



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 10th August 2022 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Two representatives from Hillary Cooper Law attended the meeting remotely via Zoom to discuss and observe discussions on agenda item FC22/199. Cllr Lloyd moved this agenda item be determined after agenda item FC22/188 and all members were in agreement. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Quirk, Randell and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/183	Apologies for absence. Cllrs Lennox, Mapesa and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/184	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/185	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FC22/186	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received.	Clerk to keep on file.	N/A.

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	(Appendix 1). To receive crime figures for July 2022. (Appendix 1a). Central Government. Consultation Outcome on Raising Accessibility Standards for New Homes: Summary of Consultation Responses and Government Response. This council resolved on 14th October 2020 (FC20/262) to support Option Three – “all new homes should be accessible and adaptable, but wheelchair-user dwellings could be required if there was local evidence of need. Central Government should ensure associated Planning Conditions be rigorously enforced by all building control bodies, including approved inspectors	No further comments received. It was noted Central Government had determined Option Two as the preferred choice. Whilst not the parish council’s preferred option, it was understood this was still an improvement which would see more accessible homes being built.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC22/187	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2). Covanta and issues concerning BACI’s (Bedfordshire Against Covanta Incinerator) representation within CLP (Covanta Liaison Panel). The clerk has received a significant email chain from Clive Baker, WPC appointed representative at the CLP meetings.	No further comments received. All other significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC22/188	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 13th July 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 29th June 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 18th May 2022.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O’Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr O’Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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FC22/189	Matters arising from the minutes – for information only. • FC22/172 + FC22/199 – Community Centre at Berryfields. Refer to agenda item FC22/199. • FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: ○ Cranfield Road (in part from the double mini roundabout). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: ○ Keeley Lane (its entirety – works now complete); ○ Lorraine Road (its entirety); ○ Monoux Road (its entirety – some repair works have been completed); ○ Payne Road (left-hand side as you enter from Monoux Road). Given the lengthy timescales that have now passed since the above priorities were confirmed by Bedford Borough Council, the Roads & Pavements Safety Steering Group has requested the following <u>pavement</u> areas now be given priority (RP22/012): ○ Monoux Road (its entirety – reinforcing the original request); ○ Payne Road (its entirety – reinforcing the original request); ○ Foster Way (its entirety); ○ Lorraine Road (its entirety – reinforcing the original request); ○ Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). BBCllr/Cllr Wheeler is now investigating the pavement areas as Payne Road, Foster Way and Lorraine Road have yet to be programmed by BBC. • FC22/172 + FC22/199 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. This agreement (now	No further comments received.	Clerk to keep on file.	N/A.
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	referred to as the Joint Use Agreement) is with Hillary Cooper Law for scrutiny. Refer to agenda item FC22/199. • 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 as well as Bedford Road – from the Cause End roundabout extending to the bus cage(Manor Road flats-side). Yellow lining works in part remain outstanding at Hall End. • FC20/268 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13th May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. Resolved 14th October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council). • FC22/071 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th March 2021 (FC21/068) to request an O&S Committee consider a review of the effectiveness and time-responsiveness of BBC’s support to its Parish and Town Councils. This review has been taken forward as part of the committee’s works programme. 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 9th 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.			
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	• FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. Resolved 13th July 2022 (FC22/174) to submit a comment referencing the need for accessible and adaptable buildings within the Local Plan. • FC22/175 – Bedford Borough Council/Central Bedfordshire Council’s Developing in the Forest of Marston Vale SPD consultation. Resolved 13th July 2022 (FC22/175) to note default routes should not be bridleway-standard. This was an inappropriate standard for people with disabilities, including wheelchair and mobility scooter users and would remove the motivation to ensure the best possible routes for all. All bridleways should be split in two – one side for horses and one for pedestrians, buggies and wheelchair/mobility scooter users.			
FC22/190	Chairman’s report – for information only.	Cllr Lloyd confirmed he had applied (on the parish council’s behalf) for an FA grant to purchase two sets of 9-a-side goal posts for the recreation ground (Church Road). These would be purchased by the parish council and donated to Wootton Rangers FC. Two further sets (junior and senior 11-a-side) would also be purchased for the pitches at Harris Way and these would be donated to the charitable trust. The latter sets would require assembly, and purchasing in this manner would enable VAT to be reclaimed. Cllr Lloyd then detailed issues within the changing rooms (noxious smell from the drains and leaking toilet). It was noted the showers were not being flushed. The clerk confirmed an online legionnaires’ testing programme for her and the caretaker was still outstanding, due to IT issues with the provider. Finally, Cllr Lloyd confirmed the replacement Royal British Legion bench would be delivered	Clerk to keep on file.	N/A.

		to Lorraine Road Cemetery on Saturday (13 th August) and Cllr Bygraves agreed to help Cllr Lloyd site it, before fixing by a handyperson.		
FC22/191	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/192	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/193	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/194	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).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/195	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).	Resolved to receive, review and adopt the revised risk assessment for the 3 Tier Flower Planters and Keeley End Pond with one amendment to the latter: There was still one reference to the platform (now dismantled) which required removal. Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/196	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.

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	(to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC22/197	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/198	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.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/199	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> Two representatives from Hillary Cooper Law were in attendance via Zoom. The latest draft Joint Use Agreement was heavily weighted against the parish council – who potentially could be locked into it for 100+ years. Hillary Cooper Law wished to ensure members knew the repercussions in either accepting the document in its current form – or requesting amendments. After discussion it was agreed to instruct Hillary Cooper Law to continue to seek amendments with a more favourable, balanced outcome. <u>Charitable Trust</u> The Clerk detailed an email received from the charitable trust in relation to the use of the meeting room and its tables/chairs. After discussion it was agreed the default position should be to leave the meeting room in the same condition in which it is found prior to hire – one in which tables and chairs are configured for meetings. It was noted two new BIFFA bins were not locked and were being utilised by non-	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		community centre users. Black refuse sacks were also being placed in the recycling bin (meaning they would not be collected/emptied). A request was made to the charitable trust to ensure the bins were locked. <u>Lease</u> No further update received. <u>Sports Pitches</u> Both pitches were due to be top-dressed and seeded during June half-term however this was delayed until July (start of the summer holidays). IdVerde were also sourcing a pollinator-friendly weed killer and were due to clear the grass cuttings this week. It was again noted goal posts (as detailed during FC22/190) would be ordered in due course. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC22/200	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.	<u>Berryfields (FRN)</u> Cllr Lloyd confirmed he had sent an updated Infrastructure Report (pavements) to Bedford Borough Council. Whilst some remedial works had been carried out, many remained outstanding. <u>Berry Wood (FRS)</u> Cllr O'Dell queried s106 funding totalling £28k earmarked for the provision of Electric Vehicle Charging Points on site within the Berry Wood development. Cllr Lloyd confirmed he had previously raised this with Thomas Emmett	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		(Highways, Bedford Borough Council) who had agreed with Cllr Lloyd's suggestion the old sales car park area just past the Amazon roundabout (Cranfield-bound) be used to site the items. This was raised again during a recent meeting with Bedford Borough Council and would continue to be followed up.		
FC22/201	To consider a response to Bedford Borough Council on its Review of Polling Districts and Polling Places consultation and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC22/202	To receive a recommendation from the (advisory) Roads & Pavements Safety Steering Group that Bedford Borough Council be asked to consider parking restrictions (yellow lining) on Mepham Road (junction with Bedford Road to the layby adjacent to Lorraine Road Green – both sides of the road) and to resolve a suitable course of action.	A proposal was made to receive and accept the recommendation. The vote went as follows: • In favour of the recommendation: 2 votes; • Against the recommendation: 3 votes; • Abstentions: 3. Resolved not to take the recommendation forward. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by majority vote.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/203	To receive a recommendation from the (advisory) Roads & Pavements Safety Steering Group that all outstanding proposals for Average Speed Cameras (to include Bedford Road, Cranfield Road and Keeley Lane/Hall End Road/Church Road) be taken forward as one proposal and to resolve a suitable course of action.	Given the likelihood of Burgoyne Avenue being used as a cut through, it was resolved to investigate the feasibility of a third average speed camera on Cranfield Road to ensure the speed limits were adhered to either side of the Burgoyne Avenue junction (costing to be capped at £40k). Further resolved to accept the recommendation that all other outstanding proposals for average speed cameras be taken forward as one proposal and inform Hertfordshire Police (Road Safety Operations) of the same. Proposed: Cllr Noakes. Seconded: Cllr Randell.	Clerk and BBCllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
FC22/204	To receive a recommendation from the (advisory) Roads & Pavements Safety Steering Group that Bedford Borough Council be asked to install dropped kerbs along Lorraine Road in the vicinity of Emerton Way/Sanders Way service roads and also Canons Close and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk and BBCllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/205	To receive a report from Cllr O'Dell regarding bus cages and 'no waiting' restrictions signage within the village and to resolve a suitable course of action. Cllr O'Dell will deliver a verbal report at this meeting, however it appears bus cages were promised by Bedford Borough Council at the following sites: • Bedford Road (both sides in the vicinity of Manor Road flats); • Cause End Road (both sides at the junction with St. Mary's Road). Only the bus cage adjacent to the Manor Road flats (MK-bound) has been delivered. In addition to bus cages, members are asked to determine whether 'no waiting restrictions' signage should feature at some/all sites.	Cllr O'Dell detailed how two bus cages on Cause End Road (both sides adjacent to the junction with St. Mary's Road) had been covered during recent resurfacing works and not re-installed. A Traffic Regulation Order (TRO) would be necessary to then introduce 'no waiting' restrictions at that site, plus Bedford Road (both sides in the vicinity of Manor Road flats). Markings for all bus cages would be clarified – in particular the 'layby' on Bedford Road (Bedford-bound in the vicinity of Manor Road flats). Resolved to accept the above. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk and BBCllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/206	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC22/207	To consider the appointment of representatives to aid with the finances and ongoing management of the proposed synthetic pitch at Wootton Upper School and to resolve a suitable course of action.	After discussion it was resolved to meet with the upper school to confirm funding arrangements before revisiting this agenda item. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/208	To appoint a contractor to manage the sports pitches at Harris Way and to resolve a suitable course of action.	Resolved to appoint Bedford Borough Council as the contractor to manage the sports pitches at Harris Way. Proposed: Cllr Randell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Noakes. Resolved by all present		
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Meeting closed at 9.27pm.

FC22/186

Borough Councillors report

Roads and footways

I, Gareth and Sue had the meeting with Borough Highways/Engineering to go over the outstanding issues in Wootton; hopefully we shall be making headway on some of the agenda items. Once we get the full report back, I will give you an update as this covers pavements, yellow and white lines, bus cages, crossings, cameras, zig zags, white lines on Fields road to mention a few.

Currently, Cranfield and Cause end road maintenance were moved from last year's scheme to this year, with Cranfield road works potentially starting next week. Cause End road have been moved due to new developments that had been built, these developments have completed so we anticipate that this should hopefully be addressed in the coming months.

On the councils Footway Schemes 2022 – 2023 there is one footway allocated for maintenance. The full length of Monoux Road, Wootton has been listed however, a planned start date to the work has yet to be confirmed. I understand there are more pressing area's that need to be addressed and will work with the council to see these areas are maintained.

The 2023 – 2024 schemes for road and pathways is currently being compiled and should be available after September.

Cyber Security

As you are no doubt aware the Upper school had a ransom attack on the 20th which meant the school had to close early for the holidays, this was followed by another leak of student information on the 25th. All the systems are now closed down so communications is by phone at the moment. The school are doing all they can to get this resolved in time for the September term.

Two-tier conversion

The decision for the proposed two-tier conversion at Wootton is due, 14th September 2022 by the Executive; we will provide further updates when the decision is taken.

WUS stolen mini bus

Wednesday 27th July 2022 two minibuses were stolen. They were later recovered thanks to the vigilance of Bedfordshire Police. We hope they can be repaired and full operational before the pupils return for the September term.

Special thanks goes to Dave Worrall, who spent most of Wednesday night/Thursday morning [from midnight] on site with the police.

Assistance with energy bills and cost of living

The Borough Council are currently running a £150 Council Tax energy payment for residents. Eligible would be households living in a property valued in Council Tax Bands A to D, and Band E. The assistance is paid via direct debit however, any household that are not able to pay via direct debit have or have not completed the online form have

Appendix 1

been sent reminder letters, with the access code. Currently, 86% of all eligible Bedford Borough households, have now received payment.

Any households on a low income or that have experienced an unexpected crisis or emergency that means you cannot afford food, can receive assistance from the Council. If any difficulties have arisen the Council may be able to refer residents to a Bedford Foodbank for assistance.

The Governments Energy Bills Support Scheme will deliver a £400 non-repayable discount to eligible households to help with energy bills from October. All households with a domestic electricity connection in Great Britain are eligible for the £400 discount. There is no need to contact energy suppliers concerning this

This forms part of the £37 billion cost of living assistance package for consumers over winter 2022 to 2023.

Wootton Flag Ceremony

On the 9th September 2022 I shall be representing Wootton at the Flag raising ceremony at Borough hall for all emergency services.

Wootton Blue Cross defibrillator

Ward funds are going well with donations having been made to Wootton Blue Cross for a defibrillator and help towards the cost of decorating the main hall for community use, Wootton scouts for a new trailer, Wootton Lower School for help towards a trip for SEND children and Wootton Parish Council for wild flowers for The Queens Green Canopy area within Lorraine Road cemetery.

Traffic Management Act and new Borough powers

As part of the Traffic Management Act (2022) the Government will be giving councils the option to apply for powers to enforce against moving traffic offences. Bedford Borough Council applied for these powers by the deadline of 20th May 2022 and the powers were granted unofficially in June 2022. The Borough is still awaiting the official letter, which will confirm these new powers.

BBCllr Wheeler
August 2022

Appendix 1a

FC22/186a July 2022			
40/41381/22	ASSAULT WITH INJURY	15/07/2022 00:00	Bedford Road
40/39060/22	ASSAULT WITH INJURY	04/07/2022 16:00	Folkes Road
40/37518/22	ASSAULT WITH INJURY	30/06/2022 13:18	Whitmore Close
40/43893/22	ASSAULT WITHOUT INJURY	21/07/2022 00:00	Barnes Road
40/43909/22	ASSAULT WITHOUT INJURY	30/07/2022 19:15	Harris Way
40/42817/22	ASSAULT WITHOUT INJURY	23/07/2022 08:00	Fields Road
40/41965/22	ASSAULT WITHOUT INJURY	20/07/2022 16:30	Lorraine Road
40/41972/22	ASSAULT WITHOUT INJURY	19/07/2022 16:30	Lorraine Road
40/41194/22	ASSAULT WITHOUT INJURY	15/07/2022 00:00	Harris Way
40/39584/22	ASSAULT WITHOUT INJURY	09/07/2022 20:45	Fields Road
40/39535/22	ASSAULT WITHOUT INJURY	09/07/2022 20:41	Tithe Barn Road
40/43397/22	BLACKMAIL	26/07/2022 00:00	
40/43217/22	BLACKMAIL	26/07/2022 01:00	
40/43483/22	BURGLARY - BUSINESS AND COMMUNITY	27/07/2022 21:30	Hall End
40/40383/22	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	13/07/2022 00:00	Dillocks Lane
40/42956/22	CRIMINAL DAMAGE TO A VEHICLE	23/07/2022 15:00	Jenkyn Road
40/39738/22	HARASSMENT	30/06/2022 09:00	
40/39227/22	HARASSMENT	07/07/2022 16:30	
40/42006/22	INTERFERING WITH A MOTOR VEHICLE	21/07/2022 00:00	Arthur Black Way
40/43215/22	OBSCENE PUBLICATIONS ETC	26/07/2022 01:00	
40/40287/22	OTHER THEFT	12/07/2022 09:45	Dillocks Lane
40/42998/22	POSSESS OF CONTROL DRUGS (CANNABIS)	25/07/2022 14:00	Harris Way
40/44066/22	PUBLIC FEAR ALARM OR DISTRESS	30/07/2022 22:20	Bedford Road
40/41373/22	PUBLIC FEAR ALARM OR DISTRESS	17/07/2022 16:00	Bedford Road
40/40346/22	PUBLIC FEAR ALARM OR DISTRESS	13/07/2022 11:00	Tithe Barn Road
40/40359/22	PUBLIC FEAR ALARM OR DISTRESS	13/07/2022 11:00	Tithe Barn Road
40/39538/22	PUBLIC FEAR ALARM OR DISTRESS	09/07/2022 20:50	Tithe Barn Road
40/39229/22	PUBLIC FEAR ALARM OR DISTRESS	07/07/2022 16:30	Manor Road
40/42413/22	SEXUAL	01/07/2021 00:00	

Appendix 1a

40/37748/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	30/06/2022 21:30	Waite Meadows
40/37386/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	28/06/2022 23:07	Broadmead Road

Significant issues are emailed at the time of receipt.

FC22/191

No report as this steering group had not met since 28th April 2022.

FC22/192Planning & Environment Committee Report13th July 2022Matters arising from the minutes – for information only

- P21/262 – Transfer of parish council-owned streetlights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns. Clerk has been told the Borough Council are dealing with this, but they have several other parishes to deal with too and timescales are not yet known. The clerk provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28th October 2020 (FC20/228) that Bedford Borough Council take on the columns if further testing is required. The further testing issue has now been resolved and the clerk is currently awaiting the relevant paperwork, confirming bar one minor issue, all is in order. Resolved 31st March 2021 (P21/082) to accept that paperwork and again request Bedford Borough Council take on the ownership/maintenance of the streetlights. The clerk has now been informed Bedford Borough Council will draft a scheme plan, costings and payback period for consideration and continues to chase for an update. Resolved 10th 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 (9th 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.
- P22/132 – Condition of noticeboard at Lorraine Road cemetery. Resolved 25th May 2022 (P22/132) to remove the noticeboard. The cemeteries caretaker has confirmed they will remove and suitably dispose the noticeboard at no additional cost to the council.
- P22/133 – Condition of Royal British Legion Bench at Lorraine Road cemetery. Resolved 25th May 2022 (P22/133) to replace the bench with a recycled plastic bench (keeping the plaque) and request the cemeteries caretaker to keep all benches free of bird droppings. The cemeteries caretaker has confirmed they will use a battery operated jet wash to keep all benches clean and will invoice the council on an ad-hoc basis. See agenda item P22/172.
- P22/158 – Planning Approvals (by Bedford Borough Council). 20/01842/OUT – Condition 10 – Mobility Housing (Discharge of conditions) 18 and Land at 16 Bedford Road. (This council previously raised an objection). Cllr O'Dell has raised a query which the clerk has passed to BBCllr/Cllr Wheeler – namely that at existing bungalow being demolished should be replaced with a new bungalow (to accord with Wootton's Neighbourhood Development Plan).

Planning Applications – for resolution

22/01494/TPO – 153 Bedford Road. Ash – crown reduce by 3m and cut back two branches overhanging neighbours garden.

Resolved **NO OBJECTION** however it was noted the plans were not professional. An annotated photograph of the tree would have provided a clearer indication of the proposed works.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

22/01533/M73 – Land South of Fields Road. Major S73 Variation of Condition Application. Reserved Matters (Layout, Scale, Appearance and Landscaping) for Plots 4 and 5 pursuant to outline permission 17/00666/MAO, including variation of approved plans condition 1 attached to 21/00322/M73 to make changes to layout and elevations of unit 4C and Unit 5 Swallow Way, Wootton, and to add manufacturer's proposal for generator and temperature control plant.

Resolved **NO OBJECTION** however it was noted the plans should have contained a key to the inclusions used.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P22/172 – To receive a report from Cllr Lloyd regarding the replacement of the Royal British Legion bench at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to replace the existing bench with a commemorative metal bench. The replacement bench would include the existing plaque (or a replacement with the same wording) and would also include the stencilled words "Wootton Remembers".

Proposed: Cllr O'Dell.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/173 – To determine circumstances in which to accept the interment of American-Style caskets at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to permit American-Style caskets with the following caveats:

- Due to sizing, two plots would need to be reserved/purchased;
- All reservation certificates should be amended to confirm whether the plot is for a standard sized casket or American-Style casket;
- The interment form should be amended to confirm the same and sizing checks should also be made with the undertakers ahead of interment.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/174 – To consider timings in relation to the planting of trees adjacent/near plots within the Natural Burial Area and to resolve a suitable course of action.

Resolved to permit the following:

- For coffin plots, a tree may only be planted after the plot has been fully utilised, as tree root growth could prevent future interment(s);
- For ashes plots, a tree may be planted at any time as tree root growth will not prevent future interment(s).

Cemetery regulations would be updated accordingly.

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

P22/175 – To consider parish council representation at upcoming interments at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved that in the absence of Cllrs Quirk and/or O'Dell, Cllrs Hensher and Noakes would provide a presence if available. It was noted Cllrs Lloyd and Wheeler had undertaken this task in the past also.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P22/176 – To consider a replacement for Cllr Quirk to continue monthly emergency lighting checks to the changing rooms and to resolve a suitable course of action.

Cllr Randell had expressed his willingness to take over this task to the clerk ahead of this meeting (and in his absence) it was resolved to appoint Cllr Randell as Cllr Quirk's replacement. The clerk agreed to establish whether the checks needed to be monthly.

Proposed: Cllr Hensher.

Seconded: Cllr O'Dell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

27th July 2022

FC22/193**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2022-23**

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

Please refer to earlier published minutes of this Steering Group for PAP information relating to 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 2022-23 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>20th January 2021</u> GL reported the following issues at a recent meeting of Full Council: • Poor street lighting at the pedestrian crossing on Harris Way (school side); • Street lighting within that estate is not LED only – despite the Mayor referencing the BBC's policy of using only LED lighting. JW had reported the same to BBC ⁵ and it was noted the handover had been delayed due to ongoing Covid-19 restrictions. <u>17th November 2021</u> It was noted only some of the proposed infrastructure works was undertaken during	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				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. 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. <u>19th January 2022</u> 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. 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. <u>16th March 2022</u> 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	
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				better surface water drainage. JW also raised an issue with an incorrectly positioned drain (Goff Place) with BBC. GL had asked whether there should be a dropped kerb added at the end of Harris Way (emergency services route into the play area). 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. 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. In his absence, JW was asked to take this forward and establish the reasons this was not thought a necessary requirement. <u>18th May 2022</u> JW had been asked for an update on the following and unless noted as complete, was awaiting a response from BBC: • Folkes Road resurfacing (now complete save for white lining); • Drains – Folkes Road (now complete) and Goff Place; • Harris Way dropped kerb near the play area; • Report re inconsistent street signage. SP also raised a resident issue regarding disabled access to the bus loop roundabout – namely that there were no connecting paths/dropped kerbs and	
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				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*. JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues including the request above*. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina had been provided with a report ahead of that meeting which highlighted highways infrastructure concerns within the Berryfields estate. As some issues had been remedied since the report was drafted, GL agreed to modify and re-issue the same. GL had also provided a further report detailing areas adjacent to the lower school which required re-painting of white and yellow lining, plus a report highlighting poor lighting adjacent to the pedestrian crossing also by the lower school (Harris Way). Paulina confirmed a TRO (Traffic Regulation Order) had been applied for in relation to the lining works, and that she would liaise with the Clerk of Works to ensure all outstanding issues were remedied by the developer before the area was adopted by BBC. It was also	
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				noted there were no plans for the pedestrian crossing to be raised. The zig zag lining by the laybys remained an issue and it was suggested the laybys be blocked off to prevent parking.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS CAGES</u> <u>20th January 2021</u> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting. <u>17th November 2021</u> JW confirmed the bus cage ‘no waiting restrictions’ were with BBC to implement. <u>19th January 2022</u> JW confirmed the ‘no waiting restrictions’ would be completed by BBC when the gritting season had ended. 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. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> No further update available, however it was noted ‘no waiting restrictions’ should be applied to all bus stops.	BBC.
Cranfield Road flooding.	Previous discussions.	Ongoing.	BBC or Developer.	<u>16th March 2022</u> The issue of flooding in this area had been raised again, as ditches (swales) in the vicinity of Hoobury	BBC or Developer.

				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. <u>18th May 2022</u> 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 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina had understood the issue to be resolved, however after discussions, she agreed to visit the site with the Clerk of Works to undertake an inspection during inclement weather.	
Dropped kerbs – Sanders Way	Request from resident.	Ongoing.	BBC.	<u>20th July 2022</u> A request for better access to/from pavements along Sanders Way/Lorraine Road was received from a resident and SO prepared a report for discussion at this meeting. After discussion it was agreed to recommend to Full Council the report be modified and sent to BBC for them to implement and finance. JW agreed to take the report to BBC when received.	BBC.

Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th November 2021</u> JW confirmed equipment for the pedestrian crossing was on order but not yet received. <u>19th January 2022</u> JW confirmed works were programmed for Spring 2022 and a feasibility survey had been completed. 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. <u>18th May 2022</u> 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 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina confirmed the works were programmed for this financial year. JW stated he had spoken to the proposed contractors who informed him the works were imminent and requested Paulina flag this as an urgent health and safety concern. JW also requested the works be completed during the summer holidays and before the new school year.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>17th November 2021</u> JW understood the white lining would not be undertaken by BBC, however members requested	BBC.

				again that BBC fulfil the request, on health and safety grounds. <u>19th January 2022</u> 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. <u>16th March 2022</u> 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. <u>18th May 2022</u> JW had yet to receive any meeting confirmation. JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina was asked to take this request forward again, ideally at the same time the Fields Road pedestrian crossing came forward.	
Pavement/all parking issues – including white and yellow lining – village wide. (To now include Mephram Road – from the Bedford Road junction to layby	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>17th November 2021</u> 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	SO.

adjacent to Lorraine Road Green – both sides of the road).				cage adjacent to the Manor Road flats and yellow lining should be completed by the end of December 2021. <u>19th January 2022</u> 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. <u>16th March 2022</u> 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. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina agreed to take forward the outstanding works at Hall End/Hilly Lane with Andy Prigmore. A request was received for additional yellow lining in Mepham Road (junction with Bedford Road to the layby adjacent to Lorraine Road Green – both sides of the road). After discussion it was agreed to take	
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				this recommendation to Full Council and prepare a report for BBC's consideration. <u>WHITE LINING</u> <u>17th November 2021</u> JW had chased BBC for a further update. SP was asked to add the double mini-roundabouts (Bedford 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*). <u>19th January 2022</u> 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**. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina agreed to take all outstanding issues forward with Andy Prigmore. JW stated it was his understanding that all white lining works had been programmed by BBC. <u>PAVEMENT PARKING</u> <u>20th January 2021</u>	
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				No further update had been received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th January 2022</u> 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. <u>PARKING CAMERA</u> <u>17th November 2021</u> 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). 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. <u>19th January 2022</u> JW confirmed the parking bays were complete, however surfacing and lining remained outstanding.	
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				A timescale was not yet known regarding the camera installation. <u>16th March 2022</u> 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). <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina will raise the issue of reinstating the parking camera on Bedford Road (adjacent to the lower school) with Andy Prigmore. SO referenced an article in Bedford Today which stated BBC were looking to apply for powers to enforce against moving traffic offences. Once in place, this committee could then lobby BBC to reinstate the parking camera on Bedford Road (as noted above – 16th March 2022).	
Pavements (resurfacing) and roads (resurfacing) – various.	CB.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety);	BBC.

				• Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>19th January 2022</u> 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. GL also queried why BBC were not maintaining grass-topped pavements (referencing the Summerfield Drive estate), when they were responsible for maintaining adjoining pavements. It was noted both issues had already been reported to JW to take forward with BBC. BBC had programmed resurfacing works to Keeley Lane between 24th January and 18th February 2022, however JW confirmed he was still awaiting an update regarding Monoux and Payne Road. <u>16th March 2022</u> 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 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: • Monoux Road in its entirety (reinforcing this was top priority); • Payne Road in its entirety;	
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				• Foster Way in its entirety; • Lorraine Road in its entirety; • Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). 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. <u>18th May 2022</u> JW confirmed cleaning lorries regularly patrolled the Fields Road South development. No confirmation has been received regarding the latest requests detailed above (under 16th March 2022). 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. JW then stated he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina confirmed she would investigate the poor finish of internal footpaths within the Fields Road South (Berry Wood) development.	
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				Paulina confirmed Monoux Road was programmed for works (in full), however Payne Road and Lorraine Road were not and this would be investigated. <u>ROADS</u> <u>17th March 2021</u> The following <u>road</u> areas had been prioritised by Bedford Borough Council: • Church Road (from War Memorial to Cause End Road junction – works now completed). • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority). <u>19th January 2022</u> 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. <u>18th May 2022</u> 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 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure,	
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				Engineering Services at BBC on 20 th July 2022. It was noted signage was now in place on Cranfield Road meaning those works were imminent. No update was available in relation to Cause End Road and Paulina agreed to investigate this, especially in light of recent pothole markings which could indicate patch works rather than a full re-surface.	
Road signage – Berryfields Estate.	GL.	Ongoing.	BBC/ Persimmon.	<u>19th January 2022</u> 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. <u>16th March 2022</u> 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. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina confirmed the road signage was incorrect and would need to be remedied before adoption. GL agreed to provide a further report covering the entire estate.	GL and SO.
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u>	GL.

				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. <u>17th November 2021</u> 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. <u>19th January 2022</u> It was noted Full Council had resolved on 12th 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. After detailed discussion the following was agreed: • A further request would be made to 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 (TI to provide points of contact to SP); • 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). <u>16th March 2022</u>	
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				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.* <u>20th July 2022</u> This issue was discussed at Full Council on 13th July 2022 and it was resolved to keep this request on file and continue to monitor – in the hope a response would be received from Bedfordshire Police as noted above.* SP received notification from Richard Hann, Operations Manager for Safety Cameras Operations (Hertfordshire Police), ahead of this meeting, who confirmed the Cranfield Road scheme (and all other proposed schemes as detailed on WPC's website) would be monitored, once operational. After discussion it was agreed to recommend to Full Council that all schemes be taken forward at the same time. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th November 2021</u>	
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				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*). <u>19th January 2022</u> 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). <u>16th March 2022</u> 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. <u>18th May 2022</u> No further update received. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina agreed to take all outstanding issues forward with Andy Prigmore. <u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. <u>19th January 2022</u>	
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				It was understood all lining/road signage works would be completed by BBC when the gritting season ended. <u>16th March 2022</u> 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. <u>18th May 2022</u> JW confirmed he and GL were attending a site visit with BBC on 19th May to discuss all outstanding issues. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina agreed to take all outstanding issues forward with Andy Prigmore. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed limit review. The request will be revisited when a budget is available.	
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				<u>19th January 2022</u> This request would only be considered by BBC when determining the installation of average speed cameras along Cranfield Road.	
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To be reviewed at each safety steering group meeting.

FC22/194**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>9th February 2022</u> Resolved 12 th 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. 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). <u>10th August 2022</u> Refer to agenda item FC22/203.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2022			£23,000		<u>13th April 2022</u> 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. <u>10th August 2022</u> This project will be discussed at a site visit with a representative from Bedford Borough Council on 18 th August 2022.	Cllr O'Dell
Medium	Changing Rooms and Toilet Block	2022-23	£250,000				<u>10th August 2022</u> Previous quotations to project manage this proposal will be revisited.	Cllr Lloyd

	remodelling works							
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2022	£0	£0	£0	£1,500	<u>8th December 2021</u> Resolved 8th December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues. <u>9th March 2022</u> 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. <u>8th June 2022</u> Refer to agenda item FC22/145. <u>10th August 2022</u> Refer to agenda item FC22/199.	Cllr Bygraves
Low	Lecterns	2022	£1,200 per lectern	£0	£0	£0	<u>10th November 2021</u> 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. <u>9th February 2022</u> The Queen's Green Canopy Project lectern is now in situ at Lorraine Road cemetery. <u>9th March 2022</u> The lectern at The Pound (Bedford Road opposite The Cock Inn PH) is now in situ. <u>13th July 2022</u> BBCllr/Cllr Wheeler has received confirmation from Bedford Borough Council that a lectern may be installed in the vicinity of St. Mary's Church (in what was the gaol area). <u>10th August 2022</u>	Cllr Quirk

							There is an ongoing query on land ownership in the area which is now being investigated by Bedford Borough Council, who expect to resolve this before the end of August 2022. It was noted the gaol at one stage was used by the borough council to house highways equipment. A query was raised as to the possibility of erecting the lectern within the Churchyard grounds, however it was expected (with the agreement of the Churchwardens) a faculty would be required.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£100,000	<u>14th July 2021</u> Regeneration Positive have been approached to liaise with the Crown Estate to try and secure an area of land for a tree planting project (delivered by the Forest of Marston Vale) which could also include the area needed to expand the cemetery. <u>9th February 2022</u> 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. <u>9th March 2022</u> 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 2nd March 2022 and the clerk will be informed of that outcome after that meeting. <u>13th April 2022</u> Bedford Borough Council's Executive has made the Neighbourhood Plan. No further updates received.	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>12th January 2021</u> Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17th February 2022. <u>9th March 2022</u>	Cllr Hensher

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

							could be reached to replace/repair them. A number of suggestions/costings will be provided by Journeo. <u>13th July 2022</u> A teams meeting with WPC and a Journeo representative is being arranged to discuss suggestions/costings. <u>10th August 2022</u> The clerk and Cllrs O'Dell and Wheeler attended a further site visit with representatives from Bedford Borough Council (Jon Pauling), Journeo (Saff Riaz) and Etesian Green Shelters (Steve Miller) on 28th July 2022. Having examined the four sites with bus shelters, Steve agreed to furnish the parish council with quotations to replace all shelters with eco shelters with living roofs to help offset carbon emissions. A separate quotation would be made in relation to Real Time Passenger Information Units as it was unclear whether these could be funded by Bedford Borough Council, as previously understood. It was hoped the quotations would be ready for discussion at September's Full Council meeting.	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>8th December 2021</u> Costings to upgrade parish council-owned street lighting columns have been approved by the Planning & 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. <u>9th February 2022</u> Works to upgrade all lighting columns are scheduled for completion by the end of May 2022. <u>13th April 2022</u> Bedford Borough Council has now stated two columns cannot be upgraded nor adopted by them as they are positioned in unadopted roads (one at	Cllr Quirk

							Hall End and one at Potters Cross). The remaining adoption works have been delayed post-May 2022.	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k with indexation)		£700,000 (now £812k with indexation)	<u>8th December 2021</u> 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. <u>12th January 2022</u> 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. <u>9th February 2022</u> 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. <u>13th April 2022</u> A full planning application has now been submitted by Boddington Planning. <u>8th June 2022</u> The full planning application will be determined by the Full Planning Committee of Bedford Borough Council.	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane	£38,000	<u>12th January 2022</u> Resolved 8th 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	Cllr O'Dell

							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. <u>9th February 2022</u> 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. Cllr O'Dell has sourced one potential contractor (bricklayer) and requested members pass on details of others. Wrighton & Barker have also been approached to help with the 'Wootton' insert and may be able to recommend other contractors. <u>9th March 2022</u> Cllr O'Dell is sourcing an architect to aid with the design specification. <u>10th August 2022</u> Architect designs were circulated ahead of this meeting and this project will be discussed at a site visit with a representative from Bedford Borough Council on 18th August 2022.	
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To be reviewed monthly at Full Council.

FC22/195RISK ASSESSMENTS PLAN 2022-23

WPC⁶ 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	None		10.8.22 SP
Car Parks	SP	11.5.22	Awaiting an updated RA from BBC – requested from Simon Dudley on 26.7.22		
Cemeteries	SO	13.7.22		August 22	
Changing Rooms and Toilet Block	SP	11.5.22	Left on file for now pending extensive remodelling works (and the demolition of the toilet block). It is hoped works will commence in 2022		
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

⁶ Wootton Parish Council
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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	A recent RoSPA inspection (8.7.22) found only low risk issues		10.8.22 SP
Litter Picking (and caretaker)	SP	11.5.22	SP emailed staff members on 26.7.22 to ensure they were up to date with their equipment		
Lone & Isolated Working	SP	11.5.22	SP emailed staff members on 26.7.22 to ensure they were up to date with their equipment		
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. Periodic checks will be undertaken and any significant issues recorded		
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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>