



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8th February 2023 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were several members of the public present who wished to discuss and observe discussions on the following agenda items: FC23/043 and FC23/045. Cllr Lloyd moved these agenda items be heard after FC23/027 and all members were in agreement. There were no other members of the public or press present and the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell 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 Mapesa, Quirk and Wallace.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/025	Apologies for absence. Cllr Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC23/026	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/027	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.
FC23/028	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	The report was circulated ahead of the meeting. No further comments received.	N/A.	N/A.

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	To receive crime figures for January 2023. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC23/029	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.
FC23/030	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 11th January 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 30th November 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting held on 16th November 2022.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. 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 Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/031	Matters arising from the minutes – for information only. - FC23/017 + FC23/041 – Community Centre at Berryfields. Refer to agenda item FC23/041. - FC20/264 – Areas of road/pavement requiring resurfacing. Refer to the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) as all areas of roads & pavements are being re-visited before a request for remedial works is made to Bedford Borough Council. (Historically, the parish council has requested the following <u>pavement</u> areas be resurfaced): - Foster Way (its entirety); - Lorraine Road (its entirety); - Monoux Road (its entirety – some repair works have been completed); - Payne Road (left-hand side as you enter from Monoux Road).	No further comments received.	Clerk to keep on file.	N/A.

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	• FC23/017 + FC23/041 – 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 FC22/041. • 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 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, but has made no progress. Given the lack of progress on this issue, members agreed to move the item to close. • 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			
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	adaptable buildings within the Local Plan. Policy DM3(S) Housing Mix currently states: <i>“New housing developments will be expected to provide a mix of dwelling size and type to meet the identified needs of the community including families with children, older people, people wishing to build their own homes and people with disabilities and special needs in accordance with the Council’s current Local Housing Needs Assessment and other current assessments of housing need including the Older Person’s Accommodation Strategy, the Learning Disabilities Accommodation Strategy, the Mental Health Accommodation Strategy (or their successor Strategies) and evidence in respect of the needs of other specialist groups”</i>. The Local Plan 2040 was submitted to the Secretary of State on 12th January 2023, where an independent examination will take place. 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. The Design Guidance Supplementary Planning Document (SPD) was adopted in December 2022 and paragraph 4.4.1 states under public access: <i>“Well designed and waymarked routes should be included within woodland and green infrastructure schemes, to benefit walkers, cyclists, horse riders and disabled people, as appropriate to the site. The default route type should be bridleway, to maximise the public benefits derived. Bridleway design will need careful consideration in order to improved useability and accessibility for all”</i>. Given the consultation had now closed, members agreed to move the item to close.			
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	- 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. - FC23/019 – Correspondence from Bruno Peek (Pageant Master) relating to King Charles III's Coronation and the 80th Anniversary of the D-Day landings. Resolved 11th January 2023 (FC23/019) to keep this on file until the village entrance sign and Berryfields roundabout projects have been completed/resolved.			
FC23/032	Chairman's report – for information only.	Cllr Lloyd reminded all present of the need for at least ten candidates to stand at the upcoming elections in May, in order to remain eligible to use the General Power of Competence.	Noted for the minutes.	N/A.
FC23/033	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 Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/034	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.
FC23/035	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.
FC23/036	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 O'Dell. Seconded: Cllr Noakes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
FC23/037	To receive, review and adopt all Risk Assessments for 2022-23, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to receive, review and adopt the revised risk assessment for Sport Pitches (Harris Way). Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/038	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 Wheeler. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC23/039	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.
FC23/040	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC23/041	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. <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	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		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 the 2019 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). It was noted Cllr Hensher was now taking these issues forward. <u>Lease</u> No further update received. <u>MUGA (Multi Use Games Area)</u> Cllr Lloyd had received confirmation the current surface met basketball standards and agreed to get quotations to replace the existing lining (to accommodate basket ball and football) which did not meet the same standards. The clerk was asked to establish the feasibility in adding sensors to the MUGA lighting and potentially move the sensor currently located near the plant room.		
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		Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC23/042	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 updates received. <u>Berry Wood (FRS)</u> Cllr Wheeler detailed the poor state of internal footpaths which he had encountered during a door knock earlier in the week. This issue was previously raised at a meeting of the Roads & Pavements Safety Steering Group and a report sent to Bedford Borough Council at that time, was sent to Concept this week. It was again noted a working group would be created at March's Full Council meeting to inspect all roads and pavements within the development.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC23/043	To receive a report from Coloini and Lane in relation to the changing rooms/toilet block refurbishment project and to resolve a suitable course of action.	This agenda item was heard after agenda item FC23/045. David Coloini was in attendance and provided the latest plans which were circulated to all present. After detailed discussion it was noted the final planning drawings would be provided for inclusion at the next meeting of the Planning & Environment Committee on 22 nd February 2023, ahead of the planning permission application. Members not on that committee would be invited to attend and speak on the proposal as necessary. Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Wheeler. Resolved by all present.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/044	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to accept the review of all aspects of the Wootton Newsletter production without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/045	To consider a CIL (Community Infrastructure Levy) funding application for urgent remedial works at the Memorial Hall and to resolve a suitable course of action.	This agenda item was heard after agenda item FC23/027. Representatives from the Memorial Hall Committee were in attendance and one provided background on the urgent electrical works required. After discussion it was resolved to approve the funding application and award the sum of £10,048 in line with the quotation received from Bright Spark Electrical. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC23/046	To consider a grant request from Wootton Blue Cross for a (free to attend) community event planned to commemorate the coronation of King Charles III and to resolve a suitable course of action.	Resolved to approve the grant request in full (£900) without further comment, subject to the following caveats: • The date of the event had not been provided and was required; • All publicity should reference this grant funding from Wootton Parish Council. Proposed: Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.34pm.

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FC23/028

Borough Councillor Update – February 2023

Executive Decisions

5th January - To accept funds of £66,058 from Active Travel England/Department for Transport for revenue funding to develop active travel scheme.

24th January – The Borough Council has awarded £1,000 to Bolnhurst Stables Trust to support clients with learning disability, mental health issues and ex-offenders.

Council Tax

Council Tax was raised by 3.99% in the current financial year, the 6th highest increase of all unitary authorities. The Council now collected more Council Tax than anticipated (£1.26 million) which is now being carried forward into 2023/24 budget.

Bedford Borough Council Raise Council Tax

At Full Council on Wednesday 1st Friday, the Council moved forward with a Council Tax increase of 2.90%. Which is made up a Core Council Tax increase 0.90% and the Adult Social Care Precept of 2%. The resulting increase in Council Tax takes the average Band D Council Tax to £1,737.92.

An alternative budget to freeze an increase in Core Council Tax (0.90%) was submitted by the Conservative Group as they felt the budget had over-estimated the extent of inflationary pressures (12%), for which £17m was included in this budget.

Evidence from the Bank of England, OBR, OECD and other economic forecasters are predicting that inflation has peaked and will drop as low as 2.5% by the end of the financial year.

Rural Bus Service Amendment Rejected by Council

At Full Council on Wednesday 1st Friday, a second amendment which switched £100,000 from the Communications Department to the rural Bus Service, this would be cost/revenue neutral.

The £100,000 would then be spent on helping to improve rural bus services which have been left underfunded and with reduced or heavily altered services.

Financial Settlement

The Levelling Up Secretary Michael Gove on the 19th December 2022 confirmed an almost £60 billion package for councils in England for the next financial year. The settlement means councils across England will benefit from an additional £5 billion – a 9% increase on last year's settlement.

The agreement for next year includes a one-off Funding Guarantee that ensures every council in England will see at least a 3% increase in core spending power before any local decisions around council tax are taken.

Bedford Received Multiple Grants from the DFT and £2 bus fare.

Appendix 1

The Council accepted a grant of £69,509.50 from the Department for Transport to protect socially necessary bus services from January to March.

Additionally, the Council has also accepted a further £66,058 from Active Travel England/Department for Transport. The funding will be used to develop an active travel scheme and development, public engagement on schemes and data collection and evidence. The funding also provides one full time Active Travel Officer for one year.

A grant of £74,166 for 2023/2024 has been accepted from the DFT which allows 2,308 children to be train in cycling proficiency from learning to ride to Level 3 Bikeability (on road cycling). Bikeability in Bedford is delivered by an external provider, Outspoken. Bikeability level training will teach children more advanced skills which enable them to navigate more complex situations and roads.

Central Government approve £11.3m of the Borough's Business Cases under Bedford Town Deal

Following a successful bid, Bedford Borough received £22.6 million from central Government for the Town Deal. Four of these business cases, which were submitted in 2022, have been approved by Central Government, giving the green light to start delivering the projects.

These projects include the Midland Road regeneration and public realm improvements, the regeneration and restoration of St Paul's Square, and improvements to the Greyfriars junction which total £11.3 million of the total funding.

Bedford Town Footfall for December falls below COVID levels/Multi Storey Car Parks fall below 50% usage

Footfall for the Town Centre during December 2022 was lower than the footfall levels in December 2021 by 3.7% when we were beginning to exit lockdown. Since 2017 there has been a decrease of 46.15% for footfall in December. For comparison Rushden Lakes saw a 5% uplift in footfall during December in 2022 and an increased number of shoppers from Bedford.

Car park usage for Bedford's multi storey car parks (MSCPs) have also struggled significantly with the majority of them being less than half full during the holiday period. During the busy Christmas period (November and December):

- Allhallows MSCP averaged a usage rate of 25.85%
- Lurke Street MSCP averaged a usage rate of 34.70%
- Queen Street MSCP averaged a usage rate of 21.15%
- River Street MSCP averaged a usage rate of 69.95%

For these 4 car parks this gives an average usage rate of 38.66% for November and December 2022 months.

Attainment Gap

Bedford Borough Council's Children's Services Overview and Scrutiny Committee received a report on the attainment results for Bedford Borough which have fallen behind significantly when compared nationally.

You can read the report here:

<https://councillorsupport.bedford.gov.uk/documents/s64913/Item%2006%20-%20Education%20Performance%20Note%20January%202023%20-%20FINAL.pdf>

Residents Will Need Photo ID to Vote In Person at Elections in May

Appendix 1

Electors voting in person at polling stations will need to show photographic ID to vote at this year's local elections. Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK, EEA or Commonwealth drivers' licence; and some concessionary travel passes, such as an older person's bus pass or an Oyster 60+ card.

'Riverside for All' Project

Riverside for All is a £1.5 million project that is aimed at improving and developing links alongside the Great Ouse from Priory Country Park to Kempston Outdoor Centre.

The plans include refurbishment of playgrounds, planting projects, footpath repairs, improvements to Longholme Lake, new signage, and refurbishment to infrastructure along the riverside, incorporating investment from other projects at the same time.

Bedford Borough Council Offers 5,000 Trees to the Local Community for Free

Bedford Borough Council is giving away 5,000 trees to local residents, businesses, schools and community groups to collect and plant locally. This giveaway takes place on Wednesday 15 February and Saturday 18 February, from 10am to 3pm at Oasis Beach Pool car park.

Free Crafts for Children at Wootton Library this Half Term

From Saturday 11 to Saturday 18 February, families are invited to visit Wootton Library for free fun craft activities.

Wootton library has activities planned which include; creating bug masks, paper bag dinosaurs, and Valentine's Day Cards.

There will also be colouring and Lego clubs in all the libraries. Bedford Central Library has a special half-term Story Time on Wednesday 15 February 11:30am – 12:00pm.

The times and events for Wootton Library are:

- Saturday 11th February, 11am – 12.30pm, Lego and Colouring;
- Tuesday 14th February, 10am – 11.30am , Bug Masks;
- Friday 17th February, 2pm – 4.30pm, Superhero Craft;
- Saturday 18th February, 11am – 12.30pm, Lego and Colouring.

Highways

The Field Road lights are up and ready to be connected, however it seems the wrong lights have been installed, as the crossing should have been a Toucan Crossing not a Zebra Crossing. Borough Council Officers are investigating how this happened and what has happened to the remainder of the developer s106 funding. We could get another two Zebra crossings out of the budget!

Resurfacing of Cause End Road is still outstanding as are the pavements at Monoux Road. They are programmed for this financial year but I understand Bedford Borough Council's Highways department is running behind schedule .

Persimmon Homes have yet to respond to Bedford Borough Council regarding the outstanding yellow lining and road signage at Harris Way (in the location of the lower school). I am continuing to push for this to be resolved.

Appendix 1

There are a number of issues still outstanding that require completion before Burgoyne Avenue can be adopted by the Borough Council. I was in that area on 7th February 2023 and saw for myself the issue with the internal footpaths in that area. They cannot be called pavements – they had turned to mud due to the rain so I have also pushed again for this to be resolved (a report on this issue has already been submitted to Bedford Borough Council by the parish council). I also noticed that lorries were still using the road and was told that lorry movement from the Industrial Park continues through the night.

I recently met with Andrew Prigmore, Manager for Traffic Operations, Bedford Borough Council outside the post office on Bedford Road as there have been parking issues in that area. A parking cage with a 10 minute waiting time will be installed to prevent the front of the shop being used as a long term car park. This will be financed by Bedford Borough Council as the local Highways Authority.

The tender process for the synthetic pitch at Wootton Upper School is underway and the proposed two tier conversion is at the design stage, with extra classrooms proposed for both the upper school and the lower school site on Bedford Road.

The police are continuing to patrol the village. Anti Social Behaviour rates have been creeping up again, but nothing major to report.

A number of residents from the new developments have spoken to me about being charged a maintenance charge on top of their council tax and a petition referencing this has been submitted to Bedford Borough Council. That petition will be heard on 22nd March 2023.

BBCllr John Wheeler
February 2023

FC23/028a January 2023			
40/2767/23	ASSAULT WITHOUT INJURY	15/01/2023 16:55	Roundel
40/623/23	ASSAULT WITHOUT INJURY	04/01/2023 11:40	Folkes Road
40/2757/23	ATTEMPTED BURGLARY - RESIDENTIAL	14/01/2023 16:00	Farrell Road
40/5124/23	BLACKMAIL	24/01/2023 00:01	
40/526/23	BLACKMAIL	03/01/2023 18:00	
40/5576/23	BURGLARY - RESIDENTIAL	30/01/2023 17:59	Fields Road
40/1081/23	BURGLARY - RESIDENTIAL	03/01/2023 12:00	Elmsdale Road
40/2702/23	CRIMINAL DAMAGE - RESIDENTIAL	14/01/2023 23:30	Lorraine Road
40/5772/23	CRIMINAL DAMAGE TO A VEHICLE	31/01/2023 20:00	Manor Road
40/4098/23	CRIMINAL DAMAGE TO A VEHICLE	04/01/2023 10:30	Hall End Road
40/1531/23	OTHER CRIMINAL DAMAGE	09/01/2023 00:00	Early Mead
40/1189/23	OTHER THEFT	06/01/2023 14:13	Folkes Road
40/3357/23	PUBLIC FEAR ALARM OR DISTRESS	07/12/2022 18:30	Keeley Lane
40/4981/23	STALKING	27/01/2023 08:00	
40/2550/23	STATE OR PUBLIC ORDER	13/01/2023 18:53	Manor Road
40/5778/23	THEFT FROM A MOTOR VEHICLE	31/01/2023 21:15	Emerton Way

FC23/029

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

Significant issues are emailed at the time of receipt.

FC23/033

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

18th January 2023

Open Forum

There were two members of the public present who wished to discuss and observe discussions on agenda item LARP23/012 – the item relating to Lorraine Road and pavement resurfacing. Two further residents wished to raise concerns over parking and congestion along Harris Way.

Cllr Bygraves moved agenda item LARP23/012 be heard after LARP23/004 and all members were in agreement. The issues regarding Lorraine Road and pavement were discussed then.

As there was no agenda item in relation to parking and congestion along Harris Way, additional resident concerns are recorded here.

The issue of congestion and parking (including parking over dropped kerbs) was raised, as well as top soil being left on the grass verges after Harris Way was surfaced in 2022. Verges were now full of weeds and the resident often had to time when they could safely leave and return to their home, due to inconsiderate parents waiting to drop off or collect children from the adjacent lower school. BBCllr/Cllr Wheeler agreed with their concerns, stating he had been on site earlier in the day with representatives from Bedfordshire Police. A copy of Cllr Lloyd's report was shown, which identified areas still requiring the re-painting of yellow lining/hashing along Harris Way and other areas within the Berryfields estate.

It was noted the roads within the Berryfields estate had not yet been adopted by Bedford Borough Council and were still in the control of Persimmon Homes. This meant the police were unable to take enforcement action and Wootton Parish Council also had no jurisdiction. However, BBCllr/Cllr Wheeler confirmed no waiting restrictions were planned for Harris Way between 8am-9am and 3pm-4pm.

A suggestion was made to request the lower school add temporary signage to its railings referencing no parking. BBCllr/Cllr Wheeler confirmed he would raise this at an upcoming Governor's meeting.

There were no other members of the public or press present and so the meeting continued without further adjournment.

LARP23/004 – To appoint Cllr Wallace as a member of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

Resolved that Cllr Wallace be appointed a member of this committee.

Proposed: Cllr O'Dell.

Seconded: Cllr Randell.

Resolved by all present.

Matters arising from the minutes – for information only

(Leisure & Amenities Committee)

- LARP22/011 – Village Planters. Refer to agenda item LARP23/011).
- LARP22/012 – Installation of permanent bollard on parish council-owned land adjacent to the access pavement from Tithe Barn Road (between 48 and 50 TBR). An order for the bollard has been made and an installation date is awaited *.

* The clerk confirmed the quotation to install the permanent bollard had been received and works were expected to be undertake in the coming weeks.

Roads & Pavements Safety Steering Group

Please refer to the Project Action Plan for fuller information.

Resolutions

LARP23/010 – To consider allocating funds currently held in earmarked reserves for sports pitch maintenance to carry out improvements to the Harris Way MUGA (Multi Use Games Area) and to make recommendation to Full Council as necessary.

After detailed discussion it was resolved Cllr Lloyd and the clerk would investigate surface requirements with Basketball England and other potential users. Those findings would be taken directly to Full Council for determination.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

LARP23/011 – To revisit the (summer) planting regime for all village planters and to make recommendation to Full Council as necessary.

Cllr Bygraves confirmed he would provide a detailed report for the next meeting of this committee.

LARP23/012 – 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.

This agenda item was heard after LARP23/004.

Resolved to note all findings and amendments (in red) within Appendix One.

Proposed: Cllr O'Dell.

Seconded: Cllr Randell.

Resolved by all present.

LARP23/012 (Appendix One)**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24**

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 2022 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 2023-24 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 BBC⁵ again in relation to an update on WPC's infrastructure report as it was still unclear which recommendations would be taken forward by BBC. It was understood the handover would take place one year post-works completion. <u>16th March 2022</u>	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.

				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: • Folkes Road resurfacing (now complete save for white lining);	
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				• 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 report detailing areas adjacent to the lower school which required re-painting of white and yellow	
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				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</u> <u>(including Roads & Pavements Safety Steering</u> <u>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. <u>18th January 2023</u> Paulina (BBC) confirmed a number of roads within the Berryfields estate had been offered to BBC for adoption. Timescales were not yet known, however Paulina stated BBC had inspected the construction of all roads within the estate. Concerns were raised that the bus loop was being illegally used by vehicles as a turning circle. It was agreed to request BBC install a bus loop camera.	
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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. <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. <u>18th January 2023</u>	Cllrs Lloyd and O'Dell.
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				Cllr Lloyd confirmed an updated report had not yet been provided as BBC had taken no action in relation to the previous report.	
Burgoyne Avenue – speeding issues and lorries.	Resident.	Ongoing.	BBC or Developer.	<u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee</u> <u>(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. 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:	BBC or Developer.

				○ 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. <u>18th January 2023</u> Paulina (BBC) confirmed (23rd December 2022) that BBC would liaise with the developer regarding the extension of the 20MPH zone. Paulina also confirmed the speed cushions would continue to be installed as per the approved planning layout design. Once complete (and once the 20MPH restriction is in place), BBC would ask the developer to review the need for a speed survey. However, the developer since stated any design changes would need to be made by BBC Highways, via a Road Safety Audit Stage 3. The developer also stated conventional traffic calming measures would be impractical as Burgoyne Avenue was a bus route. Cushions rather than humps were deemed acceptable as buses could straddle them without causing issues to passengers. The developer does not wish to hold up the adoption process nor prolong disruption for residents – <i>“...an equal number of which would rather have no speed measures at all”</i>. The developer recommended proceeding with the adoption process as was and as per BBC Highways	
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				approved drawings, before awaiting feedback from BBC during the maintenance period. BBCllr/Cllr Wheeler confirmed other bus routes were quite able to drive over conventional speed humps without causing passenger discomfort. It was agreed he would arrange a meeting with the developers, BBC and WPC representatives to discuss both the 20MPH extension and speed management issues. Residents continued to pass speeding issues and Amazon lorry concerns to BBCllr/Cllr Wheeler.	
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. 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>	BBC or Developer.

				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. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed the site visit and works had now been completed. Move to close.	
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.	BBC.

				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 <i>(This attachment can be viewed in full within the signed minutes dated 16th November 2022).</i> <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed Cllr Lloyd's alternative suggestion was passed to BBC, however it was unclear whether it would be considered due to budget restraints. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole.	
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. <u>18th January 2023</u> BBCllr/Cllr Wheeler had received confirmation from BBC that works would commence on 23rd January 2023. A temporary bus stop between Haycroft and	
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				Wootton Vale House would continue to be provided.	
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> 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 <i>(This attachment can be viewed in full within the signed minutes dated 16th November 2022).</i> 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.	BBC.

				• 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 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. <u>18th January 2023</u> BBCllr/Cllr Wheeler had informed BBC of the above concerns and was advised the pedestrian crossing timing system was set as it should be. A resident's report for March's edition of the Wootton Newsletter had been received. Speedwatch confirmed there was nowhere within the vicinity for them to undertake checks, due to health and safety concerns. BBC had ruled out the possibility of installing a red light camera and it was therefore down to individual drivers to exercise due care and attention. Move to close.	
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Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>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. <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,	Cllr O'Dell.
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				Engineering Services at BBC on 20th July 2022. Paulina agreed to take forward the outstanding works at Hall End/Hilly Lane with Andy Prigmore. A request was received for additional yellow lining in Mepham Road (junction with Bedford Road to the layby adjacent to Lorraine Road Green – both sides of the road). After discussion it was agreed to take 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 Mepham Road above * was not taken forward by Full Council. BBCLr/CLr Wheeler was chasing BBC regarding the yellow lining at Hall End, given the current lining did not extend beyond Keeley Bakery (and should do). <u>18th January 2023</u> BBCLr/CLr Wheeler continued to chase regarding yellow lining at Hall End. <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>	
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				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</u> <u>(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>18th January 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of slow signage at all points was with BBC for implementation. <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update had been received in relation to central government’s consultation on pavement parking:	
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				https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th 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. A timescale was not yet known regarding the camera installation.	
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				<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> <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	
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				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 was still under discussion with BBC Highways, but a solution was proving problematical. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed BBC would not re-install nor re-site a parking camera on Bedford Road (lower school site). BBC had also confirmed it did not have the funding required to install a parking camera at Harris Way (lower school site). Move to close.	
Pavements 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.	BBC.

				GL also queried why BBC were not maintaining grass-topped pavements (referencing the Summerfield Drive estate), when they were responsible for maintaining adjoining pavements. It was noted both issues had already been reported to JW to take forward with BBC. BBC had programmed resurfacing works to Keeley Lane between 24th January and 18th February 2022, however JW confirmed he was still awaiting an update regarding Monoux and Payne Road. <u>16th March 2022</u> Keeley Lane works remained ongoing. JW had seen sight of BBC's 2022/23 works programme which included Monoux Road but not Payne Road (as previously understood). JW was investigating this and in his absence was also asked to take the following pavement areas forward for inclusion with BBC, if opportunity arose: • Monoux Road in its entirety (reinforcing this was top priority); • Payne Road in its entirety; • 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>18th January 2023</u> BBCllr/Cllr Wheeler was still chasing the following pavements: • Monoux Road in its entirety (a BBC survey was undertaken just before Christmas 2022); • Payne Road in its entirety (Paulina was investigating why this hadn't been programmed); • Foster Way in its entirety (WPC requested works in March 22); • Lorraine Road in its entirety (WPC requested works in March 22). BBCllr/Cllr Wheeler confirmed Lorraine Road pavement had been added to BBC's programme of works for 2023-24. However, in light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole (covering pavements AND roads). <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).	
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				<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, 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 (including Roads & Pavements Safety Steering Group))</u>	
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				Paulina was currently working to provide WPC with updates. A resident had requested remedial works to the surface of Mepham 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. <u>18th January 2023</u> Resurfacing works to Cause End Road would be undertaken when utility works were complete. A resident requested remedial works to the surface of Mepham Road – the area from Bedford Road to the Hollies Walk junction and submitted a repairs report to BBC. BBC's response stated the area currently fell below its investigation level, but the area would be monitored and repairs carried out as required. Two residents present requested remedial works to the surface of Lorraine Road – the area from the cemetery to the junction with Cause End Road (closest to St. Mary's) and confirmed they were compiling a petition requesting the same – refer to Appendix Two for fuller information. BBCllr/Clr Wheeler confirmed BBC had responded ahead of this meeting, stating permanent repairs would be carried out on areas that met its inspection and risk assessment criteria. Any petition would not affect that inspection and risk assessment criteria, the scoring of which followed a risk based matrix system. Those areas selected for works were the	
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				highest on the list and in most need of repairs. BBC confirmed the relevant sections of Lorraine Road (both pavement and road) would be scored and considered for BBC's programme of works for 2023-24. It was noted temporary works carried out just last week were already failing. BBCllr/Cllr Wheeler confirmed a petition could be presented to BBC's Full Council on 1st February, at which it would be accepted (subject to meeting all criteria). It would then be heard at the following Full Council meeting of BBC, in March – at which the resident would have opportunity to speak. BBCllr/Cllr Wheeler confirmed he would attend to support the petition and resident. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole. BBCllr/Cllr Wheeler confirmed dropped kerbs recently added elsewhere along Lorraine Road had been actioned by BBC following a specific resident request. He suggested the resident write to him detailing his requirements and areas concerned, after which BBCllr/Cllr Wheeler would request this committee consider lobbying BBC as per the previous request.	
Potters Cross	TI.	Ongoing.	BBC.	<u>18th January 2023</u> TI raised an issue with obstruction/parking within Potters Cross which was ongoing since mid-November. A 7.5T flat bed recovery truck was parking in several areas along Potters Cross,	BBC.

				including too close to the junction with Bedford Road, on the grass verges as well as across the entrance to the garages (some of which were in use). TI had spoken to the company who confirmed the driver (who lived locally) was expected to take the truck home in order to undertake call outs. His request that the truck be parked elsewhere was ignored. Call outs were happening at all hours and impacted the quiet lane status, as well as creating health and safety issues when children walked to/from school. After detailed discussion it was resolved WPC would support TI's request for the truck be removed from the area, due to a number of issues including dangerous parking, anti-social behaviour, noise nuisance and verge parking by a 7.5T truck. A letter signed by the clerk would be countersigned by BBCllr/Cllr Wheeler also.	
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 (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. <u>18th January 2023</u> All dropped kerbs were complete, however it was noted tactile paving had not been added, despite being referenced in the report. It was agreed to take the report back to BBC, requesting the additional works.	
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	CLlr Lloyd.

				financial contribution (possibly in partnership with other town/parish councils) to secure a resource to monitor the cameras (TI to provide points of contact to SP); • To inform Full Council this working group disagreed with its resolution and requested a review of that decision in six months (as permitted under Standing Orders). <u>16th March 2022</u> 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>	
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				<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. JW has been asked to chase for an update on installation timescales. <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase BBC for an update regarding all outstanding sites. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th 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>	
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				JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <u>18th May 2022</u> No further update received. <u>20th July 2022</u> GL, JW and SP met with Paulina Makowska, Acting Team Leader – Highway & Developer Infrastructure, Engineering Services at BBC on 20th July 2022. Paulina agreed to take all outstanding issues forward with Andy Prigmore. <u>16th November 2022</u> <u>(Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group))</u> It was expected works would take place when the section of Cranfield Road near the double mini roundabout had been resurfaced. <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase for a further update. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) was delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton	
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				(40MPH to remain in place between Wootton and Hoo Lane) *. BBC acknowledged receipt but confirmed there was currently no budget for a speed limit review. The request will be revisited when a budget is available. <u>19th January 2022</u> This request would only be considered by BBC when determining the installation of average speed cameras along Cranfield Road. <u>18th January 2023</u> Given average speed cameras were now installed along Cranfield Road, it was agreed to re-submit the report to BBC, as noted above *.	
Summerfield Drive (all estate)	Cllr Lloyd.	Ongoing.	BBC.	<u>16th November 2022</u> (Newly formed Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group)) 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 Cllr Lloyd had challenged that statement, given BBC were undertaking works to lighting and roads within the estate. <u>18th January 2023</u> In light of Cllr Lloyd's challenge, it was agreed this committee would lobby BBC to cut all 'grassed footpaths' within the Summerfield Drive estate.	Cllr Lloyd.

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

Appendix Two

Concerning the poor condition of the road and footpath at the top end of Lorraine Road (No 1 to No 23)

When it rains or the road is gritted, the potholes appear causing not just holes in the road, but hundreds of loose stones are left covering the road, which are being hit by cars scattering the stones over the footpath too.

When the council team came out last week to mend the potholes, I spoke to them and they said that road is badly deteriorating and need to be completely resurfaced. They have been patching up both new and existing potholes in the last 20 years

When they finished, the stones from the potholes were not cleared up, so I contacted John Wheeler and he arranged with Bedford Council to send out a team to clear up the stones, which they did with just a broom and a spade. They said however that the council should be sending out a road sweeper to clear up, rather than them having to use a broom and spade.

Questions and comments raised by residents

1. Why was the bottom end of Lorraine Road resurfaced from No 23 to No 83, but the top end from No 1 to No 23 was not?
2. Why were dropped kerbs put in at the bottom end of Lorraine Road, but not at the top end? We understand that they were put in for residents with mobility scooters, but there are 4 residents at the top end of Lorraine Road who also have mobility scooters, but no dropped kerbs.
3. One resident scratched the bottom of his car due to hitting a pothole (appeared following a night of rain) when he reversed his car off his drive.
4. One resident had to claim of her house insurance to replace a 2-metre glass window which had been hit by a stone due to a car driving over a pothole full of loose stones.
5. Another resident has on several occasions hit potholes on his mobility scooter whilst crossing the road, but fortunately has managed to keep his balance.
6. Residents having to walk through puddles on the footpath caused by water not draining away due to many cracks and sunken areas on the path.

Appendix Two

[Type here]

7. The top end of Lorraine Road is heavily used by vehicles, due to the following:
 - (a) It is the only exit/entrance for vehicles from Studley Road.
 - (b) Parents dropping their children off in the morning so that they can cut through to Wootton Upper School and then picking them up after school.
 - (c) People attending the Cemetery for funerals etc. There are only 3 parking spaces outside the cemetery, so mourners are parking at the top end of Lorraine Road. The other month there must have been at least 100 cars attending a burial and their cars were parked all along the top end of Lorraine Road. One of them knocked on my door and asked if it was okay to park in front of my drive, so that demonstrates how many vehicles there were parked up.
 - (d) School buses picking up and dropping off school children.
8. Horses are regularly ridden on Lorraine Road and there was a recent incident where a horse did stumble on a pothole, but fortunately the rider managed to maintain control, so no harm was done. However, residents raised concerns that a serious incident will occur to a horse/rider if the road is not resurfaced.
9. Please note that a petition will be started following the meeting on Wednesday as the top end of Lorraine Road is about 60 years old, and the residents are fed up with the patchwork quilt (with holes!) that both the road and the footpath resemble, so they are keen for resurfacing work to be carried out ASAP.

Appendix Two

Petition from the Residents of Lorraine Road to have the road from the top end of Lorraine Road (No 1 to No 23) resurfaced as well as all of the footpaths on Lorraine Road due to their poor condition.

Sue Edgar Playford BA (Hons) PSLCC
Clerk to the Council and Responsible Financial Officer
24th January 2023

FC23/034

(Advisory) Neighbourhood Plan Steering Group Report

No report or project action plan as this committee had not met since 28th April 2022.

Planning & Environment Committee Report

11th January 2023

Matters arising from the minutes – for information only

See under 25th January 2023.

Planning Applications – for resolution

22/02721/S73A – 94 Bedford Road. One and two storey rear extension following the demolition of existing conservatory and lean-to (revised scheme) (development already carried out).

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

22/02727/FUL – 80 Keeley Lane. One and two storey front, side and rear extensions.

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

- The proposal encroached beyond the building line.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

22/02732/CPNQ – Agricultural Building, Keeley Lane. Change of Use Class Q Prior Notification Application.

Prior notification for change of use from an Agricultural building to a dwellinghouse(s) (Use Class C3) including associated building operations reasonably necessary to convert the building. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers.

Comments received will be considered but if notification of a decision is not made to the Applicant within 56 days of the date of registration of the proposal, it can proceed. If Officers confirm that the development can proceed, it must be completed within a period of 3 years starting with the prior approval date.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

22/02756/FUL – 86 Folkes Road. First floor side extension to increase roof height of bedroom over garage and external alterations (revised scheme).

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

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

22/02214/LDP – 2 Buckworth Drive. Certificate to confirm that the details submitted to not require planning permission. Conversion of garage to home gym, installation of EV point, air-source heat pump and installation of solar panels.

This council was not previously consulted on this application.

25th January 2023

Report from outside organisations – for information only

Bedford Borough Council. Wilshamstead Neighbourhood Development Plan has been adopted in Bedford Borough. The plan was made by an Executive Decision on 4th January 2023 and will now form part of Bedford Borough Council's development plan, meaning the policies will be used alongside other adopted local plan policies when determining planning applications within Wilshamstead parish.

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 Refusals (by Bedford Borough Council) – for information only

19/02106/TCA – Ivy Cottage, 50 Church Road. Dismantle large Cedar, Leyland Cypress. Sheer lateral branches by trimming lateral growth and remove all arisings.

This council was not previously consulted.

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

This council previously raised NO OBJECTION. *

*It was noted Wootton Parish Council's project architect was arranging a meeting with the objecting Highways Officer from Bedford Borough Council in order to discuss the proposal.

22/02493/FUL – 9 Old School Gardens. Single storey side extension.
This council previously raised NO OBJECTION.

Resolutions

P23/023 - To consider a request from Bedford Borough Council that its annual grass cutting contribution figure paid to the parish council be increased by 10% (from £1,732.49 to £1,905.74) for 2023-24 and increased each financial year thereafter in line with inflation and to resolve a suitable course of action.

Resolved to accept the proposal without further comment.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC
Clerk to the Council and Responsible Financial Officer
1st February 2023**

FC23/036**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2022 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>8th February 2023</u> Average Speed Cameras for Cranfield Road were now in situ and the order for all remaining sites was with Bedford Borough Council.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2022			£23,000		<u>8th February 2023</u> The clerk had emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout.	Cllr O'Dell
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2022	£0	£0	£0	£1,500	<u>11th January 2023</u> Refer to agenda item FC23/017. <u>8th February 2023</u> Refer to agenda item FC23/041.	Cllr Bygraves
Low	Lecterns	2022	£1,200 per	£0	£0	£0	<u>8th February 2023</u> Bedford Borough Council had provided further documentation which continued to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee was due to receive a report from Cllr Lloyd after which next steps would be determined.	Cllr Lloyd
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy had failed and were due to be replaced this month by the Forest of Marston Vale.	Cllr Lloyd

							No further updates received regarding the proposed extension.	
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>11th January 2023</u> Resolved 14 th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units.	Cllr O'Dell
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>8th February 2023</u> No further updates received.	Clerk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k)		£700,000	<u>8th February 2023</u> No further updates received.	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane	£38,000	<u>8th February 2023</u> Cllr O'Dell had requested a site meeting with both the architect and the BBC Highways Officer who recommended planning permission be refused, in order to seek a solution which would secure planning permission when a subsequent application was made by the parish council.	Cllr O'Dell

To be reviewed monthly at Full Council.

FC23/037**RISK 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 2022-23 (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	3.1.23	The latest risk assessment has been completed by Cllr O'Dell and guidance has been sought from the churchwardens at St. Mary's		
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 2023		
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
Defibrillators	SP	11.5.22	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		Community First Responders

⁶ Wootton Parish Council

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	3.1.23	None		8.2.23 SP
Street Furniture	SP	11.5.22	None		12.10.22 SP
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>