



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 13th October 2021 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

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	Cllr Lloyd (in the chair), Bygraves, Hensher, Mapesa, Noakes, O'Dell, Quirk, Randell and Watson. 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
FC21/225	Apologies for absence. Cllrs Lennox, Martin, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/226	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/227	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.
FC21/228	Report from outside organisations – for information only.	BBCLr Wheeler's report was circulated ahead of this meeting. No further comments	Clerk to keep on file.	N/A.

Full Council Minutes 13th October 2021

Chairman.....

Page | 1

Date 10th November 2021

	To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for September 2021. (Appendix 1a). To receive a report from representatives of the village hall committee (Cllrs Hensher, Quirk, Lloyd or Wallace) in relation to the closure of the village hall car park gates.	received. No further comments received. Members requested Cllr Wallace produce a report for Full Council detailing the reasoning behind this request (to push back the gates closure from 9pm to 10pm).	N/A. Cllr Wallace to take forward.	N/A. N/A.
FC21/229	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.
FC21/230	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 8th September 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 August 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 21st July 2021.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC21/231	Matters arising from the minutes – for information only. - FC21/215 + FC21/241 – Community Centre at Berryfields. Refer to agenda item FC21/241. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council:	No further comments received.	N/A.	N/A.

Full Council Minutes 13th October 2021

Chairman.....

Date 10th November 2021

	○ Church Road (from War Memorial to Cause End Road junction) – now completed. ○ 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) – some repair works have been completed; ○ Payne Road (left-hand side as you enter from Monoux Road). 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). This area is subject to an ongoing Bedford Borough Council consultation. • 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. Design works,			
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	harbour/ecological/topographical surveys and a heritage statement have been completed. Neil intends to submit a full planning application by the end of October 2021 (the parish council will receive a copy for approval by the Construction Working Group) and adjoining neighbours will also be notified of the plans. Costings will also be provided to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. • 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. The parish council’s further submission was not adopted in the final recommendations which still propose the			
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Full Council Minutes 13th October 2021

Chairman.....

Page | 4

Date 10th November 2021

	merger of Kempston Rural with Wootton. These recommendations must now be approved by Parliament via a draft order which will provide new electoral arrangements for Bedford Borough Council's implementation at local elections in 2023. Move to close. • 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. • FC21/219 + FC21/243 – 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 FC21/243. • 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) 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.			
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	- FC21/224 – Improvements to acoustics within the Community Centre meeting room. Resolved 8th September 2021 (FC21/224) to appoint Sound Reduction Systems Ltd to install an acoustic system as determined by Cllr O’Dell and the clerk. - FC21/217 + FC21/251 – Course of action in relation to The Queen’s Platinum Jubilee Central Weekend 2022. Refer to agenda item FC21/251. - 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).			
FC21/232	Chairman’s report – for information only.	Cllr Lloyd confirmed he was currently working on the maps section for the 2021 Annual Report.	Cllr Lloyd to take forward.	N/A.
FC21/233	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).	No report available as this steering group had not met since 28 th July 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/234	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.

Full Council Minutes 13th October 2021

Chairman.....

Page | 6

Date 10th November 2021

FC21/235	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 Watson. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/236	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates are noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/237	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 Christmas Street Lighting and Christmas Tree (including Switch On Event) risk assessments. It was noted the parish council would select carols, produce the Order of Service and request the PA services of Mark Atkins. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/238	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 Watson. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/239	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.

FC21/240	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 Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/241	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> Additions/amendments to the latest HOTs were provided. Members determined no independent legal advice was necessary. <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. It was noted the ironworks at the front of the community centre should be cleared after infrastructure works (road resurfacing works) were completed during October half term week. The clerk was asked to provide Cllr Bygraves with a copy of the gas boiler/hot water maintenance contract. It was also noted the land between the community centre and MUGA (Multi Use Games Area) could not be used as it was too close to a water course. Cllr Bygraves confirmed a garden waste bin for the community centre was on order and that the Charitable Trust had been informed it would be responsible for the MUGA and sports pitches. <u>Lease</u> It was noted the latest lease amendments/annotations had been sent back to Hillary Cooper Law.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Sports Pitches</u> ProPitch (idVerde) had completed current works and were cutting the grass. Drainage works (including secondary drainage works) remained outstanding. Resolved to note the above findings/actions. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.		
FC21/242	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 infrastructure works (road resurfacing works) would be carried out during October half term week.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC21/243	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.	After discussion it was resolved to accept the draft letter of consent (removing reference to an Environmental Impact Assessment). All other recommendations made by Cllr Wallace were noted but not discussed in detail. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Cllr Wallace to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/244	To consider the installation of additional CCTV cameras at the Jubilee Gardens Play Area (Church Road) and to resolve a suitable course of action.	After discussion it was resolved to accept Option One – the addition of a new camera close to the site in the hope this would prevent continuing antisocial behaviour in the area. Proposed: Cllr Noakes. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/245	To consider the ongoing retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Resolved to retain Regeneration Positive's services until the end of March 2022. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/246	To consider a grant request from Wootton Lower School (£350 to support Wootton Lower School's Christmas Drama Workshop) and to resolve a suitable course of action.	It was noted Wootton Lower School had withdrawn the grant request.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC21/247	To consider a submission to Grantscape in relation to the Rookery South Community Trust Fund and to resolve a suitable course of action.	Resolved to use the one submission submitted by members. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/248	To consider a response to Bedford Borough Council's consultation on its Statement of Gambling Licensing Principles and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC21/249	To consider a response to Bedford Borough Council's Budget and Corporate Services Committee's request for views on how the borough council's services may be improved and to resolve a suitable course of action.	It was noted the parish council had an extensive list of issues outstanding with Bedford Borough Council that were taking a significant amount of time to resolve. After discussion it was resolved the Clerk would produce a list for circulation to all members ahead of the next meeting of Full Council. Additions/amendments would be agreed at that meeting before a formal submission was made in response to this consultation. The Clerk was instructed to inform Bedford Borough Council at the earliest opportunity of the parish council's intentions. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC21/250	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.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC21/251	To revisit 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 confirmed he was making progress in sourcing a contractor to build a beacon/brazier. The recreation ground was now the favoured location – possibly in the vicinity of the Baptist Church and it was hoped Amazon would provide sponsorship.	Cllr O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th October 2021

Chairman.....

Page | 10

Date 10th November 2021

Meeting closed at 8.55pm.

FC21/228

Borough Councillors Report to Parish Councils October 2021

Ampthill Road Roadworks

Works on Ampthill road continue over the coming months with the road being closed overnight between Monday 4 October and Monday 18 October to enable the road to be resurfaced between Westville Road and Elstow Road.

Bromham Village Roadworks postponed

Bedford Borough Council are postponing the resurfacing works at Village Road until early next financial year once the Clapham Road works are completed.

The team has inspected the condition of Village Road and are satisfied that no significant revenue repairs are likely to be required over the course of the Winter.

Conservative Response to Local Plan 2040 Consultation

The Borough Conservative Councillors have responded to the draft Local Plan 2040 consultation. In their response they raise many concerns and have made the following recommendations including the need for genuine sustainability to be at its core.

The Group have also written to the Minister asking for the submission of Local Plan 2040 to be delayed so that Ox-Cam Arc Strategic Framework, which is due to set by National Government in 2023, can be considered in any plans the borough makes.

You can read more about the Conservative's response here: <https://www.bedfordconservatives.org.uk/news/put-sustainability-core-local-plan>

Relaunch of 'Cygnet' Bus ticket

On 1st October, Stagecoach, Grant Palmer, Uno and Bedford Borough Council are relaunching the 'Cygnet' pass. This ticket will allow for unlimited travel on any Stagecoach, Grant Palmer and Uno bus in the Stagecoach Megarider zone, across a day or a week and you can mix and match bus providers.

The 'Cygnet' pass is a paper ticket which costs £6 for a day ticket and £18 for a weekly ticket. You can buy the ticket on all three companies' buses.

Rural Access to Healthcare

Here is an article written by Great Barford Ward Councillor, Phillippa Martin-Moran-Bryant where she explains the vital role that Health Committees on Bedford Council play in being a 'critical friend' to residents and how that can be useful to rural residents: <https://www.bedfordindependent.co.uk/view-from-the-villages-rural-access-to-healthcare/>

Public Rights of Way Team

At an Informal Environment and Sustainable Communities Overview and Scrutiny Committee on Tuesday 9th September, Councillors enquired about the number of staff in the Public Rights of Way (PROW) team – Answer: Three

You can find out more information and report a problem with Public Rights of Way team here:

<https://www.bedford.gov.uk/parking-roads-and-travel/public-rights-of-way/>

East West Rail update

Appendix 1

East West Rail announced that they are looking for a Head of Inclusion to help them understand the needs of local communities. However, the role has drawn criticism from local MPs and Campaigns due to the 100k wage that is being offered.

You can read about this here: <https://www.bedfordindependent.co.uk/oh-good-grief-east-west-rail-announces-100k-inclusion-role/>

Berryfields:

Resurfacing is due to be started w/c the 25th of October, subject to all the grounds works been completed.

Gareth and myself met with Andrew Prigmore to discuss the parking issues outside the school, a plan has been put forward to yellow line the area including yellow zig zags and a camera by the crossing, also signs saying no parking at school times at the front of the school and down Harris Way.

Fields Road crossing:

The equipment for the crossing has been ordered and should be in place early next year now.

Berrywoods:

This is on target for completion and works done by summer 2022.

Anti-social behaviour:

There has been reports of anti-social behaviour after school hours mostly around Cause End Road and Church Row, the school are dealing with this and the Police have been informed.

Remembrance day service/parade:

This will take place on Sunday the 14th November with a small parade leaving the Village Hall car park at 10.30 am to march to the war memorial for a short service and the laying of wreaths. Road closures and the Police have been requested, the upper school will be live streaming the vent, more information to follow.

Borough COVID-19 Update

It was reported at Local Outbreak Engagement Board on Thursday 30th September there has been a spike in cases in school-age children. Since 1st September cases have doubled in 0-10 year olds and increased four-fold in 11-18 year olds.

As of the 26th September in Bedford there have been 22,376 cases since the start of the pandemic and there have been 651 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 26th September) please find it below:
<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-29sept21.pdf>

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>

Third dose of COVID-19 Vaccine for Those with Weakened Immune Systems

The Joint Committee on Vaccination and Immunisation (JCVI) have advised that people with severely weakened immune systems should have a third vaccine dose as part of their primary Covid-19 vaccination schedule. This is not the same as the booster jab which you can read about below.

Those within this cohort will receive a letter from their Consultant or GP letting them know they are eligible. They can go to any large vaccination centre without an appointment but they must bring the letter with them.

Third doses can only be dispensed at least eight weeks after the second dose, so residents may not receive a letter immediately. However, if they have not received a letter 8 weeks after their second dose it is recommended they contact their Consultant to discuss.

Covid-19 Booster Programme for 'Most at Risk'

'Booster' vaccine doses will be available on the NHS for people most at risk from Covid-19 who have had the 2nd dose at least 6 months ago. The cohorts below will be contacted directly by the NHS – residents have no need to contact their surgery.

Cohorts:

- People aged 50 and over
- People who live and work in care homes
- Frontline health and social care workers
- People aged 16 and over with a health condition that puts them at high risk of getting seriously ill from Covid-19
- Carers aged 16 and over
- People aged 16 and over who live with someone who is more likely to get infections (such as someone who has HIV, has had a transplant or is having certain treatments for cancer, lupus or rheumatoid arthritis)

Bedford providing free taxis to and from Vaccination centres

Bedford Borough Council are providing free taxis for anyone in the borough getting a vaccine.

To get your free taxi ride, you just need to call one of the taxi operators from the list available at www.bedford.gov.uk/VaxiTaxi, give them the reference BBC VACCINE, and let them know where you need to be picked up and dropped off.

Cllr. John Wheeler
October 2021

FC21/228a September 2021			
40/46582/21	ARSON NOT ENDANGERING LIFE	01/09/2021 21:30	Church Road
40/50227/21	ASSAULT WITH INJURY	19/09/2021 15:00	Arthur Black Way
40/50223/21	ASSAULT WITH INJURY	19/09/2021 18:00	Arthur Black Way
40/50112/21	ASSAULT WITH INJURY	19/09/2021 17:30	School Lane
40/50868/21	ASSAULT WITHOUT INJURY	24/09/2021 21:20	Johnson Avenue
40/49248/21	ASSAULT WITHOUT INJURY	16/09/2021 17:53	Tithe Barn Road
40/48475/21	ASSAULT WITHOUT INJURY	12/09/2021 18:00	Hide Close
40/47674/21	ASSAULT WITHOUT INJURY	08/09/2021 21:20	Marshall
40/47121/21	BLACKMAIL	01/01/2019 00:00	
40/47272/21	CRUELTY TO CHILDREN/YOUNG PERSONS	07/09/2021 00:48	
40/51452/21	HARASSMENT	27/09/2021 09:00	
40/46950/21	HARASSMENT	04/09/2021 00:00	
40/47820/21	OTHER CRIMINAL DAMAGE	07/09/2021 13:00	Denny Street
40/49908/21	POSSESS OF ARTICLE WITH BLADE OR POINT	13/09/2021 00:00	Sherwood Close
40/46176/21	POSSESS OF ARTICLE WITH BLADE OR POINT	26/08/2021 11:00	Cranfield Road
40/51266/21	PUBLIC FEAR ALARM OR DISTRESS	24/09/2021 09:27	Hillcroft
40/50751/21	PUBLIC FEAR ALARM OR DISTRESS	21/09/2021 09:20	Hillcroft
40/52012/21	STALKING	28/09/2021 12:55	
40/48572/21	STALKING	10/09/2021 00:00	
40/50888/21	STATE OR PUBLIC ORDER	24/09/2021 00:00	Johnson Avenue
40/46126/21	STATE OR PUBLIC ORDER	01/09/2021 01:27	Johnson Avenue
40/49243/21	THEFT IN A DWELLING OTHER AUTO MACH	14/09/2021 18:00	Farrell Road
40/51976/21	THREATS TO KILL	26/09/2021 00:01	St. Marys Road
40/51894/21	THREATS TO KILL	26/09/2021 00:05	St. Marys Road
40/48599/21	THREATS TO KILL	13/09/2021 00:00	Sherwood Close

Appendix 2

FC21/229

Nothing significant to report.

FC21/233

Neighbourhood Plan Steering Group Report

No report available as this steering group had not met since 28th July 2021.

FC21/234

Planning & Environment Committee Report

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

8th September 2021

Matters arising from the minutes – for information only

See under 29th September 2021.

Planning Applications – for resolution

21/02325/FUL – 5 Pilsbury Close. Loft conversion with rear facing dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/02328/FUL – 8 Halegate. Single storey side/rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/02347/FUL – 30 Hollies Walk. Replacement of 2m high wall with 2m high close board fence to also enclose additional garden land.

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

- The proposal would adversely affect the street scene;
- The proposal would adversely impact on safe ingress/egress from the adjacent property.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by majority vote, with two abstentions.

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

21/01137/FUL – 34 Lorraine Road. Garage conversion with change of flat roof to hipped.

This council previously raised **NO OBJECTION**.

21/01194/FUL – 12 Granby Way. Single storey front extension with new porch entrance and single storey rear extension.

This council previously raised **NO OBJECTION**.

21/01477/FUL – 30 Lorraine Road. Single storey front and side extension.

This council previously raised **NO OBJECTION**.

21/01589/FUL – 23 Summerfield Drive. Single storey side extension and side extension/alterations to existing conservatory.

This council previously raised **AN OBJECTION**.

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

This council previously raised **NO OBJECTION**.

Resolutions

P21/207 - To receive a report from Cllr O'Dell regarding the historic signage at Lorraine Road cemetery and to resolve a suitable course of action.

Cllr O'Dell's report was circulated ahead of this meeting.

After discussion it was agreed to bring this agenda item back to a future meeting of this committee in order to determine revised wording for a new sign. It was noted however, that dogs on leads would be welcome in the cemetery and the reference to keys would be removed. The clerk was asked to seek examples of other signage at cemeteries in the area.

29th September 2021

Report from outside organisations – for information only

- Bedford Borough Council. Turvey Neighbourhood Development Plan has been adopted via a Bedford Borough Council Executive decision on 1st September 2021. It now forms part of the development plan meaning its policies will be used alongside other adopted local plan policies when determining planning applications within Turvey. A copy of the plan and other information is available to view [here](#).
Bedford Borough Council. Footpath 10 (Wootton) Extinguishment Order 2021. Under the terms of The Highways Act 1980 (Section 118) the above order was made by Bedford Borough Council on 9th September 2021.

Matters arising from the minutes – for information only

- 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 and continues to chase for an update.
- 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. Correspondence has been sent by recorded delivery to the registered address. Site visits with two prospective contractors have been held and the clerk is awaiting

quotations for remedial works. It should be noted the first contractor determined no urgent works were required and the war memorial was not likely to move/shift.

- P21/183 + P21/207 – 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. Resolved 11th August 2021 (P21/183) to have all submissions professionally designed to ensure a level playing field ahead of a public vote. The clerk and Cllr Lloyd have met with a resident who will produce designs for the public vote.
- 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. Posts have now been installed. Move to close.

Planning Applications – for resolution

21/02477/FUL – 4 Latimer Close. Garage extension and part conversion.

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

- The proposal would lead to a reduction of parking spaces.

Proposed: Cllr Watson.

Seconded: Cllr Hensher.

Resolved by all present.

21/02488/S73A – Wood Farm, Wootton Green. Retrospective planning permission application (development already carried out). Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/02489/LBC – Wood Farm, Wootton Green. Single storey rear extension (development already carried out).

Resolved **NO OBJECTION**.

Proposed: Cllr Watson.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02515/FUL – 141 Bedford Road. Demolition of existing conservatory, one and two storey rear extension, front porch and new bay window with replacement pitched roof over and garage conversion.

Resolved **NO OBJECTION**.

Proposed: Cllr Watson.

Seconded: Cllr Lloyd.

Resolved by all present.

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

21/01702/FUL – 34 Granby Way. Single storey side and rear extension.

This council previously raised **NO OBJECTION**.

21/01780/FUL – 41 Folkes Road. Single storey rear extension and loft conversion with front and rear dormers.

This council previously raised **AN OBJECTION**.

21/02007/FUL – Wootton Lower School, Harris Way. Siting of new temporary classroom.

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

Resolutions

P21/219 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Nirmal Badhan T/A Dave’s Snax and to resolve a suitable course of action.

Resolved to accept the renewal application without further comment.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

5th October 2021

FC21/235**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 ⁵ 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.

⁵ Bedford Borough Council.

				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. <u>15th September 2021</u> Resolved at last Full Council (8th September 2021 – FC21/216) the clerk write to the directors of Persimmon Homes to raise concerns remedial infrastructure works had stopped. Since that meeting the clerk had learnt works were proposed	
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				for October half term week and the clerk was awaiting updated guidance from the parish council on how best to proceed. JW had also requested an update from BBC.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>15th September 2021</u> JW provided the following to Full Council (8th September 2021) by way of an update regarding changes to school bus routes/stops: • <i>'A few of you are aware there have been issues regarding School Transport from Wootton to Hollywell the start of this term, hopefully I have dealt with most of the issues and new bus passes have been issued. This was mainly down to the lady who normal deals with this have been off on long term sick leave and other officers not familiar with Wootton dealing with this, also a big increase in Wootton children going to Hollywell. The other problem which I have asked to be looked into is all children are allocated a bus pass but not all children use them (parents drive them to school) and Borough are not told of this so they have to assume certain routes are full when they are not. As this is not a parish issue I would recommend any parents should pass on their concerns directly to School Transport.</i> <u><i>School.transport@bedford.gov.uk</i></u>. At a recent meeting of Full Council a resident agreed to furnish the clerk with a summary of issues raised during Open Forum – ahead of an email to BBC noting dismay over the situation and concerns over the safety of children using the amended bus service locations.	BBC.

				<u>BUS CAGES</u> <u>20th January 2021</u> 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>15th September 2021</u> The bus cage on Bedford Road (adjacent to the Manor Road flats) had now been completed, however it was noted there was a lack of ‘no waiting restrictions’ (as can be evidenced at the bus stop further along Bedford Road opposite the Fox and Duck PH). JW agreed to take this forward with BBC during an upcoming village-wide site visit.	
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	BBC/Developer. GL.

⁶ Fields Road South

				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. <u>19th May 2021</u> The recommendation above was approved by Full Council on 5th May 2021 (FC21/108) with a caveat that works be delayed until October 2021.	
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 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	BBC.

				agreement in which the funding for this project was referenced. <u>15th September 2021</u> JW confirmed the connecting pavement from Fields Road to Burgoyne Avenue was complete and an update on pedestrian crossing works had been sought from BBC.	
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 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.

				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. <u>15th September 2021</u> No further update received.	
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	SO.

				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 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	
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				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. <u>15th September 2021</u> SP continued to chase for an update on the completion of works at Hall End (junction with Hilly Lane). BBC was currently consulting on the proposal for additional parking restrictions on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats. CB provided a written update to SP ahead of this meeting which confirmed incidents of cars parking too close to the junction of Fields Road/Monoux Road were much reduced and not enough photographic evidence had been obtained at this stage, to warrant a resident petition. <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	
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				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>15th September 2021</u> JW confirmed a village-wide site visit was due to take place next week with BBC to discuss this in greater detail as many locations had not been taken forward. <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>15th September 2021</u> TI noted the provisions of the Traffic Management Act were being amended in December 2021, however it was not known at this stage whether pavement parking would be included. If it were, BBC would need to lodge an interest on locations for enforcement, after which central government would advise on necessary requirements (including signage and lining). It was noted a recent dog show at The Cock Inn PH had resulted in inconsiderate pavement parking in the area. GB agreed to request that attendees to future events use the recreation ground car park. <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	
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				the crossing and ensure the safety of pedestrians, JW agreed to query its removal at the next Full Council meeting of BBC. <u>15th September 2021</u> BBC had responded acknowledging JW should have been informed the camera was to be relocated. Other responses were also queried and JW agreed to raise these at an upcoming village-wide site visit with BBC which would also be looking at this issue in greater detail. JW was also asked to investigate the feasibility of purchasing additional cameras using ward funding (with the proviso income generated could be used to off-set the purchase, installation and maintenance costs).	
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>15th September 2021</u> JW had made an urgent request for Payne Road to be given priority, using BBC's risk assessment/scoring system. Monoux Road and Payne Road had confirmed orders for temporary fixes (Payne Road works have been completed) and Monoux Road would also be resurfaced in its entirety. Payne Road would be resurfaced on the left-hand side only (as you enter from Monoux Road).	BBC.

				<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 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). <u>15th September 2021</u> Resurfacing works for Church Road (Cranfield Road to Hall End Road) had been completed. Kempston Rural Parish Council were due to discuss the pavement that links Kempston Rural and	
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				Wootton at its Full Council meeting on 16th September 2021. JW had received no response to date from the ward councillor for Kempston Rural.	
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. <u>21st July 2021</u>	GL.

				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>15th September 2021</u> JW had received confirmation again that costings for a set of cameras were £80k including ongoing maintenance and was due to meet imminently with Bedfordshire Police regarding support for the Cranfield Road scheme. JW was asked to establish the likely costs for an individual to monitor the cameras and again agreed to raise the issue of police support for the scheme. SP was asked to establish what other parishes within the borough had paid for their cameras. <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>	
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				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>15th September 2021</u> JW will follow up on this again – and it was again noted the signage was needed at all road points. <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. <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>15th September 2021</u> Timescales were still not known. <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	
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				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>15th September 2021</u> SP had been informed this is still pending, given the ongoing request for average speed cameras along Cranfield Road.	
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To be reviewed at each safety steering group meeting.

FC21/236**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://wootton-pc.gov.uk/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FFull-Council>

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 <u>13th October 2021</u> Confirmation of Bedfordshire Police's support for the scheme along Cranfield Road was still being sought. It was hoped Cllr Wheeler could seek assistance from Bedfordshire's Police and Crime Commissioner	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 <u>13th October 2021</u> Clerk had chased for an update.	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	Cllr Quirk

							<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 <u>8th September 2021</u> A quotation for a lectern at the Memorial Hall on Bedford Road has been received and requires acceptance before an exact location is determined <u>13th October 2021</u> The final proof was expected imminently	
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 <u>13th October 2021</u> The plan was currently being scrutinised by an independent examiner	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500-£1,000	<u>12th February 2020</u> When needed	Clerk
Low	Real Time	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	Cllr O'Dell

	Passenger Information (Bus Stops)						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 <u>8th September 2021</u> The clerk detailed an ongoing conversation with Bedford Borough Council regarding who was responsible for repairs to existing units that had recently been vandalised. The significant delay in securing these additional units was also noted and opportunity to address this with the relevant Overview and Scrutiny Committee was welcomed	
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	Cllr Quirk

						<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 <u>13th October 2021</u> The clerk had now received costings and these were being taken to the Planning & Environment Committee for consideration	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k with indexation)		£700,000 (now £812k with indexation) <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 <u>11th August 2021</u> Neil Boddington hopes to have a progress report for September's Construction Working Group meeting <u>8th September 2021</u> A noise report determined the proposal is within World Health Organisation limits. An arboriculture report had also been completed. A heritage report (expected mid-September 2021) was ongoing after which a full planning application would be submitted. The upper school had indicated in principle they would support an application in the name of the parish council, with notice then served on the school. (This required further discussion at October's Full Council meeting). The pitch size (width) was confirmed as 62 metres and an off-the-shelf wooden pavilion would be used to secure planning permission (this could be changed at a	Cllr Bygraves

							later stage if necessary). Parking for 36 vehicles would also be incorporated. Neil Boddington was providing Cllrs Bygraves and Wheeler with plans and costings to aid with securing additional funding. The next meeting of the working group (construction and funding) was scheduled for 4th October 2021 at which time Neil hoped to have both design and drainage statements. It was noted with indexation, the s106 funding now stood at £812k and invoices to the three consortium developer members had been generated by Bedford Borough Council <u>13th October 2021</u> Neil intended to submit a full planning application by the end of October 2021 (the parish council would receive a copy for approval by the Construction Working Group) and adjoining neighbours would also be notified of the plans. Costings would also be provided to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.	
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

FC21/237RISK 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	SP	6.10.21	6.10.21 – SP has asked City Illuminations Ltd for feedback before sign off		
Christmas Tree (including Switch On Event)	SP	6.10.21	None		
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 13th October 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. The clerk is currently working from home and	9.6.21 SP

				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	SP	8.9.21	None		8.9.21 SP
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

Appendix 7

Sports Pitches – Harris Way			14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing		
Street Furniture	SO				
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign					
War Memorial	JN	8.9.21	None		8.9.21 SP
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>