



# WOOTTON PARISH COUNCIL



3 Longden Close  
Haynes  
Bedfordshire  
MK45 3PJ  
Tel: 07531 930788  
Email: [Clerk@Wootton-PC.gov.uk](mailto:Clerk@Wootton-PC.gov.uk)  
Website: [Wootton-pc.gov.uk](http://Wootton-pc.gov.uk)

[www.facebook.com/](http://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8<sup>th</sup> June 2022 at 7.20pm at  
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

| <b>Open Forum</b>                     | Wootton Parish Council's allotments officer was in attendance to discuss and observe discussions on agenda items FC22/153 and FC22/154. Cllr Bygraves moved these agenda items be determined after agenda item FC22/133 and all were in agreement. 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).  |
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| <b>Present</b>                        | Cllrs Bygraves (in the chair in the absence of Cllr Lloyd), Hensher, Lennox, Mapesa, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.<br>In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).                                                         |                                             |                        |                                                          |
| <b>Absent (no apologies received)</b> | None.                                                                                                                                                                                                                                                                                                                                                     |                                             |                        |                                                          |
| Agenda no                             | Agenda item title                                                                                                                                                                                                                                                                                                                                         | Resolution                                  | Action                 | Power                                                    |
| FC22/128                              | <b>Apologies for absence.</b><br>Cllrs Lloyd and Watson.                                                                                                                                                                                                                                                                                                  | Noted for the minutes.                      | Clerk to keep on file. | Local Government Act 1972, s85 (1) Sch 12, Part VI, p40. |
| FC22/129                              | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                               | N/A.                                        | N/A.                   | Localism Act 2011, Ch 7, s31.                            |
| FC22/130                              | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>No requests received.                                                                                                                                                                         | N/A.                                        | N/A.                   | Localism Act 2011, Ch 7, s33.                            |
| FC22/131                              | <b>Report from outside organisations – for information only.</b>                                                                                                                                                                                                                                                                                          | BBCllr/Cllr Wheeler's report was circulated | Clerk to keep on file. | N/A.                                                     |

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Chairman.....

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|                 | <p>To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.<br/>(Appendix 1).</p> <p>To receive crime figures for May 2022.<br/>(Appendix 1a).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>ahead of the meeting. No further comments received.</p> <p>No further comments received.</p>                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Clerk to keep on file.</p> | <p>N/A.</p>                                                 |
| <b>FC22/132</b> | <p><b>List of correspondence received (copies of correspondence can be requested from the clerk) – for information only.</b><br/>(Appendix 2).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The clerk confirmed receipt of notification from Bedford Borough Council that an appeal to the Planning Inspectorate by Hollins Strategic Land LLP had been withdrawn (19/00075/REF – Inspectorate No: APP/K0235/W/19/3243154 – 19/00894/MAO – Land adjacent to Wootton Upper School and Arts College, Hall End Road – outline application with all matters reserved except access for the erection of up to 81 houses). All other significant correspondence was circulated immediately upon receipt.</p> | <p>Clerk to keep on file.</p> | <p>N/A.</p>                                                 |
| <b>FC22/133</b> | <p><b>Minutes of the previous meeting.</b><br/><i>Minutes are published on the Wootton Parish Council website: <a href="https://wootton-pc.gov.uk/parish-council/minutes/">https://wootton-pc.gov.uk/parish-council/minutes/</a>.</i><br/>Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 11<sup>th</sup> May 2022.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on 11<sup>th</sup> May 2022.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance &amp; General Purposes Committee meeting held on 27<sup>th</sup> April 2022.</p> | <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: BBCllr/Cllr Wheeler.<br/>Resolved by all present.</p>                                                                                                                | <p>Clerk to keep on file.</p> | <p>Local Government Act 1972, Sch 12, Part VI, p41 (1).</p> |

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|                 | <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 24<sup>th</sup> November 2021.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Queen's Platinum Jubilee 2022 Working Group meeting held on 27<sup>th</sup> April 2022.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads &amp; Pavements Safety Steering Group meeting held on 16<sup>th</sup> March 2022.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p> |      |      |
| <b>FC22/134</b> | <p><b>Matters arising from the minutes – for information only.</b></p> <ul style="list-style-type: none"> <li>FC22/126 + FC22/145 – Community Centre at Berryfields. Refer to agenda item FC22/145.</li> <li>FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: <ul style="list-style-type: none"> <li>Cranfield Road (in part from the double mini roundabout).</li> </ul> <p>The following <u>pavement</u> areas have been prioritised by Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>Keeley Lane (its entirety – works were expected to be completed by 18<sup>th</sup> February 2022 but remain ongoing;</li> <li>Lorraine Road (its entirety);</li> <li>Monoux Road (its entirety – some repair works have been completed);</li> <li>Payne Road (left-hand side as you enter from Monoux Road).</li> </ul> <p>Given the lengthy timescales that have now passed since the above priorities were confirmed by Bedford Borough Council, the Roads &amp; Pavements Safety Steering Group has requested the following <u>pavement</u> areas now be given priority (RP22/012):</p> </li> </ul> | <p>*It was noted the appeal to the Planning Inspectorate by Hollins Strategic Land LLP had been withdrawn (19/00075/REF – Inspectorate No: APP/K0235/W/19/3243154 – 19/00894/MAO – Land adjacent to Wootton Upper School and Arts College, Hall End Road – outline application with all matters reserved except access for the erection of up to 81 houses). Move to close.</p>         | N/A. | N/A. |

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|  | <ul style="list-style-type: none"> <li>○ Monoux Road (its entirety – reinforcing the original request);</li> <li>○ Payne Road (its entirety – reinforcing the original request);</li> <li>○ Foster Way (its entirety);</li> <li>○ Lorraine Road (its entirety – reinforcing the original request);</li> <li>○ Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural).</li> </ul> <ul style="list-style-type: none"> <li>• FC22/126 + FC22/145 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. This agreement (now referred to as the Joint Use Agreement) is with Hillary Cooper Law for scrutiny. Refer to agenda item FC22/145.</li> <li>• 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 completed more of the yellow lining at Hall End, however Cllr Lloyd is investigating whether this is in full. Resolved 9<sup>th</sup> 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). A Traffic Regulation Order is now in place, however the lining remains outstanding and BBCllr/Cllr Wheeler continues to chase.</li> <li>• FC20/268 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13<sup>th</sup> May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. Resolved 14<sup>th</sup> October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on</li> </ul> |  |  |  |
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|  | <p>pavement parking (with exceptions as determined by Bedford Borough Council).</p> <ul style="list-style-type: none"> <li>• FC22/071 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10<sup>th</sup> March 2021 (FC21/068) to request an O&amp;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. A lack of progress has been raised with Bedford Borough Council's Budget and Corporate Services Committee (as response to a request for views on how the borough council's services may be improved). It is hoped a meeting with Bedford Borough Council's Chief Executive will be opportunity to further address this issue. Resolved 9<sup>th</sup> March 2022 (FC22/071) to make the same request from March 2021 and continue to seek a meeting with the Chief Executive. BBCllr/Cllr Wheeler continues to chase.</li> <li>• FC21/173 – Bedford Borough Council's Local Plan 2040 Draft Plan. Resolved 14<sup>th</sup> 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 <a href="#">here</a> to view full details).</li> <li>• 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 <a href="#">here</a> to view full details).*</li> </ul> |  |  |  |
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| <b>FC22/135</b> | <b>Chairman's report – for information only.</b>                                                                                                                                                                                                                    | In the absence of Cllr Lloyd no verbal report was available.                                                                                                                                                                                                                                                                                                                                                                    | N/A.                   | N/A.                           |
| <b>FC22/136</b> | <b>To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).</b>                                                               | No report as this steering group had not met since 28 <sup>th</sup> April 2022.                                                                                                                                                                                                                                                                                                                                                 | N/A.                   | Localism Act 2011, Ch 1, s1-8. |
| <b>FC22/137</b> | <b>To receive a report from the (Executive) Planning &amp; Environment Committee – for information only. (Appendix 4).</b>                                                                                                                                          | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC22/138</b> | <b>To receive, review and adopt a report from the (Advisory) Queen's Platinum Jubilee 2022 Working Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).</b>                                                     | Resolved to receive, review and adopt the report without further comment.<br>Proposed: Cllr Randell.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                      | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC22/139</b> | <b>To receive, review and adopt the (Advisory) Roads &amp; Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).</b>                                               | Resolved to receive, review and adopt the project action plan without further comment.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Randell.<br>Resolved by all present.                                                                                                                                                                                                                                                         | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC22/140</b> | <b>To receive, review and adopt the (Full Council) Project Action Plan for 2022-23, to determine which projects will be taken forward during 2022-23, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).</b> | All amendments/updates were noted in red within the appendix.<br>Resolved to receive, review and adopt the project action plan without further comment.<br>Proposed: BBCllr/Cllr Wheeler.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                 | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8. |
| <b>FC22/141</b> | <b>To receive, review and adopt all Risk Assessments for 2022-23, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).</b>                                                                      | It was noted the cemeteries risk assessment would need to be re-assigned to a councillor other than Cllr Quirk.<br>Resolved to receive, review and adopt revised risk assessments for the Generator, Fun Fest and Marquee without amendment.<br>Resolved to receive, review and adopt the updated risk assessment plan without further comment.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

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| FC22/142 | To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action. | No bank reconciliations available due to ongoing works to close the year end accounts for 2021-22.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| FC22/143 | To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only.<br>(Appendix 8).                                                                           | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| FC22/144 | To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2022-23, to date and to resolve a suitable course of action.                                                                 | Neither report was available due to ongoing works to close the year end accounts for 2021-22.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| FC22/145 | To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.                                                               | <p><u>Car Park Heads of Terms/Joint Use Agreement</u><br/>The latest draft of the Joint Use Agreement was adopted without further comment.<br/>Proposed: Cllr Noakes.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p> <p><u>Charitable Trust</u><br/>The clerk was instructed to source a contractor to remedy the electrical issue in the plant room, as identified in the recent legionnaires testing report.<br/>Charitable trust representatives confirmed the community centre's caretaker would undertake the relevant weekly/monthly legionnaire's checks and the Clerk confirmed online training would be arranged (at cost to the parish council).<br/>Cllr Bygraves confirmed commercial refuse bins were due to be delivered imminently.</p> <p><u>Lease</u><br/>No further update received.</p> <p><u>Sports Pitches</u><br/>Whilst both pitches were top-dressed and seeded in full during the last half-term, it was</p> | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                                        |

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|                 |                                                                                                                                                                                                                                                              | <p>noted weeds were developing and a cut/weed feed was required. The Clerk confirmed they would start looking for a maintenance company to maintain/repair the pitches in preparation for hiring/use.</p> <p>Resolved to accept the above.<br/>Proposed: Cllr Noakes.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p>                                                                                                                                                                                                                                                              |                                      |                                                |
| <b>FC22/146</b> | <b>To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South (Berry Wood) and to resolve a suitable course of action.</b> | <p><u>Berryfields (FRN)</u><br/>No further comments received.</p> <p><u>Berry Wood (FRS)</u><br/>It was noted re-surfacing works at Berry Wood car park had failed and the surface was one again uneven and full of pot holes. BBCllr/Cllr Wheeler confirmed he and Cllr Lloyd were due to meet with a new Bedford Borough Council Engineer and would raise this issue then.<br/>Resolved to accept the above.<br/>Proposed: Cllr Noakes.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p>                                                                                          | BBCllr/Cllr Wheeler to take forward. | Town & Country Planning Act 1990 & subsequent. |
| <b>FC22/147</b> | <b>To receive a report from Cllrs Hensher and O'Dell regarding the potential merger of the Leisure &amp; Amenities Committee and Roads &amp; Pavements Safety Steering Group and to resolve a suitable course of action.</b>                                 | <p>Cllr O'Dell detailed how village amenities had expanded alongside development and whilst some were under the remit of Bedford Borough Council/private management entities and not within the remit of the parish council, the parish council nonetheless should seek to ensure such facilities were delivered and correctly maintained.<br/>After detailed discussion the following was proposed:</p> <ul style="list-style-type: none"> <li>• Merge the Leisure &amp; Amenities Committee with the Roads &amp; Pavements Safety Steering Group (trial for one year initially and</li> </ul> | Clerk to take forward.               | Localism Act 2011, Ch 1, s1-8.                 |

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|                 |                                                                                                                                                                                                                                                                      | <p>continue to meet bi-monthly with effect from September 2022);</p> <ul style="list-style-type: none"> <li>Amend/amalgamate the existing Terms of Reference for both, ensuring members of the public can be appointed members of the merged committee. The Terms of Reference would seek to include pertinent issues from the recently adopted Neighbourhood Development Plan and would be brought to July's Full Council meeting for approval; </li></ul> <p>Resolved to accept the above.<br/>Proposed: Cllr O'Dell.<br/>Seconded: Cllr Randell.<br/>Resolved by all present.</p> |                        |                                                                                       |
| <b>FC22/148</b> | <b>To receive and approve the Internal Audit report for year end 2021/22 and to resolve a suitable course of action.</b>                                                                                                                                             | <p>Resolved to receive and approve the report without further comment.<br/>Proposed: Cllr Lennox.<br/>Seconded: Cllr Mapesa.<br/>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk to take forward. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| <b>FC22/149</b> | <b>To review the effectiveness of the Internal Audit for year end 2021/22 and to resolve a suitable course of action.</b>                                                                                                                                            | <p>Resolved to accept the review of the effectiveness of the Internal Audit without further comment.<br/>Proposed: Cllr Wallace.<br/>Seconded: Cllr Quirk.<br/>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                          | Clerk to take forward. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| <b>FC22/150</b> | <b>To receive and approve the Annual Governance Statement 2021/22 (Section 1 – Annual Return for the year ended 31<sup>st</sup> March 2022 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.</b> | <p>Resolved to receive and approve the Annual Governance Statement 2021/22 (Section 1 – Annual Return for the year ended 31<sup>st</sup> March 2022 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment.<br/>Proposed: Cllr Randell.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p>                                                                                                                                                                                                                                       | Clerk to take forward. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |
| <b>FC22/151</b> | <b>To receive and approve the Accounting Statements 2021/22 (Section 2 – Annual Return for the year ended 31<sup>st</sup> March 2022 – Local Councils, Internal Drainage Boards and other</b>                                                                        | <p>Resolved to receive and approve the Accounting Statements 2021/22 (Section 2 – Annual Return for the year ended 31<sup>st</sup> March</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | Clerk to take forward. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2022. |

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|                 | <b>Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.</b>                              | 2022 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) without further comment.<br>Proposed: Cllr Wallace.<br>Seconded: Cllr Quirk.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |                                                         |
| <b>FC22/152</b> | <b>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).</b> | There were no members of the public or press present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A.                                | Public Bodies (Admissions to Meetings) Act 1960, s1(2). |
| <b>FC22/153</b> | <b>To receive a report from the allotments officer regarding two unkempt allotment plots at Hall End and to resolve a suitable course of action.</b>                                                     | This agenda item was heard after agenda item FC22/133.<br>The Allotments Officer provided a report ahead of the meeting, detailing the current state of both plots and previous efforts to ensure they were correctly utilised.<br>After detailed discussion it was resolved both plot holders be given notice their agreements would not be renewed in September 2022, as both were in contravention of the agreements signed in 2021. It was noted should either plot holder wish to discuss this decision they would need to attend Full Council and submit their grievance in writing.<br>Resolved to accept the above.<br>Proposed: Cllr Randell.<br>Seconded: Cllr Quirk.<br>Resolved by all present. | Allotments Officer to take forward. | Localism Act 2011, Ch 1, s1-8.                          |
| <b>FC22/154</b> | <b>To consider streamlining the management of the allotment plots at Hall End and to resolve a suitable a suitable course of action.</b>                                                                 | Resolved the Allotments Officer's contract be amended to enable them to undertake enforcement action (due to contravention of the allotments agreement) without the prior authority of Full Council.<br>Proposed: Cllr Randell.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                       | Clerk to take forward.              | Localism Act 2011, Ch 1, s1-8.                          |

Meeting closed at 8.25pm.

**FC22/131**

**Borough Councillor's Report**

Firstly, a big thank you to all who came to help and organise the Queen's Beacon event, well over a 1000 people turned out and all seemed to be having fun. I think the traders did very well, they were still serving food and ice creams at 10.30 pm!

In relation to moving the beacon to the Berryfields/Fields Road roundabout, the plans were sent to Bedford Borough Council ahead of the public vote. I did not get a response, but spoke to representatives from the borough council last week who stated they were unsure whether the beacon would be suitable for installation on the roundabout. The main concerns were mains gas pipes in the area and other services too. A survey would need to be undertaken and I have requested further information as it's unclear who would be expected to pay for this.

Cllr Lloyd and myself met with Bedford Borough Council's Highways department recently. It was a useful meeting and we received confirmation that the outstanding white lining works will be done, along with the resurfacing of Cause End Road and start of Cranfield Road. The pedestrian crossing for Fields Road is still programmed and their decision NOT to white line Fields Road will be revisited. Other outstanding issues are with the engineering team and Cllr Lloyd and myself are hoping to meet with the new officer, following recent staffing changes. Pavements are still an issue and are determined on a cost scoring system by the borough council. A small section on Monoux Road is due to cost £70k to resurface – to give you an idea. The new yellow lines on Bedford Road near the Manor Road flats have temporarily been done and will be completed once a resident's vehicle can be moved.

Last Sunday I attended the Queen's Platinum Jubilee Service at St. Pauls church in Bedford and was fortunate enough to meet the new High Sheriff Lady Clifford. She had spoken with Helen Nellis (retiring Lord Lieutenant of Bedfordshire) who praised Wootton's community spirit as an example to others. I also met with Major Steve Moynham who is trying to set up a new cadet force in Wootton, he has the staff and funds to do this but is looking for a location in the village.

Face to face meetings are now happening at Borough Hall but there are still not many officers on site so it is still hard to get hold of them! The planning department still faces officer shortages and is struggling to recruit new ones.

Finally, I shall be attending the flag raising ceremony outside Borough Hall for Armed Forces day on the 20<sup>th</sup> June.

**BBCllr Wheeler**  
**June 2022**

## Appendix 1a

| FC22/131a May 2022 |                                       |                  |                  |
|--------------------|---------------------------------------|------------------|------------------|
| 40/25395/22        | ARSON NOT ENDANGERING LIFE            | 05/05/2022 17:10 | Orchart Gardens  |
| 40/29458/22        | ASSAULT WITH INJURY                   | 23/05/2022 18:45 | Juffs Lane       |
| 40/27483/22        | ASSAULT WITH INJURY                   | 15/05/2022 02:40 | Lorraine Road    |
| 40/28648/22        | CRIMINAL DAMAGE - RESIDENTIAL         | 19/05/2022 09:10 | Denny Street     |
| 40/24600/22        | CRIMINAL DAMAGE - RESIDENTIAL         | 02/05/2022 02:45 | Simms Close      |
| 40/27362/22        | CRIMINAL DAMAGE TO A VEHICLE          | 13/05/2022 18:30 | Roundel          |
| 40/27541/22        | HARASSMENT                            | 14/05/2022 14:36 |                  |
| 40/25664/22        | HARASSMENT                            | 01/05/2022 00:00 |                  |
| 40/30423/22        | INTERFERING WITH A MOTOR VEHICLE      | 27/05/2022 00:00 | Frossell Court   |
| 40/28503/22        | MALICIOUS COMMUNICATIONS              | 19/05/2022 08:55 | Hall End         |
| 40/24883/22        | OBSCENE PUBLICATIONS ETC              | 15/03/2022 09:00 |                  |
| 40/29450/22        | OTHER CRIMINAL DAMAGE                 | 22/05/2022 00:00 | Folkes Road      |
| 40/24458/22        | OTHER CRIMINAL DAMAGE                 | 30/04/2022 15:35 | Bedford Road     |
| 40/31138/22        | OTHER THEFT                           | 30/05/2022 18:00 | Hall End Road    |
| 40/31025/22        | PERVERTING THE COURSE OF JUSTICE      | 27/05/2022 21:20 | Sherwood Close   |
| 40/27746/22        | PUBLIC FEAR ALARM OR DISTRESS         | 12/05/2022 15:10 | Squires Road     |
| 40/24888/22        | PUBLIC FEAR ALARM OR DISTRESS         | 03/05/2022 00:00 | The Willows      |
| 40/24542/22        | ROBBERY OF PERSONAL PROPERTY          | 01/05/2022 18:51 | Church Road      |
| 40/31031/22        | SEXUAL                                | 01/01/2021 00:01 |                  |
| 40/28687/22        | SEXUAL                                | 20/05/2022 08:45 |                  |
| 40/26424/22        | SEXUAL                                | 15/03/2022 09:00 |                  |
| 40/28184/22        | THEFT FROM A MOTOR VEHICLE            | 18/05/2022 01:00 | A421             |
| 40/27693/22        | THEFT FROM A MOTOR VEHICLE            | 14/05/2022 21:30 | St. Marys Road   |
| 40/26367/22        | THEFT FROM A MOTOR VEHICLE            | 09/05/2022 20:30 | A421             |
| 40/29529/22        | THEFT OR UNAUTH TAKING OF A MOTOR VEH | 24/05/2022 00:40 | A421             |
| 40/25495/22        | THEFT OR UNAUTH TAKING OF A MOTOR VEH | 30/04/2022 19:00 | Roseberry Avenue |
| 40/24973/22        | THREATS TO KILL                       | 02/05/2022 09:00 | Arthur Black Way |
| 40/23158/22        | STALKING                              | 19/04/2022 20:00 |                  |
| 40/24159/22        | STATE OR PUBLIC ORDER                 | 30/04/2022 01:05 | Bedford Road     |

# Appendix 1a

|             |                                       |                  |                |
|-------------|---------------------------------------|------------------|----------------|
| 40/22436/22 | THEFT FROM A MOTOR VEHICLE            | 21/04/2022 22:00 | A421           |
| 40/22729/22 | THEFT IN A DWELLING OTHER AUTO MACH   | 20/04/2022 12:45 | Barnes Road    |
| 40/22050/22 | THEFT OR UNAUTH TAKING OF A MOTOR VEH | 20/04/2022 03:05 | Ashpole Avenue |

Nothing significant to report.

**FC22/136**

No report as this steering group had not met since 28<sup>th</sup> April 2022.

**FC22/137**

**Planning & Environment Committee Report**

**11<sup>th</sup> May 2022**

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

See under 25<sup>th</sup> May 2022.

**Planning Applications – for resolution**

22/00936/FUL – The Chequers Inn PH, 47 Hall End Road. Single storey side/rear oak framed, timber clad extension and glazed link.

Resolved **NO OBJECTION** and to note the proposal would be a great benefit to the community.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

22/00937/LBC - The Chequers Inn PH, 47 Hall End Road. Single storey side/rear oak framed, timber clad extension and glazed link.

Resolved **NO OBJECTION** and to note the proposal would be a great benefit to the community.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

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

22/00490/FUL – 55 Cause End Road. One and two storey front, side and rear extension.

This council previously raised **AN OBJECTION**.

**25<sup>th</sup> May 2022**

**P22/119 - To elect a Chairman of the Planning & Environment Committee.**

A nomination was received on the evening in favour of Cllr Quirk. Resolved Cllr Quirk be appointed Chairman until the next meeting of this committee.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

**P22/120 – To elect a Vice-Chairman of the Planning & Environment Committee.**

Not applicable.

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

P21/262 – Transfer of parish council-owned streetlights to Bedford Borough Council. Resolved 27<sup>th</sup> June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns. Clerk has been told the Borough Council are dealing with this, but they have several other parishes to deal with too and timescales are not yet known. The clerk provided Bedford Borough Council with

latest risk assessments and inspection reports on 24<sup>th</sup> June 2020. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28<sup>th</sup> 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 31<sup>st</sup> 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. Resolved 10<sup>th</sup> November 2021 (P21/262) to have Bedford Borough Council upgrade all parish council-owned streetlights to non-heritage style, on the understanding Bedford Borough Council would then adopt the same, at no additional expense to the parish council. Upgrade works should be completed by the end of May 2022, however Bedford Borough Council has stated (9<sup>th</sup> March 2022) two columns (one at Hall End and one at Potters Cross) are situated on private land (unadopted road) and cannot be upgraded/adopted. This is currently being investigated.

### **Planning Applications – for resolution**

22/00923/ADV – Plot 4 and 5, Land South of Fields Road. Illuminated totem sign to the site entrance for building, HGV, car and pedestrian wayfinding.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

22/01035/MAO – Land South of Keeley Lane. Outline application with all matters reserved except access, for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban draining systems and associated infrastructure.

Resolved **NO OBJECTION** but to reinforce the submission made by Accessibility Bedford which referenced Wootton's Neighbourhood Development Plan (available online [here](#)).

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

22/01122/FUL – 149 Bedford Road. Erection of garden room/annexe in rear garden.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

22/00668/FUL – 66a Keeley Lane. Loft conversion following raise in ridge height and rear dormer.

This council previously raised **NO OBJECTION**.

22/00473/FUL – 2 Studley Road. Erection of front porch extension, conversion of existing garage and external alterations.

This council previously raised **NO OBJECTION**.

### **Resolutions**

**P22/132 – To receive a report from Cllr O'Dell regarding the overgrown noticeboard (and its general poor condition) at the entrance to Lorraine Road Cemetery and to resolve a suitable course of action.**

Resolved to request the cemeteries caretaker remove the noticeboard and dispose of it accordingly.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

**P22/133 – To receive a report from Cllr O'Dell regarding the condition of the Royal British Legion bench situated at the far end of the original cemetery and to resolve a suitable course of action.**

Resolved to replace the bench with a recycled plastic bench (keeping the plaque) and ask the cemeteries caretaker to keep all in the cemetery free of bird droppings. If that was not possible, Cllr O'Dell agreed to undertake the same.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by majority vote.

**P22/134 – 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.

**P22/135 – To receive a report from the clerk in relation to a Small Claims Court hearing and to resolve a suitable course of action.**

Resolved to proceed with the small claims court hearing and pay the trial fee of £181.00.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC**

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

**27<sup>th</sup> May 2022**

**FC22/138**

**The Queen's Platinum Jubilee 2022 Working Group Report**

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

**25<sup>th</sup> May 2022**

**Resolutions**

**TQPJ22/029 – To continue determining a timetable of activities for the planned brazier beacon event (2<sup>nd</sup> June 2022) and to make recommendation to Full Council as necessary.**

**Brazier/Beacon**

- GB and JC would provide firewood with help from the Helliwell's.
- KR would bring a ladder on 31<sup>st</sup> May to help with installation and JC was providing struts to secure the structure.
- Fuses would be ordered to light the brazier/beacon.
- After drilling, the dirt would remain on site to be used to infill the area when the structure was taken down.
- JW would chase Goodmans re the fencing.
- Once dismantled, the post would be stored at the changing rooms (recreation ground).
- NH would store the brazier/beacon and clean/re-paint it.
- NH and MA would provide fire extinguishers in case of need.

**Food/Drink Provision**

- JW would confirm a further stall selling appetisers (in addition to Dave's Snax and Ice Cream Joe).
- Alcohol/Entertainments licences had been secured.

**Generator**

- The generator was in working order and would be collected imminently by MA.

**Live Music/Acts**

- It was noted the official event anthem was Sweet Caroline and it was hoped Rhythm Junction could perform it. If not, MA would play the track.

**Lorry**

- SO confirmed all was in order.

**Portable Toilets**

- SO agreed to send the invoice to SP for processing.

**Other**

- In addition to two refuse bins, a litter pick would be carried out and SP agreed to order tools and refuse sacks.
- Gates coverage for Wednesday and Thursday (in the absence of the caretaker and usual cover) was confirmed as follows:
  - BH to open Wednesday/Thursday am;
  - KR to close Wednesday pm;

- SO to close Thursday pm.

**TQPJ22/030 – To consider advance publicity and to make recommendation to Full Council as necessary.**

SP had forwarded the press release to a number of organisations including BBC and ITV local news/BBC Three Counties Radio and the Times & Citizen. The banner would be relocated to the top of Fields Road, by the double mini roundabouts and the event had been publicised on local Facebook pages.

**TQPJ22/031 – To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.**

No special measures were required.

**Sue Edgar Playford BA (Hons) PSLCC**

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

**27<sup>th</sup> May 2022**

**FC22/139****ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP<sup>1</sup> 2021-22**

WPC<sup>2</sup> publishes a SAP<sup>3</sup> annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG<sup>4</sup> committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2021 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. | <p><u>20<sup>th</sup> January 2021</u></p> <p>GL reported the following issues at a recent meeting of Full Council:</p> <ul style="list-style-type: none"> <li>• Poor street lighting at the pedestrian crossing on Harris Way (school side);</li> <li>• Street lighting within that estate is not LED only – despite the Mayor referencing the BBC's policy of using only LED lighting.</li> </ul> <p>JW had reported the same to BBC<sup>5</sup> and it was noted the handover had been delayed due to ongoing Covid-19 restrictions.</p> <p><u>17<sup>th</sup> November 2021</u></p> <p>It was noted only some of the proposed infrastructure works was undertaken during</p> | GL/SO.<br>BBC/Persimmon. |

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

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

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

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

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

|  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  | <p>October half term week. Resurfacing of roads (including yellow lining and no waiting signs) would not take place until December 2021. Members expressed their disappointment at the lack of response received from BBC in relation to the infrastructure report produced by WPC.</p> <p>Harris Way resurfacing was now programmed for February 2022. No response had been received from the directors of Persimmon Homes in that respect, and it was still not known when the handover from Persimmon Homes to Bedford Borough Council would take place. JW had requested an update.</p> <p><u>19<sup>th</sup> January 2022</u></p> <p>Some resurfacing of roads (including yellow lining and no waiting signs) was due to take place in December 2021 but remained outstanding. Harris Way resurfacing was now programmed for February 2022.</p> <p>JW would chase BBC again in relation to an update on WPC's infrastructure report as it was still unclear which recommendations would be taken forward by BBC. It was understood the handover would take place one year post-works completion.</p> <p><u>16<sup>th</sup> March 2022</u></p> <p>The majority of smaller roads had now been resurfaced, including Harris Way (yellow lining and 'no waiting' signage will follow). Resurfacing works for Folkes Road have been delayed until Easter 2022 and JW had requested the drains by the shops/pedestrian crossing be lowered to enable</p> |  |
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|  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  | <p>better surface water drainage. JW also raised an issue with an incorrectly positioned drain (Goff Place) with BBC.</p> <p>GL had asked whether there should be a dropped kerb added at the end of Harris Way (emergency services route into the play area).</p> <p>GL also provided a report which detailed inconsistent street signage (not all signs displayed BBC's logo and some signs did not display a dead end symbol when it was appropriate to do so). This had been passed to BBC and JW was awaiting a response.</p> <p>It was noted there was only one dropped kerb on the Folkes Road bus loop roundabout and whilst this was not recognised by engineers as a school route, it was accepted many would use it – if a second dropped kerb were added to provide better access.</p> <p>In his absence, JW was asked to take this forward and establish the reasons this was not thought a necessary requirement.</p> <p><u>18<sup>th</sup> May 2022</u></p> <p>JW had been asked for an update on the following and unless noted as complete, was awaiting a response from BBC:</p> <ul style="list-style-type: none"> <li>• Folkes Road resurfacing (now complete save for white lining);</li> <li>• Drains – Folkes Road (now complete) and Goff Place;</li> <li>• Harris Way dropped kerb near the play area;</li> <li>• Report re inconsistent street signage.</li> </ul> <p>SP also raised a resident issue regarding disabled access to the bus loop roundabout – namely that there were no connecting paths/dropped kerbs and</p> |  |
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|                                 |          |          |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |
|---------------------------------|----------|----------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                                 |          |          |      | <p>therefore no means of disabled access. GL walked the area ahead of this meeting and provided SP with photos detailing dropped kerbs either side of the road adjacent to the bus shelter. It was noted dropped kerbs could not be added to the pavements leading to parking bays as it was illegal to park in front of them. The resident had been informed of the same but queried whether a further dropped kerb could be added between the two parking bays along Ashpole Avenue*.</p> <p>JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues including the request above*.</p>                                                                                                                                                                                                                                                                                                                                                                                             |      |
| Bus routes/stops and bus cages. | Various. | Ongoing. | BBC. | <p><u>BUS STOPS</u><br/><u>15<sup>th</sup> September 2021</u></p> <p>JW provided the following to Full Council (8<sup>th</sup> September 2021) by way of an update regarding changes to school bus routes/stops:</p> <ul style="list-style-type: none"> <li>• <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</i></li> </ul> | BBC. |

|  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  | <p><i>parents should pass on their concerns directly to School Transport.</i><br/> <i><u><a href="mailto:School.transport@bedford.gov.uk">School.transport@bedford.gov.uk</a></u></i>.</p> <p>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.</p> <p><u>17<sup>th</sup> November 2021</u><br/> SP emailed Paul Watkins and Saragh Fleckney (Bedford Borough Council) on 14<sup>th</sup> October 2021 but had received no response.</p> <p><u>18<sup>th</sup> May 2022</u><br/> Move to close.</p> <p><u>BUS CAGES</u><br/> <u>20<sup>th</sup> January 2021</u><br/> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting.</p> <p><u>17<sup>th</sup> November 2021</u><br/> JW confirmed the bus cage ‘no waiting restrictions’ were with BBC to implement.</p> <p><u>19<sup>th</sup> January 2022</u><br/> JW confirmed the ‘no waiting restrictions’ would be completed by BBC when the gritting season had ended.</p> |  |
|--|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                  |                       |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
|----------------------------------|-----------------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                  |                       |          |                   | <p>It was noted BBC had been made aware of WPC's concerns over the number of long-term outstanding issues that still remained with BBC for resolution.</p> <p><u>18<sup>th</sup> May 2022</u><br/> JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |
| Cranfield Road flooding.         | Previous discussions. | Ongoing. | BBC or Developer. | <p><u>16<sup>th</sup> March 2022</u><br/> The issue of flooding in this area had been raised again, as ditches (swales) in the vicinity of Hoobury appeared to be permanently full of rainwater. Concept (Management Company for the developers) had stated the swales were in order and that the source of additional water onto the highway was from BBC owned land on the other side of Cranfield Road. This was being disputed by BBC who had stated there were no flooding issues in the area before development began. Concept had requested a teams meeting with representatives from BBC, plus GL and JW.</p> <p><u>18<sup>th</sup> May 2022</u><br/> JW confirmed BBC do not wish to meet and were stating this issue is for Concept to resolve. JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> | BBC or Developer. |
| Fields Road pedestrian crossing. | JW.                   | Ongoing. | BBC.              | <p><u>17<sup>th</sup> November 2021</u><br/> JW confirmed equipment for the pedestrian crossing was on order but not yet received.</p> <p><u>19<sup>th</sup> January 2022</u><br/> JW confirmed works were programmed for Spring 2022 and a feasibility survey had been completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | BBC.              |

|                           |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |
|---------------------------|------|------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                           |      |      |      | <p>Now been informed that owing to a survey not been done by Highways the project could be put back to the summer but Highways will try and do it before, the team doing the High Street in Bedford will be doing this after they have finished the high street.</p> <p><u>18<sup>th</sup> May 2022</u><br/> JW confirmed the order had been placed but timings were not known. JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p>                                                                                                                                                                                                                                                                                                                                                                                      |      |
| Fields Road white lining. | N/A. | N/A. | N/A. | <p><u>17<sup>th</sup> November 2021</u><br/> JW understood the white lining would not be undertaken by BBC, however members requested again that BBC fulfil the request, on health and safety grounds.</p> <p><u>19<sup>th</sup> January 2022</u><br/> BBC remained resolute there was no need for white lining in this area, however it was agreed to continue to push for lines on health and safety grounds.</p> <p><u>16<sup>th</sup> March 2022</u><br/> JW had confirmed BBC would not white line this road. It was agreed however, to leave this on file in the hope it could be raised at a meeting (currently being arranged by JW) with BBC's Chief Executive.</p> <p><u>18<sup>th</sup> May 2022</u><br/> JW had yet to receive any meeting confirmation. JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> | BBC. |

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| <p>Pavement/all parking issues – including white and yellow lining – village wide.</p> | <p>Residents.</p> | <p>Ongoing.</p> | <p>Not yet identified.</p> | <p><u>YELLOW LINING</u><br/> <u>17<sup>th</sup> November 2021</u><br/>           SP was in dialogue with BBC who were still attempting to complete works at Hall End. A Traffic Regulation Order was now in place on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats and yellow lining should be completed by the end of December 2021.</p> <p><u>19<sup>th</sup> January 2022</u><br/>           Yellow lining works remained outstanding on Bedford Road; however it was understood all lining/road signage works would be completed by BBC when the gritting season ended. It was understood yellow lining works at Hall End had only partially been completed. GL and SP agreed to investigate/chase further as needed.</p> <p><u>16<sup>th</sup> March 2022</u><br/>           JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year.</p> <p><u>18<sup>th</sup> May 2022</u><br/>           JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> <p><u>WHITE LINING</u><br/> <u>17<sup>th</sup> November 2021</u><br/>           JW had chased BBC for a further update. SP was asked to add the double mini-roundabouts (Bedford</p> | <p>SO.</p> |
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|  |  |  |  | <p>Road/Church Road/ Cranfield Road/ Fields Road) to the list of areas with faded white lining (it was noted HGVs were exacerbating the diminishing white lining when turning in the area*).</p> <p><u>19<sup>th</sup> January 2022</u><br/>GL and JW confirmed BBC were programming resurfacing works to the double mini-roundabouts due to lorries damaging the surface and drains. White lining would then follow**.</p> <p><u>18<sup>th</sup> May 2022</u><br/>JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> <p><u>PAVEMENT PARKING</u><br/><u>20<sup>th</sup> January 2021</u><br/>No further update had been received in relation to central government's consultation on pavement parking:<br/><a href="https://www.gov.uk/government/consultations/managing-pavement-parking">https://www.gov.uk/government/consultations/managing-pavement-parking</a>.<br/>The consultation had now closed and central government was analysing feedback.</p> <p><u>19<sup>th</sup> January 2022</u><br/>It was hoped an outcome would be known in 2022 following central government's consultation. Local councils would be permitted to exclude areas from any 'no pavement parking' order.</p> <p><u>PARKING CAMERA</u><br/><u>17<sup>th</sup> November 2021</u></p> |  |
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|  |  |  |  | <p>JW met with BBC who confirmed it was no longer possible to have its camera in situ on Bedford Road adjacent to the lower school, due to the installation of the pedestrian crossing. That installation had resulted in the removal of yellow zig zag lining (enforceable by BBC) and the addition of white zig zag lining (enforceable by Bedfordshire Police).</p> <p>JW had previously confirmed a camera would be sited at the Harris Way lower school site, however GL raised concerns BBC's proposal for two parking bays in the area would reduce the length of the zig zag lining.</p> <p><u>19<sup>th</sup> January 2022</u></p> <p>JW confirmed the parking bays were complete, however surfacing and lining remained outstanding. A timescale was not yet known regarding the camera installation.</p> <p><u>16<sup>th</sup> March 2022</u></p> <p>JW confirmed the camera installation was programmed for Easter 2022, however all other works (surfacing and lining) required prior completion. BBC had confirmed Persimmon would not be financing the camera and JW was establishing who would meet the cost. In light of BBC's recent consultation on its intention to apply for power to enforce against 'moving traffic offences' as detailed within the Traffic Management Act 2022, it was hoped this committee could then lobby for the reinstatement of the parking camera on Bedford Road (adjacent to the lower school).</p> |  |
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|                                                            |     |          |      | <p><u>18<sup>th</sup> May 2022</u><br/>No further update received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |
| Pavements (resurfacing) and roads (resurfacing) – various. | CB. | Ongoing. | BBC. | <p><u>PAVEMENTS</u><br/><u>17<sup>th</sup> March 2021</u><br/>The following <u>pavement</u> areas had been prioritised by Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• Keeley Lane (its entirety);</li> <li>• Monoux Road (its entirety);</li> <li>• Payne Road (its entirety).</li> </ul> <p>It was unlikely any other areas would be considered.</p> <p><u>19<sup>th</sup> January 2022</u><br/>CB and GL raised concerns over the state of pavements within the Berry Wood estate, including cut-through pavements and the pavement linking the estate to Fields Road. Compressed clay had been used, which turned to mud during inclement weather. DM added he was aware a resident had fallen as a result of the mud.<br/>GL also queried why BBC were not maintaining grass-topped pavements (referencing the Summerfield Drive estate), when they were responsible for maintaining adjoining pavements.<br/>It was noted both issues had already been reported to JW to take forward with BBC.<br/>BBC had programmed resurfacing works to Keeley Lane between 24<sup>th</sup> January and 18<sup>th</sup> February 2022, however JW confirmed he was still awaiting an update regarding Monoux and Payne Road.</p> <p><u>16<sup>th</sup> March 2022</u><br/>Keeley Lane works remained ongoing. JW had seen sight of BBC's 2022/23 works programme which included Monoux Road but not Payne Road (as</p> | BBC. |

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|  |  |  |  | <p>previously understood). JW was investigating this and in his absence was also asked to take the following pavement areas forward for inclusion with BBC, if opportunity arose:</p> <ul style="list-style-type: none"> <li>• Monoux Road in its entirety (reinforcing this was top priority);</li> <li>• Payne Road in its entirety;</li> <li>• Foster Way in its entirety;</li> <li>• Lorraine Road in its entirety;</li> <li>• Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural).</li> </ul> <p>The state of muddy pavements within the Fields Road South development was again noted and whilst this had been raised with JW, it would also be discussed at the proposed meeting with BBC's Chief Executive. It was hoped an upgrade would be made a condition by BBC prior to the area's adoption.</p> <p><u>18<sup>th</sup> May 2022</u></p> <p>JW confirmed cleaning lorries regularly patrolled the Fields Road South development.</p> <p>No confirmation has been received regarding the latest requests detailed above (under 16<sup>th</sup> March 2022).</p> <p>JW also confirmed the pavement between Keeley Lane and Irongate Corner would not be programmed for works by BBC – although it was noted improvement works were referenced in BBC's draft Local Plan 2040.</p> <p>JW then stated he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> |  |
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|                                    |     |          |                    | <p><u>ROADS</u></p> <p><u>17<sup>th</sup> March 2021</u></p> <p>The following <u>road</u> areas had been prioritised by Bedford Borough Council:</p> <ul style="list-style-type: none"> <li>• Church Road (from War Memorial to Cause End Road junction – works now completed).</li> <li>• Cranfield Road (in part from the double mini roundabout – this was expected to be first priority).</li> </ul> <p><u>19<sup>th</sup> January 2022</u></p> <p>As noted above** GL and JW confirmed BBC were programming resurfacing works at Cranfield Road – between the double mini-roundabouts and Cranfield Road pedestrian access point to Barnes Road. This was necessary following lorry damage to the surface and drains and it was understood works would be completed this financial year.</p> <p><u>18<sup>th</sup> May 2022</u></p> <p>JW confirmed the Cranfield Road works were still programmed for completion within BBC's 2022/23 financial year as was the resurfacing of Cause End Road (Tesco location). JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> |            |
| Road signage – Berryfields Estate. | GL. | Ongoing. | BBC/<br>Persimmon. | <p><u>19<sup>th</sup> January 2022</u></p> <p>GL noted several road signs were misleading – with some indicated a dead end when it was not and vice-versa. GL and SO agreed to walk the area and produce a report for JW to take forward.</p> <p><u>16<sup>th</sup> March 2022</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | GL and SO. |

|                                              |                       |          |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
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|                                              |                       |          |                     | <p>It was noted JW had asked BBC to confirm if a fuller/second report was required, to include the entire estate as not all areas featured in the original.</p> <p><u>18<sup>th</sup> May 2022</u></p> <p>JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
| Speed restrictions/concerns – various areas. | Committee discussion. | Ongoing. | Not yet identified. | <p><u>SPEED CAMERAS</u></p> <p><u>17<sup>th</sup> March 2021</u></p> <p>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.</p> <p><u>17<sup>th</sup> November 2021</u></p> <p>SP was informed BBC had charged other parishes £80k to supply, install and maintain a pair of cameras. SP was asked to submit a formal request to the Police and Crime Commissioner for assistance in securing police support for the Cranfield Road scheme. Members agreed with this approach.</p> <p><u>19<sup>th</sup> January 2022</u></p> <p>It was noted Full Council had resolved on 12<sup>th</sup> January 2022 to keep this installation on file for a period of 12 months, in the hope police support for the proposal could be obtained.</p> <p>After detailed discussion the following was agreed:</p> <ul style="list-style-type: none"> <li>• A further request would be made to Bedfordshire Police to establish the feasibility in offering a financial contribution (possibly in partnership with other</li> </ul> | GL. |

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|  |  |  |  | <p>town/parish councils) to secure a resource to monitor the cameras (TI to provide points of contact to SP);</p> <ul style="list-style-type: none"> <li>• To inform Full Council this working group disagreed with its resolution and requested a review of that decision in six months (as permitted under Standing Orders).</li> </ul> <p><u>16<sup>th</sup> March 2022</u></p> <p>SP had emailed Bedfordshire Police to establish the feasibility in offering a financial contribution (possibly in partnership with other town/parish councils) to secure a resource to monitor the cameras and was awaiting a response.</p> <p><u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u><br/><u>SPEEDING CONCERNS</u></p> <p><u>20<sup>th</sup> January 2021</u></p> <p>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.</p> <p><u>17<sup>th</sup> November 2021</u></p> <p>JW confirmed the works were programmed for this financial year (it was noted this could also be linked to the white lining issue noted previously*).</p> <p><u>19<sup>th</sup> January 2022</u></p> <p>It was understood all lining/road signage works would be completed by BBC when the gritting season had ended (and in this instance, resurfacing works completed).</p> |  |
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|  |  |  |  | <p><u>16<sup>th</sup> March 2022</u><br/>JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year.</p> <p><u>18<sup>th</sup> May 2022</u><br/>No further update received.</p> <p><u>KEELEY LANE SPEEDING CONCERNS</u><br/>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.</p> <p><u>19<sup>th</sup> January 2022</u><br/>It was understood all lining/road signage works would be completed by BBC when the gritting season ended.</p> <p><u>16<sup>th</sup> March 2022</u><br/>JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year.</p> <p><u>18<sup>th</sup> May 2022</u><br/>JW confirmed he and GL were attending a site visit with BBC on 19<sup>th</sup> May to discuss all outstanding issues.</p> <p><u>WOOTTON GREEN SPEED LIMIT REDUCTION</u><br/><u>20<sup>th</sup> January 2021</u></p> |  |
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|  |  |  |  | <p>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.</p> <p><u>19<sup>th</sup> January 2022</u></p> <p>This request would only be considered by BBC when determining the installation of average speed cameras along Cranfield Road.</p> |  |
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To be reviewed at each safety steering group meeting.

**FC22/140****Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2021 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                                                              | 2022       | £220,000  | £80,000 s106 funding (spent on Fields Road by Goodmans) | £0        | £300,000 | <u>9<sup>th</sup> February 2022</u><br>Resolved 12 <sup>th</sup> January 2022 (FC22/026) to keep the installation on file for a period of 12 months, in the hope police support for the proposal could be obtained.<br>It should be noted the Roads & Pavements Safety Steering Group has since requested Full Council revisit this resolution after a period of six months (to comply with Standing Orders). | Cllrs Lloyd and Wheeler |
| Medium   | Berryfields Roundabout Re-Design                                                   | 2022       |           |                                                         | £23,000   |          | <u>13<sup>th</sup> April 2022</u><br>A recent public vote saw the winning design chosen as 'C – Beacon with Flowers' and a request has been made to Bedford Borough Council (as local highways authority) for permission to take this project forward and site the beacon/flowers on the roundabout.                                                                                                          | Cllr O'Dell             |
| High     | Community Centre Lease Agreement (to now include the car park Joint Use Agreement) | 2022       | £0        | £0                                                      | £0        | £1,500   | <u>8<sup>th</sup> December 2021</u><br>Resolved 8 <sup>th</sup> December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues.<br><br><u>9<sup>th</sup> March 2022</u><br>Hillary Cooper Law continue to triage all paperwork and are communicating directly when needed with Bedford Borough Council's legal counterpart. Refer to agenda item FC22/103.                | Cllr Bygraves           |

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|     |                                  |         |                    |    |         |          | <u>8<sup>th</sup> June 2022</u><br>Refer to agenda item FC22/145.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |
| Low | Lecterns                         | 2022    | £1,200 per lectern | £0 | £0      | £0       | <u>10<sup>th</sup> November 2021</u><br>The Memorial Hall lectern has now been installed. It was noted additional lecterns were planned for the pound and gaol, plus the Queen's Green Canopy Project.<br><br><u>9<sup>th</sup> February 2022</u><br>The Queen's Green Canopy Project lectern is now in situ at Lorraine Road cemetery.<br><br><u>9<sup>th</sup> March 2022</u><br>The lectern at The Pound (Bedford Road opposite The Cock Inn PH) is now in situ.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Cllr Quirk |
| Low | Lorraine Road Cemetery extension | Ongoing | £0                 | £0 | £22,000 | £100,000 | <u>14<sup>th</sup> July 2021</u><br>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.<br><br><u>9<sup>th</sup> February 2022</u><br>The Queen's Green Canopy Project has now been completed, with some 70 trees (whips) planted on land within Lorraine Road cemetery and the Crown Estate. The outcome of the upcoming Neighbourhood Plan referendum is now awaited.<br><br><u>9<sup>th</sup> March 2022</u><br>The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan will be considered by Bedford Borough Council's Executive on 2 <sup>nd</sup> March 2022 and the clerk will be informed of that outcome after that meeting.<br><br><u>13<sup>th</sup> April 2022</u><br>Bedford Borough Council's Executive has made the Neighbourhood Plan. No further updates received. | Cllr Quirk |

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| High | Neighbourhood Plan                          | 2020 and ongoing | £0      | £8,000 | £1,314 | £0      | <p><u>12<sup>th</sup> January 2021</u><br/>Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17<sup>th</sup> February 2022.</p> <p><u>9<sup>th</sup> March 2022</u><br/>The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan will be considered by Bedford Borough Council's Executive on 2<sup>nd</sup> March 2022 and the clerk will be informed of that outcome after that meeting.</p> <p><u>13<sup>th</sup> April 2022</u><br/>Bedford Borough Council's Executive has made the Neighbourhood Plan and Rainier Developments Ltd have taken the first steps to develop Policy W6.</p>                                                                                                                                                                                                                                              | Cllr Hensher |
| Low  | Noticeboards                                | Ongoing          | £0      | £0     | £2,500 | £500    | <p><u>12<sup>th</sup> February 2020</u><br/>When needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk        |
| Low  | Real Time Passenger Information (Bus Stops) | Ongoing          | £33,000 |        |        | £33,000 | <p><u>12<sup>th</sup> January 2022</u><br/>Cllr Hensher has requested information from 21<sup>st</sup> Century regarding vandal-proof units as an alternative suggestion (given the original units have been subject to repeated vandalism).</p> <p><u>9<sup>th</sup> February 2022</u><br/>Cllrs Hensher, Lloyd, O'Dell, Wheeler and the clerk recently attended a team meeting with a representative from Journeo (21<sup>st</sup> Century Fleet Systems Ltd) who already work in RTPI partnership with Bedford Borough Council and a site visit has been arranged (22<sup>nd</sup> February) to discuss both additional units and existing, vandalised units. A representative from Bedford Borough Council (Jon Pauling) will attend.</p> <p><u>9<sup>th</sup> March 2022</u><br/>The clerk, Cllrs Hensher, Lloyd, O'Dell and Wheeler attended a site visit with representatives from Bedford Borough Council and Journeo on 22<sup>nd</sup> February.</p> | Cllr O'Dell  |

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|        |                                                                 |         |  |                                                   |         |                                      | A number of suggestions including the addition of QR codes at all stops, replacement bus shelters to enable a differing style of RTPI units in some areas and flag-style units were made. It was noted the original units were Bedford Borough Council assets and it was hoped a mutually beneficial resolution could be reached to replace/repair them. A number of suggestions/costings will be provided by Journeo.                                                                                                                                                                                                                                                                                                                                                                             |               |
| Low    | Street Lighting Columns – Transfer to BBC                       | Ongoing |  |                                                   | £10,000 | £10,000                              | <p><u>8<sup>th</sup> December 2021</u></p> <p>Costings to upgrade parish council-owned street lighting columns have been approved by the Planning &amp; Environment Committee and Bedford Borough Council has been informed. This will be implemented ahead of the adoption by Bedford Borough Council, however timescales are currently not known.</p> <p><u>9<sup>th</sup> February 2022</u></p> <p>Works to upgrade all lighting columns are scheduled for completion by the end of May 2022.</p> <p><u>13<sup>th</sup> April 2022</u></p> <p>Bedford Borough Council has now stated two columns cannot be upgraded nor adopted by them as they are positioned in unadopted roads (one at Hall End and one at Potters Cross). The remaining adoption works have been delayed post-May 2022.</p> | Cllr Quirk    |
| 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) | <p><u>8<sup>th</sup> December 2021</u></p> <p>A full planning application has been delayed whilst Neil deals with potential flooding remedies and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.</p> <p><u>12<sup>th</sup> January 2022</u></p> <p>A full planning application is expected to be submitted imminently and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.</p>                                                                                                                                                                                                                                                                                             | Cllr Bygraves |

|     |                                                      |                  |  |  |                                                  |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
|-----|------------------------------------------------------|------------------|--|--|--------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|     |                                                      |                  |  |  |                                                  |         | <p><u>9<sup>th</sup> February 2022</u><br/>A full planning application has yet to be submitted by Neil Boddington (Boddington Planning), however Cllrs Bygraves and Wheeler are now in receipt of costings to aid with fundraising activities. See also agenda item FC22/050.</p> <p><u>13<sup>th</sup> April 2022</u><br/>A full planning application has now been submitted by Boddington Planning.</p> <p><u>8<sup>th</sup> June 2022</u><br/>The full planning application will be determined by the Full Planning Committee of Bedford Borough Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Low | Wootton Village Entrance Sign(s) – Various Locations | 2020 and ongoing |  |  | £23,000<br>Fields Road<br>£15,000<br>Keeley Lane | £38,000 | <p><u>12<sup>th</sup> January 2022</u><br/>Resolved 8<sup>th</sup> December 2021 (FC21/299) to meet with Bedford Borough Council's Highways Department to investigate the feasibility of erecting a brick built entrance sign at one of two possible sites on Keeley Lane (closer to the actual parish boundary). Cllr O'Dell had received confirmation from Bedford Borough Council in principle that a sign could be erected at either site, and Cllr Lloyd agreed to provide a facsimile of what was required (matching the brick built sign on Bedford Road) to submit to Bedford Borough Council and potential contractors. Members were asked to inform the clerk of any potential contractors.</p> <p><u>9<sup>th</sup> February 2022</u><br/>Cllr Lloyd has provided graphics which can be supplied to Bedford Borough Council and potential contractors. The specification (including bricks) should match the existing sign on Bedford/Wootton Road.<br/>Cllr O'Dell has sourced one potential contractor</p> | Cllr O'Dell |

|  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|--|--|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  |  |  | <p>(bricklayer) and requested members pass on details of others. Wrighton &amp; Barker have also been approached to help with the 'Wootton' insert and may be able to recommend other contractors.</p> <p><u>9<sup>th</sup> March 2022</u><br/>Cllr O'Dell is sourcing an architect to aid with the design specification.</p> <p><u>11<sup>th</sup> May 2022</u><br/>Cllr O'Dell had sourced an architect to aid as noted above.</p> <p><u>8<sup>th</sup> June 2022</u><br/>Cllr O'Dell's scheduled meeting with the architect (9<sup>th</sup> June 2022) was being rearranged due to the latter contracting Covid-19.</p> |  |
|--|--|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

To be reviewed monthly at Full Council.

FC22/141RISK ASSESSMENTS PLAN 2022-23

WPC<sup>6</sup> 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                     | SP          | 11.5.22       |                                                                                                               |                                      |                              |
| Car Parks                                  | SP          | 11.5.22       |                                                                                                               |                                      |                              |
| Cemeteries                                 | PDQ         | 11.5.22       |                                                                                                               |                                      |                              |
| Changing Rooms and Toilet Block            | SP          | 11.5.22       |                                                                                                               |                                      |                              |
| Christmas Street Lighting                  | SP          | 11.5.22       |                                                                                                               |                                      |                              |
| Christmas Tree (including Switch On Event) | SP          | 11.5.22       |                                                                                                               |                                      |                              |
| Community Centre                           | SP          | 11.5.22       | This risk assessment is undertaken by the Charitable Trust                                                    |                                      | Charitable Trust             |
| Defibrillators                             | SP          | 11.5.22       | A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system |                                      | Community First Responders   |
| Fun Fest                                   | SP          | 11.5.22       | None                                                                                                          |                                      | 8.6.22 SP                    |
| Generator                                  | GL          | 11.5.22       | None                                                                                                          |                                      | 8.6.22 SP                    |
| Keeley End Pond                            | GL          | 11.5.22       |                                                                                                               |                                      |                              |

<sup>6</sup> Wootton Parish Council  
Full Council Minutes 8<sup>th</sup> June 2022

## Appendix 8

|                                                                                 |    |         |                                                                                                                                                                                                                         |     |                  |
|---------------------------------------------------------------------------------|----|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------|
| Litter Picking (and caretaker)                                                  | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Lone & Isolated Working                                                         | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Marquee                                                                         | SP | 11.5.22 | None                                                                                                                                                                                                                    |     | 8.6.22 SP        |
| Memorial Hall Play Area                                                         | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| MUGA – Church Road                                                              | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| MUGA – Harris Way                                                               | SP | 11.5.22 | This risk assessment is undertaken by the Charitable Trust                                                                                                                                                              |     | Charitable Trust |
| Outdoor Film/Cinema Event                                                       | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Recreation Ground Gate Duty including volunteers                                | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Recreation Ground Play Area                                                     | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Remembrance Sunday Parade                                                       | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Silhouette                                                                      | SP | 11.5.22 | The silhouette is currently being stored by Cllr Bygraves before being re-sited adjacent to the war memorial (which has outstanding remedial works)                                                                     | N/A | N/A              |
| Skate Park                                                                      | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Sports Pitches – Church Road                                                    | SP | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Sports Pitches – Harris Way                                                     | SP | 11.5.22 | 14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing                                                                                                       |     |                  |
| Street Furniture                                                                |    | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Trees                                                                           |    | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Village Sign                                                                    |    | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| War Memorial                                                                    | JN | 11.5.22 |                                                                                                                                                                                                                         |     |                  |
| Work Station (Clerk) – to include the parish office within the community centre | GL | 11.5.22 | 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 |     |                  |

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>