



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 14th June 2023 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Joy Akah-Douglas, Director and Principal, Hillary Cooper Law Ltd was in virtual attendance to update members in relation to agenda item FC23/132. Cllr Lloyd moved this agenda item be heard after agenda item FC23/118 and all 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), Bygraves, Hensher, Noakes, O'Dell, Randell and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: BBCllr Abood, Borough Councillor for Wootton and Kempston Rural. 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
FC23/116	Apologies for absence. Cllrs Swain, Tyerman 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.
FC23/117	Disclosure of local and/or disclosable pecuniary interests.	BBCllr/Cllr Wheeler declared a local interest in agenda item FC23/132 (Governor of Wootton Lower School). Cllr O'Dell declared a local interest in agenda item FC23/139 (his wife was a signatory).	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC23/118	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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Chairman.....

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	No requests received.			
FC23/119	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).	BBCllr Wheeler's report was circulated ahead of the meeting. No further comments received. Concerns were raised at the severity of some crimes. BBCllr/Cllr Wheeler understood many were of a domestic nature.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC23/120	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.
FC23/121	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 Annual Council meeting held on 17 th May 2023. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 17 th May 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 26 th April 2023. 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 15 th March 2023.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. 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. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/122	Matters arising from the minutes – for information only. FC23/109 + FC23/132 – Community Centre at Berryfields. Refer to agenda item FC23/132.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC23/109 + FC23/132 – 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 FC23/132. • 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 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</i>			
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	<i>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. Fuller information can be found here:  FC23-122.pdf • 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. The base is now in situ and bench on order. • 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. The target date for determination was 23rd May 2023 and Coloini + Lane Architecture Ltd have been informed (informally) Environmental Health (who were set to impose a planning condition regarding the kitchen) will now not do so, in light of clarifications received from the parish council. The case officer has requested an extension to 20th June 2023 in order to confirm the same in a written report.			
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	- 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 received confirmation this would be forwarded to members following the May 2023 elections, but has received no further update. - 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. - FC23/114 – Ownership/Management of the Memorial Hall, Bedford Road. Resolved 17th May 2023 (FC23/114) to appoint the Local Council Consultancy to aid with the establishment of ownership/management responsibilities of the Memorial Hall, Bedford Road. The clerk had an initial meeting with LCC on 31st May 2023 and has provided documentation to support the works needed.			
FC23/123	Chairman’s report – for information only.	Cllr Lloyd reported he had met recently with Mayor Wootton who confirmed there was no Bedford Borough Council budget to facilitate the installation of average speed cameras. Mayor Wootton was perplexed over Bedford Borough Council’s significant delay (from 2019) in installing the remaining average speed cameras in Wootton, given they were being financed by the parish council. Mayor Wootton confirmed he would also investigate the land ownership query outside St. Mary’s Church and the lack of response to the parish council’s recommendations regarding	Clerk to keep on file.	N/A.

		implementation of parking restrictions within the Berryfields Estate. Cllr Lloyd then confirmed average speed camera data for both Cranfield and Fields Road recorded 64 in total for April and 36 in total for May.		
FC23/124	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 O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/125	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.
FC23/126	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.
FC23/127	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: BBCllr/Cllr Wheeler. Seconded: Cllr Randell. 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.
FC23/128	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).	BBCllr/Cllr Wheeler confirmed the army cadets would provide first aid assistance if required. Cllr Bygraves confirmed he would suitably dispose of the damaged silhouette. Resolved to note the above and receive, review and adopt the Fun Fest risk assessment. Further resolved to receive, review and adopt risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/129	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/130	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 2023.
FC23/131	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/132	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>including the appointment of a contractor to undertake remedial lining works to the Harris Way Multi Use Games Area.</u>	<u>Car Park Heads of Terms/Joint Use Agreement</u> Joy Akah-Douglas joined the meeting at 7.30pm and an hour was spent discussing a number of clauses within the JUA. These were in summary: • Confirmation that Bedford Borough Council's solicitor was acting for them alone and the Board of Governors acted on behalf of Wootton Lower School. • An independent adjudicator would be appointed (member of the Royal Institution of Chartered Surveyors) in the event of an unresolved dispute. Wootton Parish Council would accept an initial outlay capped at £5k in this respect, but with a caveat that whoever raised the dispute paid the initial outlay. • The parish council was willing to accept a 25%/75% split of costings (in its favour) in relation to repairs. If not accepted, the parish council was willing to accept 30%/70% but no higher. • Joy's other recommendations were accepted and it was agreed if a further meeting were	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		needed, this would be held with Cllr Lloyd and the clerk. Joy confirmed the lower school's transfer to the Chiltern Learning Trust would have no impact on the validity of the JUA, moving forward. Joy then left the meeting at 8.30pm. <u>Charitable Trust</u> Cllr Hensher confirmed the charitable trust was working to remedy the findings in a recent fire risk assessment undertaken by Fury Fire. Cllr Bygraves confirmed that whilst rentals had been good in May, the charitable trust was still losing an average of £750 per month – mostly due to the rise in utilities. <u>Lease</u> No further update received. <u>MUGA (Multi Use Games Area) Surface</u> Resolved to accept the quotation from Commercial Play, Option One at a cost of £5,900.00 plus VAT. Further resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC23/133	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> BBCllr Jim Weir, newly appointed Portfolio Holder for Environment, Highways and Transport was appraised on the following issues at a meeting of the Leisure & Amenities Committee including Roads & Pavements Safety Steering Group on 24th May 2023:	BBCllr/Cllr Wheeler and Cllr Lloyd to take forward. Cllr Lloyd and the clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

		- Folkes Road pedestrian crossing (no centre lining/markings, no non-skid surface and was poorly lit at night; - Lining works for Ashpole Avenue, Folkes Road and Harris Way – a number of clarifications had been sought from Bedford Borough Council. Despite BBCllr Weir’s investigation, it was disappointing to note the parish council’s comments in relation to the issues above were not considered by Bedford Borough Council. The parish council had since also responded to a Bedford Borough Council consultation on a bus gate proposal for Folkes Road, noting the following and was awaiting a further response: - The average UK bus width is 8ft 4in and the road width is 14 ft. Therefore, vehicles would not be able to pass one another (as was detailed in the proposal); - The route should be one way only (as currently operated – ingress from Ashpole Avenue and egress onto Folkes Road); - The route should be for buses only (no other vehicles including taxis or cyclists). <u>Fields Road Crossing</u> Delivery of a Toucan style crossing for Fields Road was also part of the Berryfields s106 agreement. The following was noted: - The clerk had requested a breakdown of costings, given a (significantly cheaper) zebra-style crossing had been installed; - The installation was in the wrong place and whilst it was accepted this could		
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		not be remedied, the style of crossing could be; • Clarification was needed regarding the recently-widened pavement. Cllr Lloyd confirmed he had seen documentation which confirmed the facility was dual purpose (cyclists and pedestrians) – meaning a Toucan-style crossing was imperative; • It was further noted that tactile paving and a dropped kerb had been installed further along Fields Road (heading into the village) – but only on the south side. <u>Berry Wood (FRS)</u> Mayor Wootton was investigating the following issues on behalf of WPC: • Whether WPC would receive s106 funding of £28k to site Electric Vehicle Charging Points at a site(s) in the village (not Berry Wood FRS); • Flooding issues – internal footways and play areas; • Poor finish of internal footways. Resolved to note the above. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.		
FC23/134	To receive and approve the Internal Audit report for year end 2022/23 and to resolve a suitable course of action.	Resolved to receive and approve the Internal Audit report without further comment. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/135	To review the effectiveness of the Internal Audit for year end 2022/23 and to resolve a suitable course of action.	Resolved to review and approve the effectiveness of the Internal Audit without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/136	To receive and approve the Annual Governance Statement 2022/23 (Section 1 – Annual Return for the year ended 31st March 2023 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2022/23 (Section 1 – Annual Return for the year ended 31 st March 2023 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/137	To receive and approve the Accounting Statements 2022/23 (Section 2 – Annual Return for the year ended 31st March 2023 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2022/23 (Section 2 – Annual Return for the year ended 31 st March 2023 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/138	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Given no further update had been received in relation to payment of s106 funding to Wootton Parish Council, it was agreed to take this agenda item to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/139	To receive a report from Cllr O'Dell regarding dangerous driving conditions on Mepham Road and delivery of a resident petition to Bedford Borough Council seeking road safety measures relating to the same and to resolve a suitable course of action.	Cllr O'Dell detailed the contents of the petition which called upon Bedford Borough Council to <i>"...implement road safety measures in Mepham Road to avoid the potential for vehicle collisions at the first 100 yards at its junction with Bedford Road"</i> . The petition had been signed by 58 residents and would be presented by Cllr O'Dell to the borough council on Friday 16 th June 2023.	Cllr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Clr O'Dell confirmed he would provide a copy of the same to the clerk. Resolved the parish council would support the petition and the clerk was instructed to inform Bedford Borough Council of the same. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
FC23/140	To appoint a representative to the Memorial Hall Committee and to resolve a suitable course of action.	Resolved Cllr Randell be appointed as the parish council representative. Proposed: Cllr Lloyd. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/141	To approve Cllr Tyerman's appointment as a representative of the Wootton Church and Poor's Land Charities and to resolve a suitable course of action.	Resolved to inform the charity of Cllr Tyerman's wish to serve as a trustee. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/142	To receive a recommendation from the (advisory) Finance & General Purposes Committee that a staffing appraisals system for Wootton Parish Council be approved and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/143	To receive a recommendation from the (advisory) Finance & General Purposes Committee that the Terms of Reference for the advisory Finance & General Purposes Committee be amended to extend its executive powers to include staff appraisals and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/144	To receive and approve an updated CCTV Code of Practice and to resolve a suitable course of action.	Resolved to receive and approve the updated CCTV Code of Practice without amendment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.22pm.

Full Council Minutes 14th June 2023

Chairman.....

Date 12th July 2023

FC23/119

Borough Councillor Update June 2023

Good evening all.

It has certainly been a busy few weeks since my last report – if I haven't been at Borough Hall, then I have been visiting the village schools and been out and about around the village. The good news is at long long last, we seem to be moving in the right direction in relation to Wootton's outstanding issues. As mentioned previously, myself, Cllr Lloyd and the clerk met recently with Mayor Wootton and BBCllr Jim Weir, Portfolio Holder for Environment, Transport and Highways attended a Leisure & Amenities Committee including Roads & Pavements Safety Steering Group meeting. Both the Mayor and BBCllr Weir are taking our issues forward with the relevant departments at Bedford Borough Council and I hope to have a site visit soon to address the issues within the Berryfields estate.

Borough Council officers are also putting together a schedule covering the outstanding resurfacing of Cause End Road, Payne Road pavements and the dropped kerbs in Lorraine Road. Mayor Wootton has said he would like to attend a future parish council meeting to provide an update on those outstanding issues he is investigating. This will be a useful opportunity for members to address any other issues or concerns with him.

The two tier education system for Wootton is still on track and I have attended several meetings in the last week on this issue, including a presentation at Cranfield by Central Bedfordshire Council. There are a number of issues to resolve but I am sure Central Bedfordshire Council will soon iron them out. I also attended a presentation last week at Kimberley College, with BBCllr Jane Walker, Portfolio Holder for Family, Education and Children's Services. I was impressed by what the college has achieved – a hidden gem in Borough!

Wootton Lower School's May Fair was well attended and raised an impressive amount for the school. A big thank you to the PTFA, school staff and BBQ team.

As I am sure you know, I was appointed Deputy Speaker for Bedford Borough Council for this municipal year. This is an honour and I looking forward to carrying out the role and becoming Speaker for the council next year.

I shall as always be representing Wootton and Kempston Rural at this year's flag raising event in honour of Armed Forces Day at Borough Hall on 19th June in the morning. If members wish to attend, please let me know (medals may be worn).

As soon as the site visits have been carried out, I will provide you all with an update and all relevant information.

Borough-Wide Issues

By-election in Wyboston Ward, Bedford Borough

A by-election for a vacant seat in the ward of Wyboston in Bedford Borough will take place on Thursday 29 June 2023. Residents will need to show approved photo ID to vote at a polling station. This includes a current or expired UK passport or driver's licence.

Anyone who does not have one of the accepted forms of ID can apply online for free ID at:

<https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

East West Rail (EWR)

The Government has announced its decision on the proposed route for EWR. This is the first time that Bedford Borough Council has seen this update, the Mayor and Council will now need to review the details of the proposals to better understand the implications for the people of Bedford Borough.

The Mayor and Conservative Councillors have gone on record to express his disappointment in the route choice stating deep concerns over the “deeply flawed 2019 consultation” and “lack of a proper business case” which has resulted a lack of information on the true costs involved in the project and viability of other routes.

Scheme of Delegation

The mayor and officers are reviewing the “Scheme of Delegation” as a matter of priority and will provide an updated scheme that accurately reflects the new council in the near future.

The current scheme had not been updated since 2017/18 under the previous administration leaving it many years out of date – given the time restraints and need for continuity in the council the existing scheme will be used until an updated scheme is provided in the near future.

Tulip bulb giveaway

Bedford Borough Council is offering local community groups the chance to #ColourTheBorough as part of the annual tulip bulb giveaway.

Community groups that would like to collect some tulip bulbs should contact bugsandbees@bedford.gov.uk by Monday 29 May to make a request. When requesting bulbs, please ensure you specify the group you represent and the intended location where you will plant the bulbs.

Park Customer Satisfaction survey

Bedford Borough Council is currently conducting customer satisfaction surveys for two of its award winning parks, Bedford Park and Addison Howard Park.

The survey should take between five and ten minutes to complete and will close on Sunday 18 June 2023 – to access the survey please visit the following links:

- www.bedford.gov.uk/BedfordPark
- www.bedford.gov.uk/AddisonHowardPark

The survey will help to ensure that the parks are meeting the needs of local residents and other park users, while informing the Council’s understanding of where visitors would like to see improvements in order to enhance their experiences.

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)

Ten-year anniversary of The Higgins Bedford

There will be a 'We Are Ten' exhibition at The Higgins Bedford to celebrate ten years since the major redevelopment of our local museum and art gallery.

The free exhibition opens on Saturday 27 May 2023 and runs until Saturday 28 January 2024 and showcases the favourite artworks of various community groups, organisations and individuals who have worked with The Higgins Bedford over the last decade.

There will be two free tours available on Wednesday 21 June:

- Tour one will be 12.30pm – 1pm with Victoria, Keeper of Fine and Decorative Art
- Tour two will be 2pm – 2.30pm with Lydia, Keeper of Social History

Places are limited and so people will need to book in advance to be able to take part.

Great Big Green Week Events in Bedford Borough

The Great Big Green Week will be taking place between the 10th and 18th June 2023. Bedford Borough Council has announced its participation and is planning a wide range of events around this week.

The Great Big Green Week is celebration of community action to tackle climate change and protect nature. Bedford will have Yoga and Wellbeing in the Park, Letters to Tomorrow, a number of walks, a plant sale, talks, litter picks and other events. Find details of everything that is planned in Bedford Borough at <https://greatbiggreenweekb.wixsite.com/my-site/eventsandactivities>.

Bedford Borough Council launches bike donation scheme

Bedford Borough Council is partnering with local charities on a second bike recycling initiative – the donated bikes will go to Bedford Borough residents who are most in need.

The scheme encourages the recycling of old bikes that help promotes sustainable transport choices that not only allow recipients to improve their physical and mental wellbeing, but also increases their independence and ability to travel locally for work and pleasure.

Donations can be dropped off at Priory Marina on Thursday 15 June, 2pm - 6.30pm. The collection point will be in the main car park in front of the lake, near the totem pole. The postcode is MK41 9DJ and What3words is <https://what3words.com/wash.unions.bike>.

BBCllr John Wheeler
June 2023

Appendix 1a

FC23/119a May 2023			
40/27239/23	ASSAULT WITH INJURY	22/05/2023	Ashpole Avenue
40/24019/23	ASSAULT WITH INTENT TO CAUSE S HARM	06/05/2023	Emerton Way
40/23724/23	ASSAULT WITHOUT INJURY	01/01/2023	Hoo Close
40/23808/23	ASSAULT WITHOUT INJURY	04/05/2023	Fields Road
40/23839/23	ASSAULT WITHOUT INJURY	04/05/2023	Fields Road
40/25970/23	ASSAULT WITHOUT INJURY	16/05/2023	Moore Gardens
40/26318/23	ASSAULT WITHOUT INJURY	17/05/2023	Clews Grove
40/27352/23	ASSAULT WITHOUT INJURY	23/05/2023	Bedford Road
40/27543/23	ASSAULT WITHOUT INJURY	21/05/2023	Bedford Road
40/27928/23	ASSAULT WITHOUT INJURY	26/05/2023	EARLY MEAD
40/26179/23	BLACKMAIL	10/05/2023	
40/26656/23	CONTROLLING OR COERCIVE BEHAVIOUR	17/05/2023	
40/25808/23	CRIMINAL DAMAGE TO A VEHICLE	15/05/2023	Ashpole Avenue
40/25951/23	HARASSMENT	12/05/2023	
40/26054/23	HARASSMENT	16/05/2023	
40/26559/23	HARASSMENT	30/04/2022	
40/27506/23	HARASSMENT	24/12/2022	
40/27241/23	OTHER CRIMINAL DAMAGE	22/05/2023	Ashpole Avenue
40/24365/23	OTHER THEFT	07/05/2023	Fields Road
40/23627/23	PUBLIC FEAR ALARM OR DISTRESS	04/05/2023	Hall End Road
40/23871/23	PUBLIC FEAR ALARM OR DISTRESS	06/05/2023	Folkes Road
40/23872/23	PUBLIC FEAR ALARM OR DISTRESS	06/05/2023	Folkes Road
40/23873/23	PUBLIC FEAR ALARM OR DISTRESS	06/05/2023	Folkes Road
40/23876/23	PUBLIC FEAR ALARM OR DISTRESS	06/05/2023	Folkes Road
40/26109/23	PUBLIC FEAR ALARM OR DISTRESS	17/05/2023	Fields Road
40/26545/23	PUBLIC FEAR ALARM OR DISTRESS	30/04/2022	Clews Grove
40/27983/23	PUBLIC FEAR ALARM OR DISTRESS	26/05/2023	Green Lane
40/25865/23	RACE OR RELIGIOUS AGG PUBLIC FEAR	15/05/2023	
40/28419/23	ROBBERY OF PERSONAL PROPERTY	28/05/2023	Mepham Road

Appendix 1a

40/26927/23	SHOPLIFTING	20/05/2023	Folkes Road
40/26427/23	STALKING	18/04/2023	
40/26476/23	THEFT FROM A MOTOR VEHICLE	16/05/2023	A421
40/27053/23	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	21/05/2023	Folkes Road

FC23/120

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

Significant issues are emailed at the time of receipt.

FC23/124

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

24th May 2023

LARP23/023 – To elect a Chairman of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

A nomination was received on the night for Cllr Bygraves. Resolved Cllr Bygraves be appointed Chairman for the ensuing municipal year.

Proposed: Cllr O'Dell.

Seconded: Cllr Hensher.

Resolved by all present.

LARP 23/024 – To elect a Vice-Chairman of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

Not applicable.

Matters arising from the minutes – for information only

(Leisure & Amenities Committee)

- LARP23/021 – Village Planters. Resolved 15th March 2023 (LARP23/021) to accept Cllr Bygraves' recommendation as detailed in the minutes of that meeting. This was subsequently ratified by Full Council on 12th April 2023 (FC23/088).

Roads & Pavements Safety Steering Group

Please refer to the Project Action Plan for fuller information.

Resolutions

LARP23/033 – To review, amend and approve the Roads & Pavements Safety Steering Group Project Action Plan and to take the same to Full Council for formal approval.

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

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

LARP23/033 (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>Summary of 2022</u> - A dropped kerb has not been added at the end of Harris Way to enable emergency services vehicles to gain access to the play area. - Several areas within the estate require repainting of yellow lining/hashing, including Folkes Road and Harris Way. - The pedestrian crossing on Folkes Road is poorly lit school side. <u>18th January 2023</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.

				Paulina Makowska, BBC⁵ Acting Team Leader – Highway & Developer Infrastructure, Engineering Services, 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. <u>15th March 2023</u> BBC confirmed Persimmon were progressing with a Traffic Regulation Order (TRO) proposal, however no formal order or consultation had yet taken place. BBC also confirmed it had no budget to finance an enforcement camera at the bus loop (costings are in the region of £30k). A dropped kerb still had not been installed at the end of Harris Way. Yellow lining/hashing also remained outstanding (including adjacent to the lower school) – BBCllr/CIlr Wheeler had been informed this was due to a high water table and was investigating this issue, given yellow lining had been in place previously, before the area was resurfaced. The pedestrian crossing adjacent to the lower school was still poorly lit and was the only crossing in the village without middle-road zig zag markings.	
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⁵ Bedford Borough Council.

				BBCllr/Cllr Wheeler was asked to raise this anomaly with Persimmon/BBC. After detailed discussion it was unclear which areas were subject to, or required a TRO and BBCllr/Cllr Wheeler agreed to seek clarification. Given the parish council would be consulted on any TRO proposal, it was hoped there would be opportunity to request double yellow lines along Harris Way (houses side) to alleviate congestion during school drop-off and pick-up times. <u>24th May 2023</u> BBC was planning to introduce a 20MPH limit throughout the Berryfields Estate, which was supported by WPC. Proposed zig-zag school entrance lining works were also supported by WPC. WPC had requested clarification from BBC on the parking restriction proposals as follows: • BBC's plans referenced both single and double yellow lining; • Harris Way (housing side) required double not single yellow lining; • Harris Way required a hashed area by the access point to the recreation area, as 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;	
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				• Ashpole Avenue required an extension to proposed lining works to mirror the original lining before the road was resurfaced; • The proposed zebra crossing required either white zig zag markings or white dash lines in the middle (it would be the latter, if the road were less than six metres wide). BBC was also asked 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 crossing approaches within the village. BBC was also planning to make part of Folkes Road a 'bus gate', with traffic (including taxis and cyclists) being able to travel in both directions. WPC had responded as follows: • The average UK bus was 8 ft 4 in wide and the road 14 ft wide. Vehicles would not be able to pass each other; • The route should be for buses only (no taxis or cyclists); The route should be one way only – as currently operated (ingress from Ashpole Avenue, egress onto Folkes Road). BBC had yet to respond to the first two consultations (lining and zebra crossing within the Berryfields Estate), but had responded to the above bus gate observations stating a change to the Traffic Regulation Order would mean re-starting the consultation period, incurring additional expense.	
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				The reasoning in having the current TRO was given as follows: <i>The aim of this bus gate is to support the local bus service. This service travels in one direction and will therefore there (sic) will be no opposing buses. We therefore do not consider it necessary to make this a one way street.</i> <i>We wish to support and encourage cycling in the Borough and would like to encourage children to cycle to school. Cyclists using this bus gate will be kept away from other traffic in the area and the limited number of buses using this road will mean that cyclists will face little conflict. We therefore do not consider it necessary to change this exemption.</i> <i>Any taxi using this bus gate will probably be serving the school. In so doing, it will prevent taxis having to turn around in front of the school and will mean that the passenger door is on the school side. Again we therefore do not consider it necessary to change this exemption.</i> BBCllr/Cllr Wheeler challenged these findings and BBC's response was as follows: <i>The signing will be clear as to which class of users can use the lane. Having children cycling in the lane with parents will hopefully encourage cyclists to school as this will be a virtually vehicle car free lane.</i> <i>Local cyclists can also use this lane when visiting the school or residents in the area.</i> <i>Taxis are used to take children to school - allowing them to use the bus gate will</i>	
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				<i>prevent the need to reverse and turn in the road. Whilst we cannot make taxis use the bus gate, this is an option should they may to consider.</i> <i>The aim of the bus lane is to help the flow of buses in the area. Given the volume of buses (1 per hour) during the day time and not at night, we do not consider that it is necessary to make further amendments to the proposals at this time.</i> BBC further added it would keep the bus gate under observation for six months before determining whether changes were necessary. It was noted there were two, not one, buses per hour using the proposed bus gate. In addition, school taxis had been advised to use the school car park as the preferred drop-off/pick-up point. It was further noted the yellow lining consultation did not propose what was previously in place and what WPC understood to be necessary for the area. For example, hash markings were essential at the end of Harris Way, to prevent the obstruction of emergency services vehicles gaining access to the play area and pitches (which were now in use). It was hoped that BBC would consult with WPC before any further consultations went live, in order to ensure the right measurements were being proposed for the village. After detailed discussion, BBCllr Weir agreed to speak with the relevant BBC officer, to arrange both a site visit and discuss potential for all three	
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				consultations to be revisited as one, incorporating WPC's previous findings and responses.	
Berryfields Estate (road signage).	Cllr Lloyd.	Ongoing.	BBC/ Persimmon.	<u>Summary of 2022</u> Cllr Lloyd provided BBC with a report which detailed several misleading road signs. A further, more detailed report was not produced as BBC had yet to act on the original report. Examples include signage indicating a dead end when none exists. <u>15th March 2023</u> BBCllr/Cllr Wheeler was asked to establish with BBC which roads were to be adopted, as those not being adopted would not carry BBC's emblem. <u>24th May 2023</u> After discussion Cllr Lloyd agreed to provide the original report to BBCllr Weir in order for this to be taken forward with BBC.	Cllrs Lloyd and O'Dell.
Burgoyne Avenue – speeding issues and lorries.	Resident.	Ongoing.	BBC or Developer.	<u>Summary of 2022</u> - Amazon lorries continued to use Burgoyne Avenue (at speed) from Cranfield Road. - A request was made to extend the 20MPH along Burgoyne Avenue from the Amazon roundabout to Fields Road. - Recently installed speed cushions were considered unfit for speed reduction purposes. <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.	BBC or Developer.

				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 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. <u>15th March 2023</u> The developer consortium has declined to meet with BBCllr/Cllr Wheeler and parish council	
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				representatives to discuss the speeding and speed cushion issues raised above. <u>24th May 2023</u> In light of the information detailed under 15th March 2023, members determined to move this item to close.	
Cranfield Road (request for bollards at the junction with Church Road).	Resident.	2023	BBC.	<u>15th March 2023</u> The clerk received and circulated correspondence ahead of this meeting from a resident raising pedestrian safety concerns about the roundabout/pavement at the junction of Cranfield/Church Road. A vehicle came to rest on the verge towards Church Road after mounting the pavement and travelling backwards across the roundabout. It was understood bollards were previously in situ (in part) and a request was made by the resident for BBC to oversee their re-installation. After detailed discussion members agreed that bollards were in situ not as a safety measure, but to stop vehicles parking on the pavement. Bollards would not stop vehicles mounting the pavement and could in fact, increase the likelihood of injury as they were not crash barriers nor capable of absorbing any impact. It was resolved however, to request BBC replace all damaged/missing bollards on the junction of Church Road/Bedford Road (outside Old School Gardens) and to ask BBC to undertake a safety audit of the two bollards close to the vehicular entrance to Old School Gardens. The 'flashing' roundabout sign	BBC.

				(reported on previous occasions) was still not resolved and it was resolved to report this again also. <u>24th May 2023</u> A request that BBC replace damaged/missing bollards as detailed above was ratified by Full Council on 12th April 2023 (FC23/091) and a report had been submitted to BBC. BBCllr Wheeler confirmed BBC would be surveying the area imminently.	
Cranfield Road pinch point (pavement).	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> • BBC recommended removing the traffic island to enable the pavement to be widened to the minimum safety width of 1.2 metres. • Cllr Lloyd offered an alternative solution, better suited to the area. <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. <u>24th May 2023</u> A spreadsheet (Appendix Two) was submitted to BBC in March 2023 and has been updated in red accordingly. The clerk was asked to undertake a	BBC.

				Land Registry search to establish ownership of the land in question needed to deliver Cllr Lloyd's alternative solution.	
Fields Road pedestrian crossing.	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> The installation was delayed due to several factors. <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 Wootton Vale House would continue to be provided. <u>15th March 2023</u> Despite the s106 agreement referencing a Toucan crossing, BBC had installed a zebra crossing, which would not officially open until later in March 2023, due to ongoing BBC contractor issues. BBCllr/Cllr Wheeler confirmed his researcher had requested a breakdown of expenditure, given BBC had received s106 funding of £50k and the zebra crossing was likely to be significantly cheaper at £15k to install. BBCllr/Cllr Wheeler's researcher had also requested information on the balance of funding left and how/where it would be spent. Members were in agreement the crossing should be a Toucan crossing, given the route in question was a safe route to school. WPC had not been consulted on BBCs deviation from Toucan to Zebra crossing, nor was a Deed of Variation to the s106 agreement	BBC.

				seen. BBCllr/Cllr Wheeler was asked to investigate this also. <u>24th May 2023</u> BBCllr/Cllr Wheeler has yet to establish whether a Deed of Variation has been provided (as detailed above). The clerk has requested a breakdown of costings from BBC and has been informed this will be provided when all works are completed. BBCllr/Cllr Wheeler again reiterated the crossing (as well as being the wrong type), was in the wrong place and after discussion Cllr Lloyd agreed to provide BBCllr Weir with a report detailing the timeline of events leading to the current situation after which it was hoped a site visit could be arranged.	
Innovation Park Traffic	Resident.	Ongoing.	BBC/ Goodmans.	<u>15th March 2023</u> A resident had raised issues with the clerk ahead of this meeting, relating to vehicular traffic travelling to/from the Innovation Park. They had indicated they would attend this meeting but did not do so. It was noted ongoing concerns regarding speeding along Burgoyne Avenue and noise pollution had been passed by WPC to the developers/BBC, however as the roads were not yet adopted, no enforcement action was possible. In terms of air pollution, whilst it was possible to professionally monitor the area by the Innovation Park, it would be impossible to pin point whether air pollution was due to the Innovation Park itself, increased	BBC/Goodmans.

				vehicular movement within the village or vehicular movement along the A421/C94. <u>24th May 2023</u> In light of the information detailed under 15th March 2023, members determined to move this item to close.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase regarding yellow lining at Hall End. <u>24th May 2023</u> Cllr Bygraves agreed to speak to the resident in question in order to bring the outstanding works to a close. <u>WHITE LINING</u> <u>Summary of 2022</u> • White lining works at the double mini roundabouts on Fields Road remain outstanding. • ‘Slow’ signage at all points of the double mini roundabouts remain outstanding. <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.	Cllr O’Dell.

				<u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of 'slow' signage at all points remained with BBC for implementation. <u>24th May 2023</u> BBCllr/Cllr Wheeler continued to chase for an update on when the works would be carried out. <u>PAVEMENT PARKING</u> <u>Summary of 2022</u> No further update was received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>Summary of 2022</u> - The following <u>pavement</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: - Foster Way (its entirety); - Lorraine Road (its entirety); - Monoux Road (its entirety); - Payne Road (its entirety). <u>18th January 2023</u> BBCllr/Cllr Wheeler was still chasing the following pavements:	BBC.

				• Foster Way in its entirety (WPC requested works in March 22); • Lorraine Road in its entirety (WPC requested works in March 22); • 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). 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>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works – (refer to the minutes dated 15th March 2023 for fuller information). <u>24th May 2023</u> A spreadsheet (Appendix Two) was submitted to BBC in March 2023 and has been updated in red accordingly.	
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				<u>ROADS</u> <u>Summary of 2022</u> The following <u>road</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: • Cause End Road (vicinity of Tesco's). <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/Cllr 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	
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				system. Those areas selected for works were the 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. <u>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for	
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				consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works. (Members and residents were encouraged to continue to report all potholes and other areas of concern to BBC). Members also resolved that a recommendation be made to Full Council to accept report findings – Appendix Three (a request to BBC for additional areas within Lorraine Road be considered for the installation of dropped kerbs). Refer to the minutes dated 15th March 2023 for fuller information). This was with one caveat – the area leading to garages at the top of Lorraine Road near the Cause End Road junction be included also. The amended report could be taken straight to Full Council. <u>24th May 2023</u> A spreadsheet (Appendix Two) was submitted to BBC in March 2023 and has been updated in red accordingly.	
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, 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	BBC.

				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. <u>15th March 2023</u> A letter was sent by the Clerk to the truck company in question, with no response to date. <u>24th May 2023</u> TI informed the clerk ahead of this meeting that the truck was no longer parking in that area. In light of that information members determined to move this item to close.	
Sanders Way – dropped kerbs	Request from resident.	Ongoing.	BBC.	<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.	BBC.

				<u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed BBC had acknowledged its error and that tactile paving would be added. <u>24th May 2023</u> Timescales for these works were not yet known.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2022</u> • Average speed cameras were now in place on Cranfield Road. • WPC continued to push for all other areas to be taken forward as one project. <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase BBC for an update regarding all outstanding sites. <u>15th March 2023</u> BBC had finally confirmed it would proceed with the installation of cameras along all outstanding sites. Design works and final costings were being prepared. <u>24th May 2023</u> BBCllr Weir confirmed he had been sent the ASC report by BBCllr Wheeler.	Cllr Lloyd.
Summerfield Drive (all estate)	Cllr Lloyd.	Ongoing.	BBC.	<u>Summary of 2022</u> • Grassed footpath within the Summerfield Drive estate have been adopted by BBC but are not being maintained. <u>18th January 2023</u>	Cllr Lloyd.

				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. <u>15th March 2023</u> BBC had confirmed the area had been added to its maintenance schedule, however it was not yet known when works would commence. <u>24th May 2023</u> BBC had now commenced a maintenance schedule. At a meeting of the Planning & Environment Committee on 17th May 2023 (P23/124) it was resolved WPC would not take on the maintenance of this area⁶ due to costings. Members determined to move this item to close.	
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To be reviewed at each Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting.

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

⁶ Other areas within this request included the Berryfields/Fields Road roundabout, Sherwood Close (off Fields Road), Haycroft (off Fields Road) and associated side roads and Summerfield Drive (off Fields Road) and associated side roads.

FC23/125

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/126

Planning & Environment Committee Report

17th May 2023

P23/106 – To elect a Chairman of the Planning & Environment Committee.

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

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/107 – To elect a Vice-Chairman of the Planning & Environment Committee.

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

Proposed: Cllr Lloyd.

Seconded: Cllr Tyerman.

Resolved by all present.

Matters arising from the minutes – for information only

See under 31st May 2023.

Planning Applications – for resolution

23/00526/LBC – 56 Cause End Road. Removal of lime render from gable end and replace with new, paint exterior walls and beams, remove and reapply buttress render, repair and paint external doors and windows.

Resolved **NO OBJECTION.**

Proposed: Cllr O'Dell.

Seconded: Cllr Hensher.

Resolved by all present.

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

23/00467/FUL – 15 and 17 Potters Cross. Alterations to form knock through to join 15 and 17 Potters Cross to form one dwelling.

This council previously raised **NO OBJECTION.**

Resolutions

P23/119 – To consider a new street trading consent outside of Bedford Town Centre for Raffaele Picanza T/A Picanza Snacks and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/120 – To consider a renewal street trading consent outside of Bedford Town Centre for Vincenzo Vaccaro-Notte T/A Gino Soft-Whip and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/121 – To consider a renewal street trading consent outside of Bedford Town Centre for Salvatore Forte (ice cream, ice lollies and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/122 – To consider a renewal street trading consent outside of Bedford Town Centre for Attique Muhammad Akhtar (ice cream, ice lollies and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/123 – To consider a response to Bedford Borough Council in relation to its proposal to make part of Folkes Road a ‘bus gate’ and to resolve a suitable course of action.

Bedford Borough Council’s intention was to enable the bus gate to permit traffic (including taxis and cyclists) in both directions. Cllr Lloyd stated that the average UK bus was 8 ft 4 in wide and the road was 14 ft wide – vehicles would not be able to pass each other.

Resolved to request Bedford Borough Council amend the proposal as follows:

- The route should be for buses only (no taxis or cyclists);
- The route should be one way only – as currently operated (ingress from Ashpole Avenue, egress onto Folkes Road).

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/124 – To consider a request from Bedford Borough Council that Wootton Parish Council take on verge/highways grass cutting in the following areas (not including any areas of open green space):

Berryfields/Fields Road roundabout;

Haycroft (and all associated roads off Haycroft);

Sherwood Drive;

Summerfield Drive (and all associated roads within the estate).

An offer of an additional £113.97 per annum was made by Bedford Borough Council for the parish council to take on these areas. However, it would cost the parish council in the region of £2,000 annually to maintain all areas.

Resolved to decline the request in light of the above information.

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

31st May 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

22/02068/DC3 – Wootton Community Nursery, Innovation Way. Two dropped kerbs and associated works. Please note this is notification of the receipt of amended/additional plans/documents only.

This council previously raised NO OBJECTION.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

23/00969/FUL – 2 Parker Road. Loft conversion with front rooflights and rear dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Resolutions

P23/136 – To consider a renewal street trading consent outside of Bedford Town Centre for Arshad Mahmood T/A Anam Ices (ice cream, ice lollies and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

P23/137 – To receive a report from a resident regarding concerns that bushes within Lorraine Road cemetery are causing damage to fencing between the cemetery and their property and to resolve a suitable course of action.

After discussion it was resolved to remove the bushes (after nesting season) and assess the situation then before determining any further course of action.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Appendix 5

Resolved by all present

Sue Edgar Playford BA (Hons) PSLCC AICMM

Clerk to the Council and Responsible Financial Officer

1st June 2023

FC23/127**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. <u>14th June 2023</u> Following BBCllr Jim Weir's appointment as Portfolio Holder for Environment, Highways and Transport, the report confirming the order for all remaining sites has been forwarded to him, in the hope he can expedite matters.	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.	Cllr O'Dell

							<u>12th April 2023</u> The clerk continues to chase for an update. <u>14th June 2023</u> Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>14th June 2023</u> Refer to agenda item FC23/132.	Cllr Bygraves
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. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer.	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 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. <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 with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8 th 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>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof-positioned RTPi units.	Cllr O'Dell
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. <u>14th June 2023</u>	Clerk

							The clerk has received an invoice but before payment, is seeking confirmation this represents full and final settlement in relation to the transfer.	
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. <u>14th June 2023</u> BBCllr/Cllr Wheeler confirmed the developer consortium had raised concerns over the pitch specifications being 3g rather than 4g, however investigations have confirmed 4g specifications are the same as 3g. Confirmation the developer consortium is content with these findings is awaited. A number of tender applications have been received and a September 2023 start date is anticipated. Additional funding is being sourced by Wootton Academy Trust.	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 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.	Cllr O'Dell

							<u>14th June 2023</u> Cllr O'Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O'Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application.	
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To be reviewed monthly at Full Council.

FC23/128RISK ASSESSMENTS PLAN 2023-24

WPC⁷ assigns all Risk Assessments 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 2023-24 (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 confirmed the army cadets will provide first aid assistance if needed		14.6.23 JW
Generator	GL	17.5.23			17.5.23 SP
Keeley End Pond	GL	17.5.23			
Litter Picking (and caretaker)	SP	17.5.23			
Lone & Isolated Working	SP	17.5.23			

⁷ Wootton Parish Council

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	14.6.23 – as the silhouette is in a damaged state, members resolved it be suitably disposed of		14.6.23 GB
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		17.5.23 BH

			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)		
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>