.	Ongoing.	BBC.	<u>19th May 2021</u> A request had been received from a resident with a proposal for a new pavement section (Tinkers Corner towards The Chequers PH). It was understood a previous request to BBC for a new pavement in that area had been rejected due to costings, however the draft Neighbourhood Plan would seek to deliver a pavement as part of infrastructure improvements.	BBC.

				<u>21st July 2021</u> Move to close.	
Pavements (resurfacing) and roads (resurfacing) – various.	CB.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>ROADS</u> <u>17th March 2021</u> The following <u>road</u> areas had been prioritised by Bedford Borough Council: • Church Road (from War Memorial to Cause End Road junction); • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority). <u>21st July 2021</u> Works to resurface Church Road from Cranfield Road to Hall End Road were programmed between 9th and 24th August 2021 (changed from 2nd and 13th August 2021). GL reminded JW of BBCs plans to resurface the area of Cranfield Road leading from the double mini-roundabouts to the walk through to Barnes Road. JW did not yet have a programme for that area. Members also discussed the pavement issue raised under Open Forum. It was agreed SP would speak with the Clerk to Kempston Rural Parish Council to	BBC.

				make them aware of these concerns. JW agreed to do the same with the ward councillor for Kempston Rural. WPC would consider nominating this area for remedial works by BBC when next approached by BBC (likely 2022).	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. Data received from the Fields Road average speed cameras produced the following figures: • December 2020: 121 speeding tickets issued; • January 2021: 14 speeding tickets issued; • February 2021: 61 speeding tickets issued. GL confirmed Cranfield Road was the next proposal for average speed cameras. It was questioned whether repeater signs may be needed at the entrance to Wootton as the first lamp post was some distance from the entrance sign. It was agreed to add potential repeater signs to WPC's PAP as a BBC project to complete before the installation of these average speed cameras. <u>19th May 2021</u> Repeater signs were not needed. JW had requested costings for Cranfield Road as it was understood there had been a price drop and was asked to scrutinise all paperwork when received.	GL.

				<u>21st July 2021</u> JW was still chasing BBC for costings. JW and GL had met with the Police and Crime Commissioner (Festus Akinbusoye) who would raise the lack of police support for cameras with the Chief Constable at a meeting scheduled before the end of July 2021. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th March 2021</u> JW stated ahead of this meeting these works would be carried out when that stretch of Cranfield Road was resurfaced. <u>21st July 2021</u> As timescales were not known in relation to Cranfield Road, it was hoped these works could be carried out when Church Road was resurfaced. <u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear.	
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				<u>19th May 2021</u> JW had confirmed this was on BBC's schedule of works. <u>21st July 2021</u> No further update received. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed limit review. The request will be revisited when a budget is available. <u>19th May 2021</u> SP had received a response from BBC which confirmed there was no budget for changes to speed limits this financial year. However, given WPC was seeking to install average speed cameras along Cranfield Road, BBC may be able to include the speed limit reduction request as part of that work – extending the site of the average speed cameras to encompass a revised speed limit at Wootton Green. <u>21st July 2021</u> No further update received. <u>FOLKES ROAD SPEED LIMIT (NEAR LOWER SCHOOL)</u>	
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				JW had received a query in relation to the speed limit in this area, given there were no speed signs in situ near the lower school and road markings had faded. Although JW had passed this to BBC with a request the faded 20MPH signs be re-painted, it was noted the roads had not yet been adopted by BBC. Move to close.	
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To be reviewed at each safety steering group meeting.

FC21/186**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	2021	£220,000	£80,000 s106 funding	£0	£300,000	<u>9th June 2021</u> Cllr Wheeler has been asked to obtain costings to install a set of cameras along Cranfield Road <u>11th August 2021</u> Cllr Wheeler confirmed the costings are £60k for a set of two cameras. The clerk will produce a standard report to request installation by Bedford Borough Council	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2021	£0	£0	£0	£1,500	<u>14th July 2021</u> Latest lease amendments/annotations have been returned to Hillary Cooper Law	Cllr Bygraves
Low	Lecterns	2021	£1,200 per lectern	£0	£0	£0	<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 <u>14th July 2021</u> Cllr Quirk will email suggested wording to all councillors <u>11th August 2021</u> Cllr Quirk has provided suggested wording for one lectern to Cllr Hensher who will liaise with a signage company	Cllr Quirk

Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£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 <u>14th July 2021</u> Regeneration Positive have been approached to liaise with the Crown Estate to try and secure an area of land for a tree planting project (delivered by the Forest of Marston Vale) which could also include the area needed to expand the cemetery	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>14th July 2021</u> All documentation has been submitted to Bedford Borough Council as part of the next stage process	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500-£1,000	<u>12th February 2020</u> When needed	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<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>10th March 2021</u> The clerk has been informed by Bedford Borough Council that the units cannot be mounted onto existing street lighting columns. Dedicated power columns will be required and the clerk is awaiting those costings <u>11th August 2021</u> The clerk continues to chase for an update	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£14,693	£10,000	<u>14th July 2021</u> The Clerk is looking to organise a meeting to discuss next steps <u>11th August 2021</u> It was determined this is no longer a priority project, given the wooden picket fence in place serves the	Cllr Quirk

							area well and no concerns have been raised either by representatives from St. Mary's or the adjacent landowner. Move to close.	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>9th December 2020</u> A further response has been received from BBC stating an inspection to ILP's Guidance Note 22 Asset Management Toolkit: Minor Structures will be required. Andy Muskett (Andy Muskett Ltd) has confirmed he is due to undertake that training before Christmas 2020 and will complete the inspections thereafter <u>10th March 2021</u> Andy Muskett has now completed the inspections and the clerk is awaiting the relevant paperwork before liaising again with Bedford Borough Council <u>14th April 2021</u> That paperwork was accepted by the Planning & Environment Committee (31st March 2021 P21/083) and the clerk will now liaise again with Bedford Borough Council <u>9th June 2021</u> Timescales are awaited from Bedford Borough Council in relation to the transfer from the parish council <u>11th August 2021</u> The clerk continues to chase for an update	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>14th July 2021</u> Neil Boddington has been appointed as Project Manager. Cllrs Lloyd, O'Dell, Randell and Wallace have been appointed as members of the Construction Working Group and Cllrs Bygraves and Wheeler have been appointed as members of the Fundraising Working Group	Cllr Bygraves

							<u>11th August 2021</u> Neil Boddington hopes to have a progress report for September's Construction Working Group meeting	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane £5,000	£23,000	<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

To be reviewed monthly at Full Council.

FC21/187**RISK ASSESSMENTS PLAN 2021-22**

WPC⁷ assigns and reviews all Risk Assessments annually in May. 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: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 2021-22 (black font – complete, red font – outstanding, blue font – for sign off, green font – 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					
Car Parks					
Cemeteries					
Changing Rooms and Toilet Block	SP	29.3.21	5.5.21 – members resolved at Full Council (FC21/092) no further action required	Apr 21	5.5.21 SP
Christmas Street Lighting					
Christmas Tree (including Switch On Event)					
Community Centre	N/A		This risk assessment should now be undertaken by the Charitable Trust		14.7.21 SP
Covid-19 Play Areas – including MUGAs and Skate Park	SP	19.5.21	9.6.21 – members resolved at Full Council (FC21/125) no further action required		9.6.21 SP

⁷ Wootton Parish Council
Full Council Minutes 8th September 2021

Defibrillators	SP	19.5.21	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	N/A	Not needed until 2022	19.5.21 – Covid-19 update: Cancelled for 2021	9.6.21 SP
Generator	GL	18.5.21	None		9.6.21 GL
Keeley End Pond				8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	
Litter Picking (and caretaker)	SP	19.5.21	None	8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been provided with gloves and hand sanitiser. The clerk is currently working from home and Covid-19 regulations are in place with regard to face to face meetings	9.6.21 SP
Lone & Isolated Working	SP	19.5.21	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.	9.6.21 SP

				The clerk is currently working from home and Covid-19 regulations are in place with regard to face to face meetings	
Marquee	SP	19.5.21	None		9.6.21 SP
Memorial Hall Play Area	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
MUGA – Church Road	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
MUGA – Harris Way	SP	10.7.19	All remedial works relating to the lighting have now been completed and the latest RoSPA report received. This risk assessment should now be undertaken by the Charitable Trust	8.7.20 – Please refer to the separate risk assessment for Covid-19	11.8.21 SP
Outdoor Film/Cinema Event					
Recreation Ground Gate Duty including volunteers	SP	18.5.21	None		9.6.21 SP
Recreation Ground Play Area	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
Remembrance Sunday Parade					
Resuming Face to Face Meetings	SP	29.4.21	None	Ongoing whilst Covid-19 measures remain in place	5.5.21 SP
Silhouette			The silhouette is currently being stored by Cllr Bygraves before being re-sited adjacent to the war memorial (which has outstanding remedial works)		

Skate Park	SP	29.3.21	None	Apr 21	5.5.21 SP
Sports Pitches – Church Road	SP	18.5.21	None		9.6.21 SP
Sports Pitches – Harris Way			14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing	8.7.20 – Covid-19 update: No football is currently being played	
Street Furniture	SO				
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign					
War Memorial	JN		18.5.21 – works remain outstanding to remedy the cracked base. Complete this risk assessment when those works have been completed		
Work Station (Clerk) – to include the parish office within the community centre	GL		27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Once the office is operational periodic checks will be undertaken and any significant issues recorded	8.7.20 – Covid-19 update: Office is currently closed	

To be reviewed monthly at Full Council.

Please visit the following link:

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