



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 17th May 2023 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were two members of the public present, one who wished to be considered for co-option onto the parish council (arrived at 7.35pm). The second wished to discuss and observe discussions relating to agenda item FC23/111. Cllr Lloyd moved agenda item FC23/111 be heard after FC23/094 and all members were in agreement. There were no other members of the public or press present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Noakes, O'Dell, Tyerman and Wheeler (Cllr Wheeler arrived at 7.55pm). Cllr Wheeler is also a Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Mapesa.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/092	Apologies for absence. Cllr Bygraves, Randell and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/093	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/094	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.
FC23/095	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt	Clerk to take forward.	Local Elections (Parishes and Communities)

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		Alex Swain as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk to the Council and Cllr Swain was welcomed. A Register of Interest Form would be provided by the clerk once received from Bedford Borough Council.		(England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC23/096	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix 1). To receive crime figures for May 2023. (Appendix 1a).	Apologies were received from BBCllr Abood. BBCllr Wheeler's report was circulated ahead of the meeting and the following updates were provided by BBCllr Wheeler at the meeting: • Bedford Borough Council had intended buses to double back at the top of Burgoyne Avenue (Cranfield Road end) – this never came to fruition and it was unclear how this could ever have been achieved; • Bus stops were positioned on the incorrect side of Burgoyne Avenue, despite the parish council and bus companies stating the safest route would be the opposite of that now in force. The safest route would have directed buses down Cranfield Road and left into Burgoyne Avenue, negating the need to cross any flow of traffic; • Bedford Borough Council did have a say in the timings of bus services and it was hoped provisions could be made for a later bus service (currently 6.45pm) plus a Sunday service to mirror the current 53 route; • It was noted school buses would be using Burgoyne Avenue after the next half term holidays. School bus services would cease once the two-tier educational system went operational. No further comments received.	BBCllr/Cllr Wheeler to take forward. Clerk to keep on file.	N/A. N/A.

	Forest of Marston Vale – updates on the Woodland Creation Scheme at Berry Wood.	No further comments received.	Clerk to keep on file.	N/A.
FC23/097	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.
FC23/098	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 12th April 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 29th March 2023.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/099	Matters arising from the minutes – for information only. - FC23/084 + FC23/109 – Community Centre at Berryfields. Refer to agenda item FC23/109. - FC23/084 + FC23/109 – 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 FC23/109. - FC21/139 – Parking Restrictions/Yellow Lining at various sites. Yellow lining works in part remain outstanding at Hall End and BBCllr/Cllr Wheeler continues to chase. - 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	No further comments received.	Clerk to keep on file.	N/A.

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	with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council). • 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. 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. Hearing Sessions of the Examination have been arranged in two blocks. The first block of hearing sessions opens Monday 12th June 2023 at 12 noon and will run for two weeks. The second block of sessions opens Monday 11th September 2023 at 12 noon and will run for two weeks. All sessions in block one and the first week sessions in block two will be held in person at Bedford Council Offices, Cauldwell Street, Bedford, MK42 9AP. The second week sessions in block two are likely to be virtual and details will be confirmed closer to the time. • 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.			
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	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. Timescales are no longer viable – move to close. • FC23/043 – Remodelling of Changing Rooms and demolition of Toilet Block – Recreation Ground, Church Road. The Clerk has been notified that the planning application has been validated by a planning officer. A target date for determination has been set for 23rd May 2023. • FC23/065 – Bedford Borough Council's Overview and Scrutiny Committees' Work Programme Consultation 2023. Resolved 8th March 2023 (FC23/065) to request the O&S Committee responsible for Highways Works consider whether support/advice provided to rural parish councils was adequate. The clerk has received confirmation this would be forwarded to members following the May 2023 elections. • FC23/087 – Recent installation of a zebra-style pedestrian crossing on Fields Road. Resolved 12th April 2023 (FC23/087) to request a final breakdown of costings relating to this installation. This information will be taken to a future meeting of Full Council when received and the clerk has requested the same from Bedford Borough Council.			
FC23/100	Chairman's report – for information only.	Cllr Lloyd confirmed he, the clerk and BBCllr/Cllr Wheeler were meeting with Mayor Wootton on 25 th May 2023. A list of issues and outstanding	Clerk to keep on file.	N/A.

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		projects had already been provided to Mayor Wootton ahead of the meeting.		
FC23/101	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).	No report or project action plan as this committee/steering group had not met since 15 th March 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/102	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.
FC23/103	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.
FC23/104	To receive, review and adopt the (Full Council) Project Action Plan for 2023-24, to determine which projects will be taken forward during 2023-24, 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. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC23/105	To receive, review and adopt all Risk Assessments for 2023-24, 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 following risk assessments: • Fun Fest (BBCllr/Cllr Wheeler confirmed he would liaise with the army cadets regarding first aider numbers); • Generator; • Marquee. Further resolved to receive, review and adopt 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.
FC23/106	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Tyerman.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.

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	(to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Lloyd. Resolved by all present.		
FC23/107	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No schedule available due to ongoing works to close year end accounts for 2022-23.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/108	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.	Final reports will be with the Internal Auditor this month.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/109	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> BBCllr/Cllr Wheeler was asked at the last meeting to expedite matters with BBC's Legal Department. No response was forthcoming and it was agreed to raise this at the meeting on 25th May 2023 with Mayor Wootton. <u>Charitable Trust</u> All Charitable Trust risk assessments now featured as a separate table within the parish council's Risk Assessments Plan. The Charitable Trust was awaiting the outcome of its request to use earmarked reserves funding to effect changes to the MUGA surface (incorporated within 2022's RoSPA inspection). <u>Lease</u> No further update received. <u>Meeting Room</u> Members were asked by the Charitable Trust to consider boxing in cabling and were also asked to consider the poor state of some meeting room tables, plus cabling for the sound system. After discussion it was agreed to leave these issues on file.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>MUGA (Multi Use Games Area) Lighting</u> Resolved to accept the quotation from Highlights (Floodlighting) Ltd to add two motion sensors to the current floodlighting system at a cost of £2,880.00 plus VAT. <u>MUGA (Multi Use Games Area) Surface</u> The clerk had received two quotations (the third contractor recommended by Basketball England only dealt with indoor facilities). The second quotation incorporated a 3x3 basketball option and the clerk had requested the first contractor to incorporate a similar quotation for comparison. <u>Pitches</u> Beds FA confirmed it did not have a policy in relation to the hiring of pitches, but stated there was a shortage of adult pitches across the county. It was noted both pitches would be in use next season. Resolved to accept the above agreements and findings. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.		
FC23/110	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> Cllrs Hensher and Lloyd had completed an initial inspection and a report had been provided to Mayor Wootton, detailing flooding issues affecting all areas including footways and sports facilities, plus the disrepair of the same footways and sports facilities.	BBCllr/Cllr Wheeler and Cllr Lloyd to take forward. Cllr Lloyd and the clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

		It was noted Taylor Wimpey Homes Ltd had solved the recent flash flooding (which did seep into a number of dwellings) – caused by a blocked culvert not cleared by Remus Management Ltd. The issue of Cranfield Road flooding remained unresolved (this too has been notified to Mayor Wootton). Mayor Wootton had also been appraised regarding s106 funding of £28k which the parish council wished to utilise to install Electric Vehicle Charging Points at a site within the village.		
FC23/111	To receive the latest draft notes from the Covanta (now Encyclis) Liaison Panel and to resolve a suitable course of action.	The resident in attendance confirmed vigilance was necessary when inspecting notes which were subject to redaction and amendments – this would be addressed at the next CLP meeting. The new Rookery South website was now active and contained October 2022's notes, but nothing prior to 2021. Documentation relation to the Development Consent Order and s106 developer agreement also remained incomplete and these issues would also be addressed at the next CLP meeting. Following April 2023's meeting, concerns were raised that the Environment Agency (EA) was in default addressing air emission breaches, outstanding since August 2022. The EA did not attend that meeting and had stated its wish to reduce attendance from four to two times a year. Roy Romans, Team Leader, Minerals and Waste (Central Bedfordshire Council) was formally writing to the EA to pass on these concerns. Lastly, it was noted Central Bedfordshire Council's website contained a plethora of information which was not available on Bedford Borough Council's website and it was agreed the clerk would take forward a request for Bedford	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Borough Council to provide the same, detailed information. Resolved to note the findings above. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC23/112	To receive, review and adopt the final Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule for the financial year 2022/23 and to resolve a suitable course of action.	Resolved to receive, review and adopt the final Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule for the financial year 2022/23 without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/113	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	This would be discussed at the meeting with Mayor Wootton on 25th May 2023. Agreed to await the outcome of that meeting and bring this agenda item back to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/114	To consider a proposal from the Local Council Consultancy (LCC), consultancy arm of the Society of Local Council Clerks (SLCC) Enterprises Ltd in relation to the ownership/management responsibilities of the Memorial Hall, Bedford Road and to resolve a suitable course of action.	After detailed discussion it was resolved to accept the proposal from the LCC and to inform the Memorial Hall management committee of the same. The Memorial Hall management committee were welcome to attend a future meeting of Full Council to raise any concerns in this respect. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/115	To request Mayor Tom Wootton investigate the conduct of Bedford Borough Council's election count on 5th May 2023 in order to establish why it was one of the last Local Authorities to declare local election results and to resolve a suitable course of action.	After detailed discussion the following was noted: • The motion would be amended to <u>request an appropriate authority</u> investigate the same, rather than Mayor Wootton; • Mayor Wootton would be asked at the meeting on 25th May 2023 to whom the request should best be directed.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.		
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Meeting closed at 8.49pm.

FC23/096

Borough Councillor Update May 2023

Firstly I must apologise for a short report as it went a little quiet over the last month in relation to parish issues and I was tied up in other areas! I would like to thank members for their support and in particular Cllrs O'Dell and Tyerman for their support on election day. As you know, I was re-elected for my third term along with Sue Abood, who begins her first term as Borough Councillor. We still have a lot to do to ensure issues are dealt with before the developers leave their respective sites. I met with Mayor Wootton yesterday and have given him a list of urgent outstanding issues to look into on behalf of the parish council. A meeting has been arranged with the Mayor, myself, Cllr Lloyd and the clerk for the 25th May, which will be opportunity to get projects moving again, which have previously been held up by the Borough Council.

Borough Councillor Jim Weir is the new portfolio holder for Environment, Highways and Transport and will be helping us to get the average speed camera project back on track. This was another project being held back by the Borough Council for some unknown reason. The consultation regarding parking restrictions and a 20MPH speed limit for the Berryfields Estate concludes on 18th May and I hope (subject to no objections) the works will follow soon thereafter. There is an issue concerning uncut and overgrown grass at a number of sites in the village (not under the care of the parish council). Most are bpha (Bedfordshire Pilgrims Housing Association) – owned and I am dealing with their Head Office in the absence of their local officer.

I am staying on as Governor for both schools and will also stay on when Wootton Lower School joins the Multi Academy Trust by the end of this year. The two tier conversion for both schools is still on course and new classroom designs have been done on both sites. I have a meeting with the upper school on 12th May regarding the synthetic pitch so will let you know the outcome soon thereafter.

I am hoping my next report will contain a much more detailed account of Highways and other issues, however I can say Cause End Road has been re-prioritised as urgent in terms of resurfacing, as the temporary fixes outside Tesco are not holding up. I am also looking into the election promises made before election day regarding delivery of a new surgery. A number of residents have mentioned this claim to me, however at the time of this report, neither the surgery or a Senior Officer and Policy Adviser (Health) at Bedford Borough Council knew anything about this promise. To quote the Senior Office and Policy Adviser (Health): “*...at the moment there are no immediate plans for a new surgery nor is there a change in provider of GP services*”. Cllr Lloyd and myself have some thoughts on this subject which I am working on, as it is unrealistic to make such a promise without being able to deliver the same.

I have re-joined some old committees and stood for new ones too, at Borough Hall. These will be confirmed in the coming week but for now, can be listed as Borough Full Council: Children Services, Adult Services, Joint Consultative and Negotiating Committee for Primary and Secondary Education, Health Services, Standards, Fostering Panel, Schools Forum, St John's Hospital Trust, Alderman Newton's Educational Foundation – to name a few!

Looking forward to continuing to work closely with you all.

Outside Wootton

Tom Wootton becomes Bedford Borough's New Mayor

Bedford Borough held local elections on Thursday 4 May 2023. Boundary changes saw an extra six seats across the borough.

The results were as follows:

Appendix 1

Mayor:

- Tom Wootton (Conservative).

Councillors:

- 14 Labour councillors (+3).
- 13 Conservative councillors (+2).
- 13 LibDem councillors (-2).
- 3 Green councillors (+1).
- 2 Independent councillors (+1).

One seat is currently undecided, Wyboston, this is because the winning candidate there, Tom Wootton, was also elected mayor and so has relinquished his seat. A by-election will take place soon to decide the Councillor here.

Thousands of Woodland Trees failed (2019 - 2021)

Approximately 40-50% of Bedford Borough's woodland plantations (trees) have failed to take root and died between 2021 -2022 – this is double the expected 20-25% trees that are naturally lost.

The majority of losses were at Jackman's farm with the losses attributed to the extreme summer conditions last year. Watering of large-scale whips isn't industry standard as it is currently deemed less environmental friendly to water large scale sites like Jackman's farm compared to replacing in year 1 and 2.

The Borough does look to replant any lost trees during the summer months each year.

Government money used to successfully finish heritage works on historic Goldings Building

The improvements were delivered as part of the Bedford High Street Heritage Action Zone which is a joint project between the Government backed SEMLEP¹ and Historic England in partnership with BedfordBID and Bedford Borough Council.

The works, which started in 2022, include repairs to the second-floor window, reinstatement of the window on the first floor, a renewed colour scheme for the renowned painted letters on the front façade and installation of bespoke traditional gold 3D lettering above the fascia.

The shop is however, empty with no store currently located in the new building.

Conservative Councillors call for the local plan 2040 to be paused pending national planning policy changes

Bedford's Conservative Councillors had called on the previous Mayor to pause progress on the current Local Plan 2040 as a result of changes to planning policy by central Government and the passage of the Levelling Up & Regeneration Bill, likely to become law later this year.

The current plan proposes a vast swathe of new housing from Kempston Rural, through Stewartby, Wixams, Wilstead, Shortstown to Cotton End which could negatively impact the character of many rural villages and landscapes.

Conservative Councillors believe there may be an opportunity to re-think the plan pending legislative changes. Owing to changes in Bedford Borough Council as a result of the elections, new Mayor, more information will be made available in the future of the Councils positions.

¹ South East Midlands Local Enterprise Partnership.

Government extends £2 Bus fare scheme

The Department for Transport (DfT) led scheme caps all adult single fares at £2 and all return fares at £4 on bus services operated by participating companies. The scheme has now been extended to June 2023.

In Bedford Borough, the following operators have signed up for the scheme:

- Stagecoach.
- University bus (Uno).

Update on future of former Beales and Debenhams sites

The Debenhams site has been closed for 2 years and Beales has been closed for 3 years.

The Council are considering ideas first put forward in the Conservative Group's 2019 response to the Town Consultation which put forth the idea of splitting up large commercial units in smaller stores or separating spaces into retail and living accommodation.

The Borough is considering dividing up the two former department stores into smaller retail units.

The Council is also considering how the block - known as Mayes Yard - could house shops or leisure outlets, with apartments on the upper floors.

Take care.

BBCllr John Wheeler
May 2023

Appendix 1a

FC23/096a April 2023			
40/17058/23	ASSAULT WITH INJURY	30/03/2023	School Lane
40/17164/23	ASSAULT WITH INJURY	31/03/2023	School Lane
40/22060/23	ASSAULT WITH INJURY	26/04/2023	Emerton Way
40/20909/23	ASSAULT WITHOUT INJURY	20/04/2023	Church Road
40/22047/23	ASSAULT WITHOUT INJURY	26/04/2023	Hall End Road
40/22771/23	ASSAULT WITHOUT INJURY	30/04/2023	Denny Street
40/17026/23	BURGLARY - RESIDENTIAL	30/03/2023	Cranfield Road
40/20016/23	CRIMINAL DAMAGE - RESIDENTIAL	16/04/2023	Tithe Barn Road
40/20019/23	CRIMINAL DAMAGE - RESIDENTIAL	16/04/2023	Tithe Barn Road
40/20021/23	CRIMINAL DAMAGE - RESIDENTIAL	16/04/2023	Tithe Barn Road
40/17852/23	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	04/04/2023	Church Road
40/16763/23	CRIMINAL DAMAGE TO A VEHICLE	29/03/2023	Butland Way
40/20022/23	CRIMINAL DAMAGE TO A VEHICLE	16/04/2023	Tithe Barn Road
40/20023/23	CRIMINAL DAMAGE TO A VEHICLE	16/04/2023	Tithe Barn Road
40/20506/23	CRIMINAL DAMAGE TO A VEHICLE	18/04/2023	A421
40/21428/23	CRIMINAL DAMAGE TO A VEHICLE	23/04/2023	Lunniss Way
40/18605/23	HARASSMENT	08/04/2023	
40/19115/23	HARASSMENT	11/04/2023	
40/18596/23	MALICIOUS COMMUNICATIONS	08/04/2023	Cranfield Road
40/20144/23	MALICIOUS COMMUNICATIONS	16/04/2023	Johnson Avenue
40/21690/23	MALICIOUS COMMUNICATIONS	24/04/2023	Moore Gardens
40/20156/23	OBSCENE PUBLICATIONS ETC	16/04/2023	
40/22781/23	OTHER CRIMINAL DAMAGE	30/04/2023	Denny Street
40/19647/23	OTHER THEFT	14/04/2023	Folkes Road
40/19468/23	PUBLIC FEAR ALARM OR DISTRESS	13/04/2023	Hall End Road
40/19858/23	PUBLIC FEAR ALARM OR DISTRESS	15/04/2023	Fields Road
40/21875/23	PUBLIC FEAR ALARM OR DISTRESS	25/04/2023	Hall End Road
40/22379/23	PUBLIC FEAR ALARM OR DISTRESS	28/04/2023	Lorraine Road
40/22834/23	PUBLIC FEAR ALARM OR DISTRESS	30/04/2023	Crisp Meadows

Appendix 1a

40/22833/23	SHOPLIFTING	30/04/2023	Folkes Road
40/16784/23	STALKING	29/03/2023	
40/20499/23	THEFT FROM A MOTOR VEHICLE	18/04/2023	Hillcroft
40/22766/23	THEFT FROM A MOTOR VEHICLE	30/04/2023	Clews Grove
40/19181/23	THREATS TO KILL	11/04/2023	Juffs Lane

FC23/097

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

Significant issues are emailed at the time of receipt.

FC23/101

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

No report or project action plan as this committee had not met since 15th March 2023.

FC23/102

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/103

Planning & Environment Committee Report

12th April 2023

Matters arising from the minutes – for information only

See under 26th April 2023.

Report from Outside Organisations – for information only

Bedford Borough Council. Ravensden Neighbourhood Development Plan has been adopted in Bedford Borough. The plan was made by an Executive Decision on 16th March 2023 and will now form part of Bedford Borough Council's development plan, meaning its policies will be used alongside other adopted local plan policies when determining planning applications within Ravensden parish. To view a copy of the plan and all relevant information please click [here](#).

Planning Applications – for resolution

Spokesperson One

Refer to Appendix One.

Spokesperson Two

This spokesperson stated they had lived in Studley Road since 1970 and understood Cowlgrove Ltd's original planning application referenced the relevant area of land as a play area or open green space.

Spokesperson Three

This spokesperson understood Bedford Borough Council had written to Cowlgrove Ltd in 1997 in relation to a breach of planning conditions – namely that tree planting within the area had not been undertaken. It was their understanding this was an area of open green space (and therefore amenity land), as opposed to a play area.

Spokesperson Four

This spokesperson referenced the footpath which had been used as an access point to fields and was now a safe route to school and access point from Studley Road to the Little Wootton development, via Latimer Close. They also referenced Wootton's

Neighbourhood Development Plan which had identified alternative sites for development. The spokesperson noted the parish council had maintained the grass since 2014, following Cowlgrove Ltd's placement into receivership in 2012 and also following complaints that the area had fallen into disrepair. A temporary fence erected by Cowlgrove Ltd and due for replacement by them, remained in place, also in a state of disrepair.

Before members had opportunity to speak, Cllr Lloyd requested an agenda item for the next meeting of this committee – namely to engage with the applicants of this planning proposal to discuss the parish council's ongoing grass maintenance and remedial works to the temporary fencing.

Cllr Lloyd then detailed a visual display of the land in question (Appendix Two), which detailed the turning bay and lighting columns in the area. After detailed discussion the following material considerations were deemed appropriate when objecting to the proposal:

- The footpath crossing the proposed site was adopted Bedford Borough Council land and formed a safe route to school (Wootton Upper School and buses to Kimberley College) by students from the north of the village. It was also well used by other pedestrians and houses three borough council-owned street lighting columns, one of which was only recently installed by the borough council in response to

concerns raised that the safe route to school was dark in winter months. One column was so close to the proposed driveway it would have to be moved;

- Highways safety concerns. The use of the turning bay by vehicles entering or leaving the proposed dwelling would be hampered (likely at all times) as the bay was already regularly used as a parking spot for other vehicles;
- The proposal was an over development of the site;
- The proposal would adversely affect the existing street scene.

In addition to the above material considerations, the following points were taken from Wootton's Neighbourhood Development Plan:

- The Neighbourhood Development Plan references low density development and the accompanying Village Design Statement specifies 20 dwellings per hectare;
- Objectives (Housing) Page 18 (1b). This application was not in the right location (given the safe route to school) and did not protect the village from poorly placed development;
- Objectives (Housing) Page 18 (1e). This application was not sympathetic to the area;
- Objectives (Environment) Page 18 (2a). This application did not protect, improve or enhance community open space;
- Objectives (Environment) Page 19 (2d). This application did not protect the ecological corridor between Studley Road and Latimer Close;
- Objectives (Sustainable Community) Page 19 (5b). This application did not ensure the continuation of a safe route to school nor did it consider the needs of pedestrians or cyclists.
- Objectives (Sustainable Community) – Page 20 (5c). This application would not seek to reduce traffic congestion in the area;
- Policy W1 (New Residential Development) – Page 21 (d). This application would affect and compromise an area of open land which has great significance to the form and character of the village, given it was used as a safe route to school;
- Policy W1 (New Residential Development) – Page 21 (h). This application would not seek to protect or enhance the existing corridor for local habitats or wildlife;
- Policy W2 (Housing Delivery) – Page 22. Wootton's Neighbourhood Development Plan had identified sites for up to 105 homes and did not include this site;
- Policy W7 (Local Housing Needs) – Page 25. This policy identified a need for starter/affordable housing or bungalows aimed at (for sale or rent) young people and/or the elderly. This proposal did not accord with that policy;
- Policy W8 (Residential Parking in New Developments) – Page 26. This policy stated proposals should provide sufficient parking to meet assessed need and noted that additional on-street parking should not result in congestion for other road users, nor cause a serious threat to road safety. Whilst sufficient parking spaces were provided, the proposed use of a turning circle was misleading as the existing bays were in constant use for vehicular parking.
- Policy W12 (Development Design Criteria) – Page 29 (c). This application did not protect or enhance the existing street scene nor would it protect adjacent properties from being overlooked or loss of daylight and sunlight. It would create both visual bulk and noise pollution.

Were Bedford Borough Council minded to grant permission, the following planning conditions would be necessary:

- Developers during construction and afterwards must maintain and keep clear the existing safe route to school (as adopted by Bedford Borough Council). There can be no diversions, obstructions or endangerment to anyone using it. The pavement must remain clean at all times to avoid pedestrians facing health and safety issues with a muddy surface.

Cllr Lloyd thanked the clerk for giving up time from their annual leave to begin preparations ahead of this meeting and urged all members of the public present to ensure anyone over 18 years of age in the same household submit their own objections.

Resolved **TO OBJECT** using the above material considerations and objectives/policies from Wootton's Neighbourhood Development Plan.
Proposed: Cllr Lloyd.
Seconded: Cllr Randell.
Resolved by all present.

Cllr O'Dell then suspended the meeting for two minutes to allow all members of the public to leave.

23/00632/FUL – 3 Stevenson Walk. Single storey rear extension.
Resolved **NO OBJECTION**.
Proposed: Cllr Noakes.
Seconded: Cllr Randell.
Resolved by all present.

23/00633/FUL – Keeley Grange. Replace existing summer house in the rear garden with a new summer house and relocate existing summer house to the wooded area at the front of the house.
Resolved **NO OBJECTION**.
Proposed: Cllr Noakes.
Seconded: Cllr Randell.
Resolved by all present.

23/00647/LBC – The Chequers Inn PH, 47 Hall End Road. Internal alterations to the kitchen and cellar, including relocation of dividing wall to increase the kitchen area, making good floors and ceilings, installation of new commercial kitchen, along with electrics and plumbing and the relocation of the kitchen door from the public bar.
Resolved **NO OBJECTION**.
Proposed: Cllr Noakes.
Seconded: Cllr Randell.
Resolved by all present.

23/00679/FUL – Changing Rooms, Church Road. Change of use of part of changing rooms and associated store rooms to Sui Generis for kitchen serving hot and cold take away food and drinks with associated toilet facilities, erection of bin store enclosure and installation of photovoltaic panels to roof (amended since the publication of this agenda by Bedford Borough Council to change of use of part of changing rooms and associated store rooms to Sui Generis for kitchen serving hot and cold drinks and cold snacks with associated toilet facilities, erection of bin store enclosure and installation of photovoltaic panels to roof).
Resolved **NO OBJECTION**.
Proposed: Cllr Noakes.
Seconded: Cllr Randell.
Resolved by all present.

Resolutions

P23/088 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request that BBCllr Wheeler be asked to call in planning application 23/00588/FUL to be considered by the Full Planning Committee of Bedford Borough Council.
Proposed: Cllr Noakes.
Seconded: Cllr Lloyd.
Resolved by all present.

P23/089 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved that Cllr O'Dell attend the relevant Full Planning Committee meeting of Bedford Borough Council as a representative of Wootton Parish Council.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

APPENDIX ONE

OBJECTION TO PLANNING APPLICATION

Site: Land adjacent to 61 Studley Road, Wootton, MK43 9DL.

Application No.: 23/00588/FUL

Background:

The strip of land immediately adjacent to houses No. 61 and 77 Studley Road has been maintained for many years by the residents, including extensive hedge and grass cutting, with no compensation from the landowner Cowlgrove. There has been no interest by the owners in this area of land since it was completed in approximately 1995. However it is of great value to the neighbourhood.

Objections within Material Planning Considerations:

1. Adverse impact on nature conservation interests & biodiversity opportunities:

a. The clearance of the site will result in the loss of established trees, shrubs and grass habitat, which provides biodiversity and likely habitats for bats, toads and birds. Any replacement planting in the plans is of a considerably smaller scale than that lost, exacerbated by 25m² of proposed concrete driveway, where once stood trees. Part of the plans would result in the destruction of established flower beds managed by the residents of 61. New tree planting had begun on the proposed site to help with drainage issues and to replace a tree that died within the hedgerow. There is no inappropriate use of the land at present, as it is valued and maintained by nearby residents.

2. Highway Issues:

a. The cul-de-sac in Studley Road regularly sees traffic congestion with residents' existing vehicles needing extra parking, delivery vehicles, upper school parents waiting for students, and visitors. When the street is at full capacity, there is limited or no space for turning vehicles.

b. Wootton Upper School is set to expand in the next few years, which will mean even more parents using this residential road to park in at drop off/pick up times, causing even more blockages of driveways and turning areas.

c. Safety concerns: during the construction of the property the pathway will be obstructed by building materials and scaffolding, forcing pedestrians into the road and onto private property in order to reach the safe school route. Alternative routes will mean that all the pedestrians are required to walk around the Cause End Road/Church Road pavements, which are very narrow and on a blind corner, which is made worse by the road narrowing, school traffic and the passing buses, putting the youngsters at risk.

d. The loss of the streetlamp will further impact the safety of pedestrians and drivers, and the planned new driveway involves driving over the busy footpath. This area is very dark in the winter evenings without the streetlamps, a new one of which has recently been fitted in the alley due to this safety concern.

e. There is no space or parking available for construction vehicles in the cul-de-sac, since it would cause blockages of driveways and access for vehicles such as council bin lorries or emergency vehicles.

f. The collection of the wheelie bins from the proposed property has not been provided for, since bins cannot block the pathway used daily by pushchairs and a mobility scooter, or on the road due to the use of the 'turning area'. On the plans the 'bin collection area' has incorrectly been sited on land owned by No. 61. This will not be acceptable, nor is it practical, since that space is often behind parked cars.

3. Layout and density of building:

a. The proposed house design is not in keeping with the rest of this 90s development, instead resembling a house within the new developments of Wootton such as those in the Folkes Road. The design of the property states that it will have white window frames, however virtually all the houses in the road have brown window frames.

4. Overshadowing/loss of outlook:

a. The area of trees, shrubs and grass provides a green respite for the neighbourhood, from the nearby over-developments that resulted in the loss of outlook for many of the homes in the street. If this development was permitted, it would result in no green areas at all being visible from homes in this area of Studley Road. These homes are already overlooked by neighbours at the back, and the loss of the green area at the front would be great.

5. Physical Infrastructure:

a. This area of Wootton suffers considerably from flooding, with very poor drainage. The back garden **floods** at the adjacent property, after **every** rainfall. The use of soakaways is completely ineffective in this immediate area, especially during wet periods. A big concern is that it will increase the flooding into the property at No. 61, since it is of slightly higher elevation. The loss of all the trees and grass on the proposed site will also remove the natural water absorption, creating even more flooding issues.

b. The new housing estate off Roseberry Avenue and Latimer Close that was built recently and involved the removal of natural drainage areas, has already raised the water table in Studley Road, causing flooding and sodden grass for months at a time, for a number of homes.

6. Inappropriate Landscaping:

a. The planned landscaping has not shown consideration to the adjacent property, where drawings show the blocking of existing gate access into the garden, which is required for wheelie bin access and maintenance. There is also very little green replanting, compared to that which will be removed by this development.

Conclusion:

It is of our opinion that this proposed planning application is concerned not with creating more, suitable housing for Wootton, but instead only with creating profit from a small greenfield space.

The impact of the construction period will be extremely detrimental to the residents and users of Studley Road and the safe footpath to school, including with safety concerns and definite traffic issues. A better use of the land would be to either leave it as it is, or as a parish owned, resident maintained, community garden, or to be included in the Marston Vale forest project.

APPENDIX TWO









1st BBC lamp post on safe route to Wootton Upper School via Little Wootton

**2nd BBC lamp post on safe route to Wootton Upper School
via Little Wootton**



3rd BBC lamp post on safe route to Wootton Upper School via Little Wootton



Highway Safety - Parking - Pedestrian Safety



The developers are proposing to use the bay (highlighted above) as a turning aid so that vehicles at this proposed development do not have to reverse the entire length of the street in order to turn around. Even in the developer brochure (23+00588+FUL + V07— see top right), the bays are full. Observations show this area is frequently used as vehicular parking. It should be noted this bay forms part of the public highway and as such cannot be annexed for private use.

26th April 2023

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 has been informed all works are complete and a payment plan is being prepared by Bedford Borough Council ahead of ownership transfer.

Planning Applications – for resolution

23/00801/FUL – Sondale House, Wootton Green. Front entrance porch extension with balcony over, raise roof height of existing single storey utility room to side and alterations to windows and doors.

Resolved **NO OBJECTION.**

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

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

22/00245/FUL – 13 Payne Road. Single storey front/side extension and single storey rear extension. This council previously raised NO OBJECTION.

22/02756/FUL – 86 Folkes Road. First floor side extension to increase roof height of bedroom over garage and external alternations (revised scheme). This council previously raised NO OBJECTION.

22/02222/FUL – 8 Robinson Close. Proposed two storey rear extension. This council previously raised NO OBJECTION.

No further comments received.

Planning Applications withdrawn (notified by Bedford Borough Council) – for information only

23/00561/FUL – 2 Ashpole Avenue. Change of use from a single residential dwelling (Use Class C3(a)) to use as a children's home (Use Class C2) for up to three children. Erection of detached bin and cycle stores in connection with the proposed change of use.

This application was withdrawn before the parish council had opportunity to comment.

Planning (other – including Bedford Borough Council and the Secretary of State)

22/02493/FUL – 9 Old School Gardens. Single storey side extension. An appeal against Bedford Borough Council's **OBJECTION** to this proposal has been made to the Secretary of State (Inspectorate No: APP/K0235/D/23/3317180). There is no opportunity for interested parties to comment at appeal stage, however all representations made in relation to the application (pre-determination) will be forwarded to the Planning Inspectorate and appellant.

This council previously raised **NO OBJECTION**.

Resolutions

P23/101 – To consider a response to Bedford Borough Council in relation to its proposal(s) to introduce a 20MPH speed limit on roads within the Berryfields Estate, parking restrictions at points in Ashpole Avenue, Folkes Road and Harris Way, school keep clear markings on Ashpole Avenue, Folkes Road and Harris Way and the formal installation of a zebra crossing on Folkes Road and to resolve a suitable course of action.

After detailed discussion, the following was noted (see also Appendices One and Two):

- Members approved Bedford Borough Council's proposal to introduce a 20MPH speed limit to all roads within the Berryfields Estate;
- In terms of parking restrictions, it was noted the plans provided by Bedford Borough Council were ambiguous – with references to both single and double yellow lining in the same areas. This required clarification;
- Harris Way (housing side) required double not single yellow lining;
- Harris Way required a hashed area by the access point to the recreation area, given this was the only access point for emergency service vehicles;
- Harris Way (lay by side) required lining works to extend into the bay at both ends, to prevent parked vehicles obstructing traffic;
- Ashpole Avenue required an extension to proposed lining works to mirror the original lining before the road was resurfaced;
- Proposed zig zag school entrance lining works were accepted;
- The proposed zebra crossing required either white zig zag markings or white dash lines in the middle (the latter, if the road were less than six metres wide). Clarification was sought from Bedford Borough Council. Bedford Borough Council would also be requested to confirm whether an anti-skid surface (to match that applied on Fields Road) would be added and whether the same surface would also be added to all crossings approaches within the village.

Resolved to accept the above findings.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

The clerk was instructed to include an agenda item in September 2023 for this committee to discuss possible, additional 20MPH speed limit zones elsewhere in the village.

P23/102 – To consider the proposed diversion by Bedford Borough Council of Public Footpaths Woo/19 and KER/38 in the environs of Mortal Man Farm and to resolve a suitable course of action.

Resolved to approve the proposed diversion without further comment.

Proposed: Cllr O'Dell.

Seconded: Cllr Noakes.
Resolved by all present.

P23/103 – To consider next steps in relation to the parish council’s ongoing maintenance of the grassed area of land off and adjacent to 61 Studley Road and disrepair of fencing at the rear of 16-26 Studley Road and to resolve a suitable course of action.

After detailed discussion the following was noted:

- The clerk was instructed to write to the landowner and request suitable repairs to their fencing, as it presented a health and safety risk;
- The clerk was also instructed to request the landowner pay the parish council £400 per year to continue cutting their grass, or for them to make alternative arrangements to cut the grass themselves, with the proviso the parish council would stop cutting the grass on 1st September 2023 if no response was received.

Resolved to accept the above findings.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

P23/104 – 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.

P23/105 – To consider a response in relation to the ongoing dispute involving (historic) outstanding works to the War Memorial and to resolve a suitable course of action.

Resolved to accept the proposal, which would see the parish council receive a payment of 50% of the outstanding debt, as full and final settlement.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICMM
Clerk to the Council and Responsible Financial Officer
2nd May 2023

FC23/104**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2023 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	Timescale	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Medium	Average Speed Cameras	2023	£240,000	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£320,000	<u>8th February 2023</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council. <u>12th April 2023</u> Design works and final costings for all remaining sites are being prepared by Bedford Borough Council. <u>17th May 2023</u> BBCllr/Cllr Wheeler has been asked to chase for design works and costings. It was noted the parish council was facing additional costings of £10k following a delay by Bedford Borough Council in pushing this project forward and it was hoped a further camera could be financed (not by Wootton Parish Council) to provide coverage as far as Gibraltar Corner.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2023			£23,000	£23,000	<u>8th February 2023</u> The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout. <u>12th April 2023</u> The clerk continues to chase for an update.	Cllr O'Dell
High	Community Centre Lease Agreement (to now include the	2023	£0	£0	£5,000	£5,000	<u>11th January 2023</u> Refer to agenda item FC23/017. <u>8th February 2023</u>	Cllr Bygraves

	car park Joint Use Agreement)						Refer to agenda item FC23/041. <u>8th March 2023</u> Refer to agenda item FC23/063. <u>12th April 2023</u> Refer to agenda item FC23/084. <u>17th May 2023</u> Refer to agenda item FC23/109.	
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues 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 approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings.	Cllr Lloyd
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd
High	Neighbourhood Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<u>11th January 2023</u> Resolved 14th 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. <u>8th March 2023</u> The clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPI units	Cllr O'Dell

							with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th March 2023 (FC23/058) to continue with this project. <u>12th April 2023</u> The clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order. <u>17th May 2023</u> Concerns were still being raised over repairs to the existing (vandalised) RTP1 units as it was thought they would continue to be targeted. BBCLr/Cllr Wheeler confirmed BBCLr Weir, Portfolio Holder for Environment, Highways and Transport would push for roof-positioned units as they would prove cheaper (and more vandal-resilient) in the long term.	
Low	Street Lighting Columns – Transfer to Bedford Borough Council	2023			£20,000	£20,000	<u>8th February 2023</u> No further updates received. <u>12th April 2023</u> The clerk has been informed by Bedford Borough Council the upgrade works have been completed. A payment plan is being prepared for consideration by the parish council.	Clerk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	2023		£700,000 s106 funding (now £812k)		£700,000	<u>8th February 2023</u> No further updates received. <u>12th April 2023</u> The parish council has received s106 funding to cover all invoices previously paid and the project is now within the remit of Wootton Academy Trust to take forward. The parish council will still retain an interest in delivery.	Wootton Academy Trust
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£12,903	£15,000	<u>8th February 2023</u> Cllr O'Dell has 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 will secure planning permission when a subsequent application is made by the parish council. <u>12th April 2023</u> A site meeting has now taken place and Cllr O'Dell has been	Cllr O'Dell

							informed the location may be wide enough, if an area of ditch is piped and in-filled. Bedford Borough Council are identifying the land owner in order to proceed.	
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To be reviewed monthly at Full Council.

FC23/105RISK ASSESSMENTS PLAN 2022-23

WPC² 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 – queries to be addressed by Full Council/updates to be received at Full Council):

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	17.5.23			
Car Parks	SP	17.5.23			
Cemeteries	TBC	17.5.23			
Changing Rooms and Toilet Block	SP	17.5.23	Left on file for now pending extensive remodelling works (and the demolition of the toilet block) – works are expected to commence in 2023		17.5.23 SP
Christmas Street Lighting	SP	17.5.23			
Christmas Tree (including Switch On Event)	SP	17.5.23			
Defibrillators	SP	17.5.23	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		Community First Responders
Fun Fest	SP	17.5.23	JW to confirm that the army cadets can provide first aid if needed		
Generator	GL	17.5.23			17.5.23 SP
Keeley End Pond	GL	17.5.23			

² Wootton Parish Council

Litter Picking (and caretaker)	SP	17.5.23			
Lone & Isolated Working	SP	17.5.23			
Marquee	SP	17.5.23			17.5.23 SP
Memorial Hall Play Area	SP	17.5.23			
MUGA – Church Road	SP	17.5.23			
* Office PAT testing	SP	17.5.23			
Outdoor Film/Cinema Event	SP	17.5.23			
Recreation Ground Gate Duty including volunteers	SP	17.5.23			
Recreation Ground Play Area	SP	17.5.23			
Remembrance Sunday Parade	SP	17.5.23			
Silhouette	SP	17.5.23	Members should determine whether the silhouette should be destroyed given it is damaged		
Skate Park	SP	17.5.23			
Sports Pitches – Church Road	SP	17.5.23			
Sports Pitches – Harris Way	SP	17.5.23			
Street Furniture	SP	17.5.23			
Trees	SP	17.5.23			
Village Sign	SP	17.5.23			
War Memorial	TBC	17.5.23			
Work Station (Clerk) – to include the parish office within the community centre	GL	17.5.23	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		17.5.23 GL

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire					

Community Centre General	BH	14.3.23	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action. Portable Appliance Testing (PAT) testing will be carried out by the Charitable Trust save for items in the parish office which will be carried out by Wootton Parish Council (see * above)		17.5.23 BH
Community Centre Legionnaire's Testing	Caretaker and WPC	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Wootton Parish Council employs uRisk to undertake six monthly and annual inspections		Ongoing
Community Centre Scaffold Tower	BH	14.3.23	None		17.5.23 BH
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

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>