



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 14th December 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to discuss and observe discussions on agenda item FC22/283. Cllr Lloyd moved this agenda item be heard after agenda item FC22/266 and all members were in agreement. There were no other members of the public or press present and 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, Randell and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllrs Lennox and Quirk.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/264	Apologies for absence. Cllrs Mapesa and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/265	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/266	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.
FC22/267	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He was thanked for a comprehensive report.	Clerk to keep on file.	N/A.

Full Council Minutes 14th December 2022

Chairman.....

Date 11th January 2023

	To receive crime figures for November 2022. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC22/268	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC22/269	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 9th November 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 26th October 2022. Members of Full Council are asked to receive and adopt the minutes of the final Roads & Pavements Safety Steering Group meeting held on 20th July 2022.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/270	Matters arising from the minutes – for information only. - FC22/255 + FC22/280 – Community Centre at Berryfields. Refer to agenda item FC22/280. - 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). Works were programmed between Thursday 27th October 2022 and Friday 4th November (09.00 – 15.30 hrs). (Works now complete). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: - Keeley Lane (its entirety – works now complete); - Lorraine Road (its entirety);	No further comments received.	Clerk to keep on file.	N/A.

	○ 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. ● FC22/2255 + FC22/280 – 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 FC22/280. ● FC21/139 – Parking Restrictions/Yellow Lining at various sites. 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			
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	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. • 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. • FC22/233 – Placement of a Remembrance Bench (in the style of that at Lorraine Road cemetery) in the vicinity of the war memorial on Church Road. Resolved 12th October 2022 (FC22/233) to site the bench adjacent to the war memorial. An order to site the base has been given to N R Services however this will now be held until spring 2023 due to inclement weather.			
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Full Council Minutes 14th December 2022

Chairman.....

Page | 4

Date 11th January 2023

FC22/271	Chairman's report – for information only.	Cllr Lloyd had spoken to Cllr Lennox ahead of this meeting regarding his non-attendance at meetings. Cllr Lennox confirmed work commitments had prevented his attendance at any meeting and his non-attendance this evening constituted a period of six consecutive months, resulting in Cllr Lennox ceasing to be a member of Wootton Parish Council.	Clerk to take forward.	N/A.
FC22/272	To receive, review and adopt a report and Project Action Plan from the (Advisory) Leisure & Amenities Committee (including the Roads & Pavements Safety Steering Group) and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report and project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	N/A.
FC22/273	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 4).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/274	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 5).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/275	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 Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/276	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 the clerk would complete the first risk assessment relating to the Sports Pitches at Harris Way before handing the same over to the Community Centre's Charitable Trust. Further resolved to receive, review and adopt the risk assessment plan without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 14th December 2022

Chairman.....

Date 11th January 2023

		Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC22/277	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell. Proposed: Cllr Bygraves, Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/278	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.
FC22/279	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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/280	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> The latest draft version of the Joint Use Agreement had yet to be received for circulation and discussion. It was noted the car park had not been gritted by the school in accordance with the draft JUA. <u>Charitable Trust</u> The clerk was awaiting a further response from Paul Quinton on the following issues: • Latest risk assessment for the Community Centre (to include Fire Risk) – the fire risk assessment completed by Shield Safety Systems Ltd recommended a review in October 2020 and a more up to date copy has not been sent. It was unclear whether the comments/deficiencies raised in	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 14th December 2022

Chairman.....

Date 11th January 2023

		the 2020 assessment had been addressed. • Latest risk assessment for the MUGA (Multi Use Games Area) – this query had not been addressed and the clerk submitted a further copy to Paul Quinton on 15th November 2022. • The clerk had also queried the Gallico Systems Certificate (Fire Detection and Alarm System) which was dated 2019 in case a more up to date copy is available. • Latest RoSPA inspection for the MUGA – the Charitable Trust was awaiting the outcome of its request for WPC to use EMR to fund changes to the MUGA (including surface). Cllr Bygraves confirmed he would be meeting with the Paul Quinton in the New Year to discuss the above issues. <u>Hearing Loop/Sound System</u> It was noted whilst the systems should be freely available, it was not unreasonable for the Charitable Trust to charge for their set up. Both systems should be considered Charitable Trust assets given they were in essence, part of the fabric of the interior. Cllr Bygraves confirmed he would speak with the Charitable Trust's bookings clerk in this respect. <u>Lease</u> No further update received. <u>Sports Pitches/Changing Rooms</u> • Idverde had completed all works and Bedford Borough Council were set to		
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		white line the pitches ahead of first use – weekend 7th/8th January 2023. Cllr Bygraves confirmed the Charitable Trust was all set in terms of hiring the facilities and the clerk agreed to forward to him a copy of the current hire agreement used at the recreation ground. <u>TV/Audio Unit</u> Cllr Lloyd confirmed the TV and stand had been purchased using BBCllr/Cllr Wheeler’s ward funding and a demonstration would be given when it was operational. BBCllr/Cllr Wheeler stated his ward funding stipulated the TV and stand were for the sole use by the parish council (and were therefore parish council assets). Resolved to accept the above agreements and findings. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.		
FC22/281	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> No further update received. <u>Berry Wood (FRS)</u> BBCllr/Cllr Wheeler confirmed infrastructure works were expected to be completed in a matter of weeks.	Clerk to take forward/keep on file.	Town & Country Planning Act 1990 & subsequent.
FC22/282	To consider a response to Bedford Borough Council regarding its Trees Supplementary Planning Document which will offer guidance on Bedford Borough Council’s development plan policies in relation to trees and landscaping and to resolve a suitable course of action. Fuller information can be viewed here.	Given the document was a scoping document only it was agreed to wait for the formal consultation.	Clerk to keep on file.	Stakeholder Consultation.

FC22/283	To continue discussions regarding the Covanta Liaison Panel in relation to concerns raised on the level of information/detail recorded in public minutes and to resolve a suitable course of action.	This agenda item was heard after FC22/266. Having listened to information received from the resident in attendance, members determined the facilitator appeared to be in a position of power and not independent – unusual in these settings. More checks and balances were needed, alongside the appointment of an independent professional. Members also agreed a constitution was required. It was noted the CLP was part of a s106 agreement signed off by both Bedford Borough Council and Central Bedfordshire Council – and they were therefore seen as joint enforcement authorities. Resolved to inform both councils that Wootton Parish Council had concerns its representative's statement regarding a Penstock Valve were neither addressed/answered or recorded in the minutes. It was further resolved to let other representative parishes know that Wootton Parish Council intended to take this course of action. Those parishes included Brogborough, Cranfield, Houghton Conquest, Lidlington, Marston Moreteyne, Millbrook (Parish Meeting) and Stewartby. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/284	To receive, review and adopt the interim Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule and to resolve a suitable course of action.	Resolved to receive, review and adopt the Interim Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule without further comment. Proposed: Cllr O'Dell.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 14th December 2022

Chairman.....

Date 11th January 2023

		Seconded: Cllr Noakes. Resolved by all present.		
FC22/285	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2023-24, ahead of agreeing/finalising the precept demand in January 2023 and to resolve a suitable course of action.	Resolved to accept the recommendation from the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that the grass cutting budget be increased to £14k. Further resolved to await the relevant financial information from Bedford Borough Council and bring this agenda item back to January 2023's Full Council meeting. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC22/286	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that soil levels be increased in all village planters and the committee consider summer planting requirements at its next meeting and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/287	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that a permanent bollard be sited at the top of the access footpath to the recreation ground from Tithe Barn Road (between 48 and 50 TBR) on parish council-owned land and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/288	To receive the following recommendations from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) and to resolve a suitable course of action: • The parish council lobby the developer consortium (Berry Wood development) and Bedford Borough Council to ensure the entire length of Burgoyne Avenue be made a 20MPH zone; • The parish council lobby the developer consortium (Berry Wood development) and Bedford Borough Council to request the speed cushions along Burgoyne Avenue be replaced within something better suited to reducing speeding.	Resolved to accept the recommendations without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 14th December 2022

Chairman.....

Page | 10

Date 11th January 2023

FC22/289	To approve payments as per the attached schedule(s) and to resolve a suitable course of action. https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Resolved to approve the payments. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/290	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).
FC22/291	To consider costings in relation to the replacement of bus shelters within Wootton (not including those located within the Berryfields Estate) and to resolve a suitable course of action.	Resolved to accept the costings with the following caveat: Assurances were sought from Bedford Borough Council it would fund replacement roof-positioned Real Time Passenger Information units. Proposed: Cllr Randell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.32pm.

Borough Councillor Update – December 2022

Executive Decisions

4th November - To agree the content of the Conservation Area Character Appraisal and Management Plan for the proposed new conservation area in Little Barford.

11th November - To award Citizens Advice Bedford £100,000 to deliver the support and provide the extra help much needed for local people who are currently struggling due to wholesale gas and electricity prices.

11th November - To approve the acceptance of grant funding for tree planning and support. Funding is coming from the following grants:

- i. Woodland Creation Accelerator Fund (WCAF)
 - a. The Woodland Creation Accelerator Fund (WCAF) is a simple fund with a total value of £9,800,000. It is designed to provide financial support to increase the capacity of specialist skills within local authorities enabling them in turn to accelerate the delivery of tree planting and woodland creation commitments. It is delivered by the Forestry Commission in partnership with DEFRA.
- ii. Local Authority Treescapes Fund (LATF)
 - a. The Local Authority Treescapes Fund (LATF) is part of the Government's Nature for Climate Fund. £5.4 million was available through LATF this year (spring 2022) for planting trees outside woodlands. Up to 100 grants worth £50,000 to £300,000 were available for local authorities, working together with community groups, volunteers and NGOs.
- iii. Urban Tree Challenge Fund
 - a. The Urban Tree Challenge Fund (UTCf) first opened in 2019 and to date has held 4 rounds of funding that supports both block bids and individual applications. This is delivered through the Forestry Commission and DEFRA.

18th November - To award the £500 to support Wixams Yarn Bombers to provide equipment, meeting room hire and running costs from the Community Chest Budget.

18th November - To agree the acceptance of Forestry Commission funding of £13,872 to complete a project to explore options for updating historic environment records to inform woodland creation proposals. The Forestry Commission is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands.

18th November - To award Foodbank Bedford £50,000 to deliver the support with the funding coming from the Community Priorities reserve budget.

18th November - To agree the acceptance of Department of Education funding of £9833.02 to support the development of a Special Educational Needs and Disabilities (SEND) employment Forum within Bedford Borough and increase the number of young people benefiting from Supported Internships.

18th November - To award Bedfordshire Rural Communities Charity £45,000 to deliver the support for residents who are struggling with the cost of living, energy bills and keeping warm. The funding comes from the Community Priorities reserve budget.

Children in Bedford Borough, Central Bedfordshire, Luton and Milton Keynes protected from cleaning product injuries in RoSPA campaign

Families in Luton, Bedford Borough, Central Bedfordshire and Milton Keynes are being urged by the Royal Society for the Prevention Accidents (RoSPA) to take action to protect their children from the risks of household cleaning products.

The Take Action Today, Put Them Away campaign, is funded by the UK Cleaning Products Industry Association (UKCPI), and launched on 10th November 2022.

School funding

The main grant the Borough receives from central government is the Basic Needs Grant and funding from the Education and Skills Funding Agency. The Schools capital programme has an allocation of £102.464m *(Including expected Central Bedfordshire Contribution for Wixams and excluding the SEN Free School project which is DfE funded)*.

The Council's latest allocation of Basic Needs Funding was £42.618m for 2023 to 2025 with an extra £12m from the previous allocation taking the total to £54M of Basic Needs Funding.

Breakdown:

- CBC Contribution for Wixams is 28.6 M – because Wixams borders CBC it was agreed that CBC would contribute to the works, the contribution is still being confirmed but this is the current figure expected to be agreed
- Basic Needs funding for this instalment was £42.618m
 - Basic Needs funding brought over from previous years is roughly £12M
- DfE funding, TBC
- S106 contributions because of expansion in the area is £15m
- CIL the rest appears to be CIL money which can be money reallocated from anywhere

Bedford Borough Council new grant funding

A new grant funding scheme has been launched in Bedford Borough for voluntary organisations and community groups to help people struggling with the cost of living.

Bedford Borough Council is working with Compass Wellbeing and the Bedfordshire, Luton and Milton Keynes (BLMK) Health and Care Partnership to provide £170K of grants to community, voluntary and social enterprise organisations, or town and parish councils, which are supporting individuals and families during the current economic downturn.

Compass Wellbeing works with statutory services to procure grant programmes and posts to the local VCSE sector.

Mayor's Climate Change Fund helps reduce energy costs for local school

Bedford Road Primary School successfully applied for £10,900 of funding. This enabled them to replace old single-glazed windows with double-glazed PVCU windows.

The new windows will make an estimated saving of at least £2,455 a year.

Bedford Borough Council uses government funding to replace trees on residential streets

The Council Highways team have been working hard to reinstate historic tree pit locations across Bedford Borough. Currently, over 130 new tree pits have been created in the past two years, which are now ready for replanting, allowing trees lost over the last ten years to be replaced.

These replacement trees have been purchased with Funding from the Local Authority Treescapes fund which is part of the government's Nature for Climate Fund. The programme is aimed at increasing tree planting and natural regeneration in non-woodland areas.

Potential charges for green waste collection left open

At Full Council the Mayor refused to rule out the possibility of a charge on green waste collection. Charges typically range from £35 - £45 for a single green bin, with a 1-year subscription plan. The most expensive charges come from the Royal Borough of Kingston Upon Thames at £82 and Arun District Council at £86.

Local graduates invited to apply to the National Graduate Development Programme at Bedford Borough Council/Bedford council's apprenticeship scheme receive inadequate rating from Ofsted

Recruitment is now open for the talented National Management Trainees (NMT's) living, working or studying in Bedford to join the Council from autumn 2023 on a two-year fixed-term contract, with a starting salary of £28,371 per annum.

The National Graduate Development Programme (NGDP) provides a range of placements with Bedford Borough Council. Each placement offers the opportunity to develop valuable skills and knowledge whilst influencing, shaping and improving services for local residents. The successful graduates will also complete a fully funded postgraduate qualification in leadership and management from the Institute for Leadership and Management (ILM).

However, an Ofsted inspector gave Bedford Councils apprenticeship scheme the lowest possible rating of inadequate.

The inspectors stated that the leadership and management is inadequate, the other four categories of the quality of education; behaviour and attitudes; personal development; and apprenticeships 'require improvement'.

Bedford Borough Council successfully joins Art Council England's Investment Programme

Bedford Borough Council has been successful in joining ACE's national portfolio of funded organisations (NPOs). The Higgins Bedford has received a conditional funding offer of £65k per year for three years from 2023-2026.

Homes for Ukraine 'Thank You' Payment Increased to £500

In addition to the £350 thank you payment received from the Department for Levelling Up, Housing and Communities, the Council is now adding a discretionary increase of £150 taking the total up to £500 per household.

The monthly £350 is paid to the hosts (i.e. the UK individuals and families providing the accommodation) and the additional £150 will also be paid to the hosts.

The additional thank you payments of £150 per month plus £500 in March, will be paid from the un-ringfenced grant of £10,500 per guest received from the Government. It is important to note that whilst the grant is referred to as un-ringfenced, it can only be used to provide support to Ukrainian guests.

High Street Heritage Action Zone (HSHAZ)

Appendix 1

The High Street Heritage Action Zone (HSHAZ) is a £95 million government-funded programme, which is being delivered by Historic England, and will unlock the potential of high streets across England.

In Bedford, works under the High Street Heritage Action Zone (HSHAZ) continue with exciting progress being made on 58a-c High Street, which includes Sundaes Gelato.

The works currently taking place aim to reinstate the traditional shopfront with the potential to add more flexible retail space in a prime location on Bedford High Street.

Fly-Tippers/FPNs/Cameras

Since 2016/17 fly tipping incidents have increased in Bedford with almost 1000 more incidents in 2020/21. Only 1 fine was issued in 2020/21 which totalled £200 against a tipper lorry load cost of a little over £18,000 to clear up the rubbish left.

The Mayor has invested in CCTV cameras to tackle fly tipping which have produced 17 Fixed Penalty Notices (FPN) for illegally dumping rubbish on the street. If we compare this to 2020/21 fly tipping incidents the number of FPNs issued amounts to a little over 1% of incidents.

Compared to our peers in Central Bedfordshire, in 2020/21 Bedford Borough had 2393 (357%) more incidents of fly tipping.

Safer Streets Fund to Make Streets Safer for Everyone

Bedford Borough is to benefit from funding from the Home Office for local Safer Streets projects.

The funding is for specific projects that reduce the risk of violence against women and girls, reduce criminal activity in local hotspots and create safer places for everyone.

In Bedfordshire there are two projects taking place – in Bedford and in the High Town area in Luton.

eCargo Bikes hit 1,800km

eCargo Bikes used by Bedford Borough Council have travelled over 1,800km since being introduced in December 2020. The six eCargo bikes, purchased by the Council with Government funding, have travelled over 1,800km by several council teams and Flamme Rouge, saving approximately 200kg of CO2.

The carbon emissions of manufacturing a cargo bike is 280kg of CO2 (compared over 8800kg for an electric vehicle) and they produce around 4.5g of CO2 per km to run – 10 times less than an EV.

Bedford Borough Council Awards Over £30,000 in Rural Grants

Bedford Borough Council has announced plans to provide £31,085 to rural communities in Harrold, Odell and Renhold through their Rural Grants scheme.

- £25,000, is being awarded to All Saint's Church in Renhold, it will help with the cost of replacing the church's floor
- £3,085.42 is being awarded to Odell Parish Council, which will go towards diverting two existing public footpaths.

Appendix 1

- 3,000 is being awarded to Harrold Parish Council, who plan to repair the lych gate at St. Peter's Church on Church Walk

Avian influenza A(H5N1)

The Department for the Environment, Food and Rural Affairs (Defra) have now confirmed there is avian influenza A(H5N1) in wild bird population within Bedford Borough following positive results in wild dead birds removed from the river Great Ouse on the embankment in Bedford.

Please **DO NOT TOUCH** any sick or dead birds. If any residents find dead or visibly sick birds in the local area, please do not feed or touch them. Instead, cases should be reported to Defra's GB helpline by calling 03459 335577.

If you keep poultry or other birds, please wash your hands and clean and disinfect your footwear before tending to them.

Warm spaces

Bedford Borough Council has launched its Warm Spaces Network. This is a list of places throughout the borough that people can go to during the day to keep warm as we enter the winter months.

As more venues join the initiative, they will be added to the directory. The online directory will allow residents to choose a Warm Space based on location, opening hours and the facilities on offer, such as refreshments, free Wi-Fi, TV, books, magazines and games.

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 and no updates have been given on its status.

Flu Jab

Bedford Borough Council is encouraging residents to get their flu jab this winter.

Several types of flu vaccine are offered, including the Fluenz nasal spray for children. If you're eligible for a free flu vaccine on the NHS, you'll be contacted and offered one that's most appropriate for you.

Flu vaccination appointments are available at GP practices, selected pharmacies and midwifery services also offer the flu jab to pregnant women. Primary, lower, middle and secondary school children will receive their vaccination at school. Booking is straightforward and the appointment itself can take less than 10 minutes. People who are not eligible for a free flu jab can pay for one at their local pharmacy.

Manton Lane COVID centre closes

The Bedford Heights vaccination centre will be closing on Wednesday, December 14th 2022. The reason behind the closure is to move Covid jabs in line with other vaccinations.

Residents eligible for a jab will still be able to grab a jab up to and including that date, with no appointment needed.

Appendix 1

If a resident can't make it to one of the Manton Lane sessions, they can go to most pharmacies, GP practices, 'pop up' vaccination centres and outreach clinics.

For the list of locations in and near Bedford, please click [here](#).

A lot has happened since last month's report!!

Bedford Borough Council's Highways Department are very short on staff at the moment but all Wootton projects are still on the list and will be done hopefully by end of May 2023. Cause End Road should be completed after the gas and water engineering works have been completed, however it is still unclear when Persimmon will complete the infrastructure works within the Berryfields Estate, prior to them handing over to Bedford Borough Council.

The local charities managed to get a lot of hampers out to families in need in Wootton this year and Wootton Upper School Students have also provided food hampers to Wootton families as part of their community help scheme. Thank you to all who were involved.

The School's Two Tier conversion is still at the consultation stage but there have been lots of meetings with architects who will be re-designing both schools to make the changes needed to classrooms. Meetings have also been taking place regarding funding – with both Bedford Borough and Central Bedfordshire councils.

I would like to thank the parish council for its help and support over the year, especially Sue and Gareth. I hope you all have a lovely Christmas and a Happy New Year.

BBCllr John Wheeler
December 2022

Appendix 1a

FC22/267a November 2022			
40/67962/22	BURGLARY - BUSINESS AND COMMUNITY	23/11/2022 16:15	Lorraine Road
40/64487/22	HARASSMENT	07/11/2022 00:00	
40/64492/22	MALICIOUS COMMUNICATIONS	07/11/2022 09:37	Roundel
40/65468/22	OBSCENE PUBLICATIONS ETC	11/11/2022 00:00	
40/68533/22	OTHER CRIMINAL DAMAGE	28/11/2022 16:00	Parker Road
40/67802/22	OTHER THEFT	22/11/2022 14:50	St. Marys Road
40/67685/22	OTHER THEFT	22/11/2022 05:00	Smith Court
40/67012/22	ROBBERY OF PERSONAL PROPERTY	20/11/2022 00:00	Hollies Walk
40/65469/22	SEXUAL	11/11/2022 00:00	
40/65809/22	STATE OR PUBLIC ORDER	11/11/2022 00:00	Haycroft
40/64954/22	THEFT FROM A MOTOR VEHICLE	09/11/2022 21:10	A421
40/64004/22	THEFT FROM A MOTOR VEHICLE	05/11/2022 04:22	Lorraine Road
40/67127/22	TRAFFICKING OF DRUGS	11/10/2022 09:32	Bedford Road

FC22/268

List of correspondence received (copies of correspondence can be requested from the clerk)

Significant issues are emailed at the time of receipt.

FC22/272

Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) Report and Project Action Plan

16th November 2022

To elect a Chairman of the newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

A nomination was received on the evening in favour of Cllr Bygraves. Resolved Cllr Bygraves be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Hensher.

Seconded: Cllr O'Dell.

Resolved by all present.

To elect a Vice-Chairman of the newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

A nomination was received on the evening in favour of Cllr Hensher. Resolved Cllr Hensher be appointed Chairman for the ensuing municipal year.

Proposed: Cllr O'Dell.

Seconded: Cllr Randell.

Resolved by all present.

Matters arising from the minutes – for information only

None.

Resolutions

LARP22/011 – To consider a more imaginative planting regime for the village planters and to make recommendation to Full Council as necessary.

Resolved to request the soil levels be raised within all planters so plants were more visible and to make the same recommendation to Full Council.

Further resolved to bring this item back to the next meeting of this committee to discuss planting requirements for summer 2023 and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

LARP22/012 – To receive a report from Cllr O'Dell regarding access to the recreation ground from Tithe Barn Road (between 48 and 50 TBR) and to resolve a suitable course of action.

Resolved a permanent bollard be installed at the top of the footpath on parish council-owned land and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

LARP22/013 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2023-24, ahead of Full Council's agreement/finalisation of the precept demand in January 2023 and to resolve a suitable course of action.

Appendix 3

Resolved to increase the grass cutting budget heading to £14k and to make the same recommendation to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

LARP22/014 – To review, amend and approve the Roads & Pavements Safety Steering Group Project Action Plan and to take the same to Full Council for formal approval.

Resolved to note the findings and amendments (in red) in Appendix 1.

Proposed: Cllr O'Dell.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

24th November 2022

LARP22/014**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).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<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 ⁵ 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.	Cllrs Lloyd and O'Dell. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				<u>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 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:	
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				• 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 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	
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				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 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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> Cllr Lloyd had since provided Paulina with a revised highways infrastructure report and Paulina was working to update the same. It was noted Persimmon's work crew had not been on site for some time and BBCllr/Cllr Wheeler was asked to inform Paulina of the same.	
Berryfields Estate (road signage).	Cllr Lloyd.	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.	Cllrs Lloyd and O'Dell.

				<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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> Cllr Lloyd had yet to provide an updated report.	
Burgoyne Avenue – speeding issues and lorries.	Resident.	Ongoing.	BBC or Developer.	<u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> A resident had noted a number of Amazon lorries were still continuing to use Burgoyne Avenue (from the Cranfield Road end) to access the Commercial Park. In addition, concerns were raised that speed cushions (recently installed) were not fit for purpose.	BBC or Developer.

				After discussion the following was noted: • Given Burgoyne Avenue remained unadopted (by BBC as the local highways authority), the management company for the developer consortium needed to be made aware that speed cushions were not proving effective in slowing traffic. The parish council would ask BBCllr/Cllr Wheeler to pass these concerns on and residents present were asked to do the same – with a request they be replaced with something better suited to reducing speeding. • Residents present were requested to try and better identify both speeding vehicles and Amazon lorries (with timings) in the hope the police could target speeding vehicles and Amazon could identify which drivers were using the incorrect route. • BBCllr/Cllr Wheeler would request a police presence in the area. • The parish council would lobby the developer consortium and Bedford Borough Council on the following issues: ○ Make the entire length of Burgoyne Avenue a 20MPH (currently Fields Road to the Amazon roundabout was 30MPH, despite being a residential area); ○ Request the speed cushions on Burgoyne Avenue be replaced with something better suited to reducing speeding. All recommendations noted above would be taken to Full Council for formal approval.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS CAGES</u> <u>19th January 2022</u>	BBC.

				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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee</u> <u>(including Roads & Pavements Safety Steering</u> <u>Group)</u> Bus cages had been reinstated at all sites within the village. No waiting restrictions signage were not necessary as restrictions were 24/7. Cages were not added along Cranfield Road at this time as BBC had no evidence of these areas being obstructed by parked vehicles. Should this become a future problem, BBC stated they would add markings then. Move to close.	
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 appeared to be permanently full of rainwater.	BBC or Developer.

				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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> BBCllr/Cllr Wheeler confirmed Paulina was still due to undertake a further site visit during inclement weather.	
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Cranfield Road pinch point (pavement)	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> BBCllr/Cllr Wheeler was in talks with BBC to investigate the feasibility of widening the pavement at the top of Cranfield Road (close to the junction with Church Road). A suggestion was made to remove the traffic island in that area, which would enable the pavement to be widened to the minimum safety width of 1.2 metres. BBC had requested confirmation from WPC that it approved this measure and wanted it taken forward. Cllr Lloyd made an alternative suggestion given BBC's suggestions did not solve the pinch point issue, which had been passed to BBC.  LARP22-014a.pdf	BBC.
Fields Road pedestrian crossing.	BBCllr/Cllr Wheeler.	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. <u>16th March 2022</u> JW had been informed a survey had not been completed by Highways, meaning a potential pushback on installation to summer. Highways would try and install before then – JW was informed the team currently working on Bedford High Street	BBC.

				would be in Wootton once those works were complete. <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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> BBCllr/Cllr Wheeler met with BBC Highways on 6th September 2022 and was informed parts on order were expected to take two months to arrive.	
Fields Road speeding concerns.	Resident.	Ongoing.	BBC.	<u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u>	BBC.

				A resident had raised concerns about speeding traffic entering Fields Road from the A421 (before the pedestrian crossing and average speed cameras). Concerns were also been raised that the pedestrian crossing lights (when red) were being ignored by drivers. The resident in attendance handed out a report prepared ahead of this meeting, which detailed the following concerns/issues: LARP22-014b.pdf It was again noted that Burgoyne Avenue had not yet been adopted by BBC (as the local highways authority). The following was noted: • BBC/Cllr Wheeler had begun investigations into the feasibility of installing a red light camera in the vicinity. BBC had confirmed installation would only be considered in areas with a history of accidents. The camera would require police approval and enforcement and would cost BBC £100k to install (plus £5k for annual maintenance). This area unfortunately, was considered low priority for BBC funding. • All present were encouraged to obtain photographic or video evidence of the issues arising – these would be forwarded to BBC and the police. It was hoped this would raise the priority for a red light camera. • BBCllr/Cllr Wheeler agreed to contact the police with a request this area be regularly monitored	
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				and requested any identified vehicle information. He would also request a site visit with BBC representatives. • Wootton's Speed Watch group would be requested to attend the area. • The resident agreed to draft an article for the March edition of the Wootton Newsletter.	
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 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.	BBC.

				<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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> White lining in part, on the bend near Haycroft, had now been implemented. Move to close.	
Pavement/all parking issues – including white and yellow lining – village wide.	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 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.	Cllr O'Dell.

				<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 Mephram 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 this recommendation to Full Council and prepare a report for BBC's consideration *. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee</u> <u>(including Roads & Pavements Safety Steering</u> <u>Group)</u> The recommendation relating to Mephram Road above * was not taken forward by Full Council. BBCllr/Cllr Wheeler was chasing BBC regarding the yellow lining at Hall End, given the current lining did not extend beyond Keeley Bakery (and should do).	
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				<u>WHITE LINING</u> <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>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> White lining works (to include 'slow' signage) at the double mini roundabout was programmed and expected to be carried out when Cranfield Road was resurfaced. <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). <u>16th November 2022</u>	
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				<u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> BBCllr/Cllr Wheeler had contacted BBC again with regard to reinstating the parking camera on Bedford Road. Advice received stated it was still not feasible as the proximity of the pedestrian crossing would cause false offences (the camera would identify people stopping on the 'school keep clear' markings, when in fact, they were giving way to pedestrians using the crossing. BBCllr/Cllr Wheeler confirmed this as still under discussion with BBC Highways, but a solution was proving problematical.	
Pavements and Roads (resurfacing) and roads (resurfacing) – various.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>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	BBC.

				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; • 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.	
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				<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. Paulina confirmed Monoux Road was programmed for works (in full), however Payne Road and Lorraine Road were not and this would be investigated. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> Paulina was currently working to provide WPC with updates and BBCllr/Cllr Wheeler was chasing	
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				regarding the resurfacing of the Monoux Road pavement. <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 20th 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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee</u> <u>(including Roads & Pavements Safety Steering Group)</u> Paulina was currently working to provide WPC with updates. A resident had requested remedial works to the surface of Mephram Road – the area from Bedford Road to the Hollies Walk junction. This agenda item was not addressed and will be carried forward to the next meeting of this committee.	
Sanders Way – dropped kerbs	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. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee</u> <u>(including Roads & Pavements Safety Steering Group)</u>	BBC.

				BBC had confirmed with JW that all dropped kerbs should be installed by the time of this meeting.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. <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	Cllr Lloyd.

				a review of that decision in six months (as permitted under Standing Orders). <u>16th March 2022</u> 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>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> Cameras for Cranfield Road were now installed and an order for all other sites was currently with BBC.	
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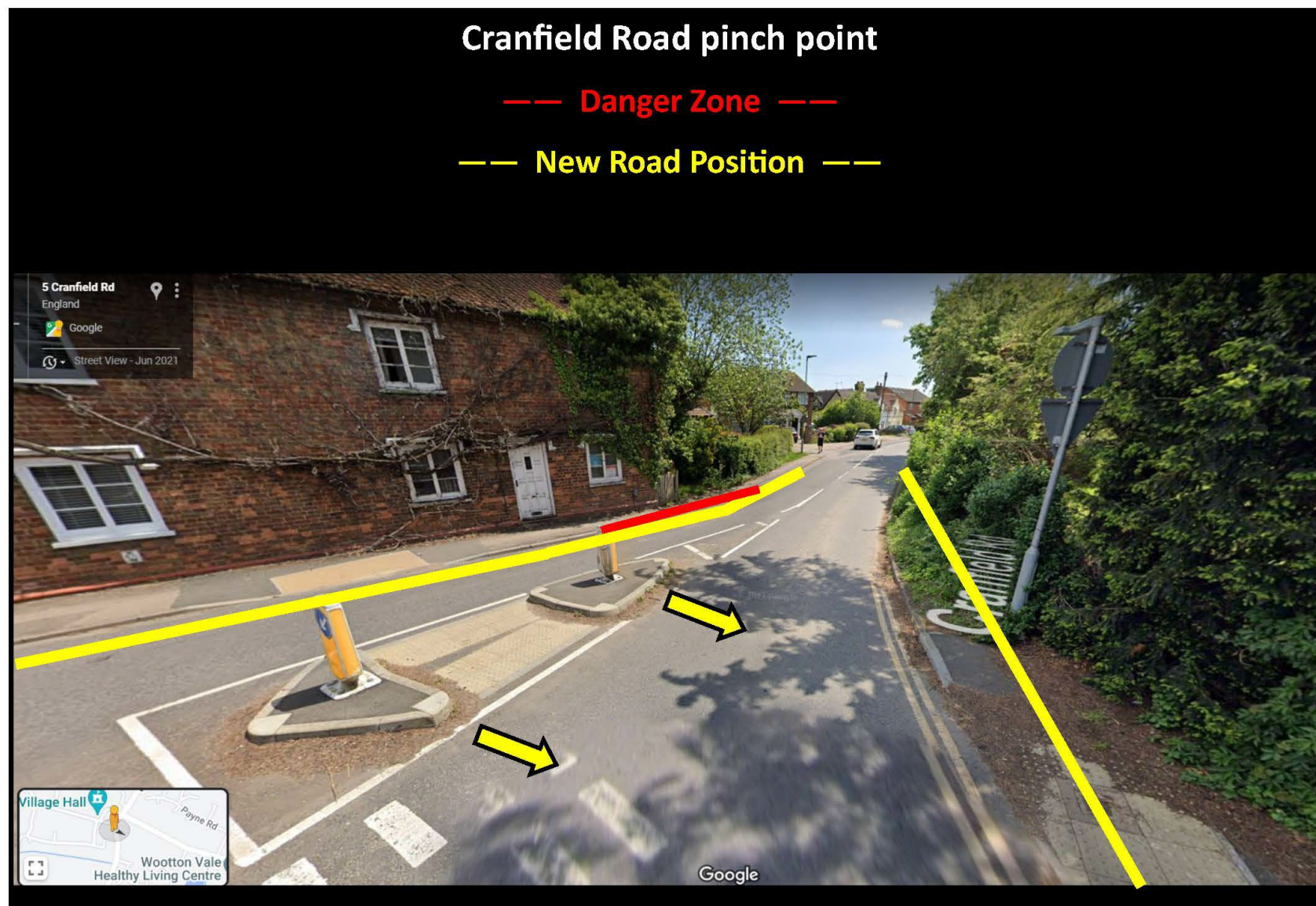
				JW has been asked to chase for an update on installation timescales. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th November 2021</u> 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.	
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				<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>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> It as expected works would take place when the section of Cranfield Road near the double mini roundabout had been resurfaced. <u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. <u>19th January 2022</u> 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.	
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				<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>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> All repeater signage had been re-painted. Move to close. <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.	
Summerfield Drive (all estate)	Cllr Lloyd.	Ongoing.	BBC.	<u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee including Roads & Pavements Safety Steering Group)</u> Cllr Lloyd had received a number of complaints from residents that the 'grassed footpaths' were not being maintained. BBC initially said the area had not been adopted (Persimmon were the developer) however GL had challenged that statement, given BBC were undertaking works to lighting and roads within the estate.	Cllr Lloyd.

To be reviewed at each Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting.



Cranfield Road pinch point

— **Danger Zone** —

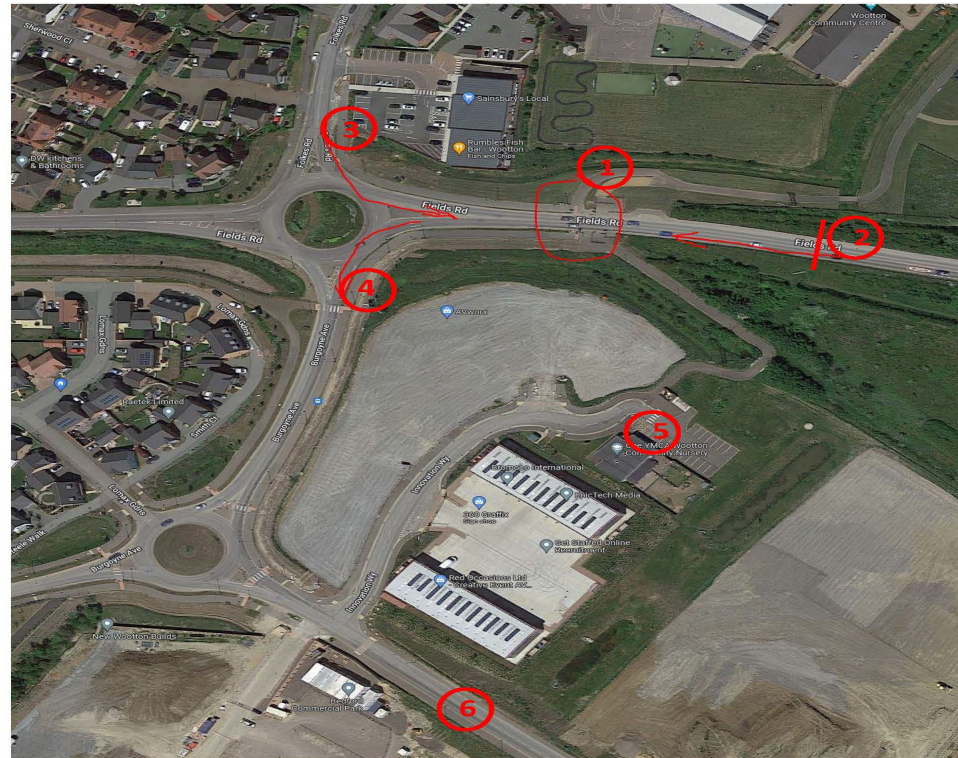
— **New Road Position** —



Page | 52

Page | 52

Page | 52



Fields Road Crossing

- Location at Wootton Entrance from Fields Road towards the junction of Burgoyne Avenue and Folks Road roundabout
- What three word location : /// clinking.larger.reporter
- Please see the image and items highlighted 1-6 in RED
 1. Crossing Location – Type : Pegasus Crossing
 - Allows equestrian and pedestrians to cross
 2. Vehicles speeding down the hill to the roundabout, no braking until after the crossing on many occasions.
 3. Vehicles leaving Folkes Road are accelerating before entering the roundabout and reaching speeds in excess of 50 (in some cases 60) miles per hour before the crossing race to 'beat the lights'. Several vehicles regularly break the red light.
 - It should be noted that vehicles leaving the village, originating from all directions are guilty of red light infringements. Even going through the red while people are still on the crossing
 4. Vehicles entering Burgoyne Avenue failing to stop at the pedestrian crossing in both direction but key is entering from the Fields Road roundabout
 - This includes vans and trucks from Amazon (signed) and from the milk round runs at 7:00am and 8:00am
 5. Please note the location of the Nursery which is used by residents from both sides who have to use this crossing every morning in both directions.
 6. Please note the speed limit for vehicles after Burgoyne avenue is 20 MPH

Some suggested ideas from residents on Wootton Park and Berryfields

- Illuminated reminder signage in both direction
 - Least favoured as breaking speed will still occur with no penalty
- Extended average speed zone
 - Not desirable as most cars exit via Folkes Road or Burgoyne Ave.
- Speed camera to enforce 30 MPH in both directions
 - First preferred step as enforcement will slow traffic but not stop red light offenders
- Speed camera with Red light camera
 - Maximum desirable option to ensure safety and speed reduction
- As zone 6 on the drawing shows, a 20 MPH limit is enforced for all traffic entering the industrial area, please consider extending this 20 MPH zone to Burgoyne Avenue between the roundabout of Fields Road and Lomax Gardens

Sue Edgar Playford BA (Hons) PSLCC
Clerk to the Council and Responsible Financial Officer
24th November 2022

FC22/273

(Advisory) Neighbourhood Plan Steering Group Report

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

FC22/274**Planning & Environment Committee Report****9th November 2022****Report from outside organisations – for information only**

National Highways. New noise barriers alongside the A421 at Marston Moreteyne, Lower Shelton and Wootton. Existing barriers that have come to the end of their serviceable life are being replaced. Works will be carried out between Monday 31st October 2022 and August 2023 between the hours of 8pm and 6am, weeknights only.

Bedford Borough Council. Notice of temporary road closure – Keeley Lane. Length affected – Lower Kiln Field. Reason – new water supply. The temporary road closure is anticipated to be in operation 24 hrs from 7th November 2022 to 9th November 2022. For fuller information including map, please click [here](#).

Matters arising from the minutes – for information only

See under 30th November 2022.

Planning Applications – for resolution

22/02237/S73A – Land at Steele Walk and Burgoyne Avenue. Retrospective planning permission. Secondary highways access, for Fire Tender provision, to Steele Walk connecting through to Burgoyne Avenue (development already carried out).

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

22/00827/ADV – Unit 4c Swallow Way. Installation of two internally illuminated fascia signs. This council previously raised **NO OBJECTION**.

22/00828/ADV – Unit 5 Swallow Way. Installation of two internally illuminated fascia signs. This council previously raised **NO OBJECTION**.

No further comments received.

30th November 2022**Matters arising from the minutes – for information only**

- P21/262 + P22/214 – 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 *. Upgrade works were completed week commencing 12th September 2022. Resolved 28th September 2022 (P22/214) not to undertake any further maintenance works to the one silver-style column at Hall End. The clerk is awaiting further information from Bedford Borough Council regarding the final transfer.

Planning Applications – for resolution

22/02386/LBC – The Chequers Inn PH, Hall End Road. Replacement of central bar counter, shelves, backing mirror and servery to the lounge bar, removal of the side bar counter, shelves and cabinets in the public bar and replacement of raised timber flooring.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

22/02442/FUL – Unit 5, Swallow Way. Siting of three temporary portacabin type units for driver welfare facilities.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

22/02493/FUL – 9 Old School Gardens, Single storey side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

22/02499/ADV – Grass Verge Keeley Lane. Brick built planter style town boundary sign.

Cllr O'Dell detailed an email received ahead of this meeting from the Case Officer assigned to this application which stated Highways were minded to object to the application as *"The proposed sign and brick structure would obstruct visibility and be a hazard to road users and pedestrians. As a result the development is therefore contrary to Policy 31 of the Bedford Borough Local Plan 2030."*

Cllr O'Dell confirmed he had sought agreement in principle previously from Highways and it was hoped this email was a mis-communication.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

22/02068/DC3 – Wootton Community Nursery, Innovation Way. Two dropped kerbs and associated works.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.
Seconded: Cllr Randell.
Resolved by all present.

Resolutions

P22/264 – To consider the renewal of a street trading consent outside of Bedford Town Centre for James Ford T/A Mr Ice Cream Man and to resolve a suitable course of action.

Resolved to accept the renewal street trading consent without further comment.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st December 2022

FC22/275**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 12th 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>12 October 2022</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council.	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>12 October 2022</u> Cllrs Lloyd, O'Dell and Wheeler and the Clerk met on site with a representative from Bedford Borough Council who confirmed their agreement in principle. This would be subject to the parish council	Cllr O'Dell

							indemnifying Bedford Borough Council against any accidents involving the structure. The clerk has received what members considered to be the necessary confirmation from the parish council's insurers. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway. It would also be necessary to contact all utility providers to ensure the area was free of cabling/pipes. Cadent Gas Ltd will be approached at an upcoming open evening on 19th October 2022 and the clerk agreed to request a list of all other potential utility providers from Bedford Borough Council. This was required before planning permission/licence for installation was needed. Cllr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It was noted the beacon would likely be needed for the Coronation in May 2022 before being sited on the roundabout. <u>9th November 2022</u> The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout.	
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	Cllr Bygraves

							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. <u>12 October 2022</u> Refer to agenda item FC22/225. <u>9th November 2022</u> Refer to agenda item FC22/255. <u>14th December 2022</u> Refer to agenda item FC22/280.	
Low	Lecterns	2022	£1,200 per	£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

							A question now surrounds whether the proposed site sits on privately-owned land and this is being investigated by Bedford Borough Council. <u>9th November 2022</u> Bedford Borough Council has located documentation which confirms the proposed site sits on highways-owned property and is awaiting confirmation from the adjacent landowners it can issue the parish council with an agreement under the Highway Act 1980 s115, to install the lectern. <u>14th December 2022</u> Given ongoing delays in relation to land ownership, the clerk was instructed to speak to St. Mary's Churchwardens to establish the feasibility in siting the lectern just within the grounds of the churchyard (similar to that at the Memorial Hall on Bedford Road). In addition to information on the gaol, the history of the church could also be included. A faculty may be necessary.	
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	Cllr Quirk

							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.	
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> 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.	Cllr Hensher
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.	Cllr O'Dell

							<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 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. <u>14th December 2022</u> Refer to agenda item FC22/292.	
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	Cllr Quirk

							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 Hall End and one at Potters Cross *). The remaining adoption works have been delayed post-May 2022. <u>12 October 2022</u> Upgrade works (bar the two columns noted above *) were completed week commencing 22nd August 2022. The final adoption by Bedford Borough Council remains outstanding.	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k		£700,000	<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	Cllr Bygraves

							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. <u>12 October 2022</u> Planning permission has been granted by Bedford Borough Council. Refer to agenda item FC22/235. <u>9th November 2022</u> Resolved 12th October 2022 (FC22/235) that Wootton Parish Council relinquish its role as agent in favour of Wootton Upper School. Approval from all relevant parties is ongoing, however the parish council will remain involved in the project and will ensure a user agreement is secured to ensure the facility is freely available to the public during specified hours.	
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 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	Cllr O’Dell

							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> Cllr O'Dell has confirmed the architect will produce drawing specifications for consultation with Bedford Borough Council. <u>12 October 2022</u> A Bedford Borough Council representative confirmed the proposal would be acceptable in principle, but it would be advisable to contact the adjacent landowner to ensure they were aware of the same. The clerk is awaiting a response from the land registry in order to identify the owner. It will also be necessary for the parish council to indemnify the Borough Council in the event of any accident involving the structure – this can be taken forward when specifications are known. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway.	
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							CLlr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It will also be necessary to publicise the application in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015, Article 13. <u>9th November 2022</u> A land registry search response is still awaited. A response from Bedford Borough Council is also awaited in relation to publicising the application in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015, Article 13. Wrighton & Barker had quoted £610 plus VAT for the granite insert and lettering. <u>14th December 2022</u> The land registry search has identified the adjacent landowner and the planning application has been submitted. A possible issue is an email received from the Case Officer assigned to this application which states Highways are minded to object to the application as <i>"The proposed sign and brick structure would obstruct visibility and be a hazard to road users and pedestrians. As a result the development is therefore contrary to Policy 31 of the Bedford Borough Local Plan 2030."</i> CLlr O'Dell confirmed he had sought agreement in principle previously from Highways and it is hoped this email is a mis-communication.	
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To be reviewed monthly at Full Council.

FC22/276RISK 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	None		14.12.22 SP
Cemeteries	SO	13.7.22	The latest risk assessment has been completed by Cllr O'Dell and will be discussed by the Planning & Environment Committee		
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	None		12.10.22 SP
Christmas Tree (including Switch On Event)	SP	11.5.22	None		12.10.22 SP
Community Centre	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

⁶ Wootton Parish Council

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	A recent RoSPA inspection (8.7.22) found only low risk issues		10.8.22 SP
Litter Picking (and caretaker)	SP	11.5.22	None		12.10.22 SP
Lone & Isolated Working	SP	11.5.22	None		12.10.22 SP
Marquee	SP	11.5.22	None		8.6.22 SP
Memorial Hall Play Area	SP	11.5.22	None		12.10.22 SP
MUGA – Church Road	SP	11.5.22	A new LED system was installed in June 2022, and this system should be checked every three years.		12.10.22 SP
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	Not required for 2022		
Recreation Ground Gate Duty including volunteers	SP	11.5.22	None		12.10.22 SP
Recreation Ground Play Area	SP	11.5.22	None		12.10.22 SP
Remembrance Sunday Parade	SP	11.5.22	None		12.10.22 SP
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	None		12.10.22 SP
Sports Pitches – Church Road	SP	11.5.22	None		12.10.22 SP
Sports Pitches – Harris Way	SP	11.5.22	Members are asked to check the attachment and address the issues raised	See attached	14.12.22 SP
Street Furniture	SP	11.5.22	None		12.10.22 SP

Appendix 7

Trees	SP	11.5.22	None		12.10.22 SP
Village Sign	SP	11.5.22	None		12.10.22 SP
War Memorial	JN	25.8.22	None		12.10.22 SP
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		

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>