



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 13th September 2023 at 7.55pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Kay, Noakes, O'Dell, Randell, Swain, Tyerman and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/198	Apologies for absence. Cllrs Bygraves 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.
FC23/199	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/200	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.
FC23/201	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues.	BBCllr Wheeler's report was circulated ahead of the meeting. No further comments were received in relation to that report, however BBCllr Wheeler expressed his disappointment in relation to BBCllr	Clerk to keep on file.	N/A.

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	(Appendix One). To receive crime figures for August 2023. (Appendix One a).	Abood's misleading article on the proposed two tier educational conversion which featured in September's edition of the Wootton newsletter. The article focused on Central Bedfordshire Council and BBCllr Wheeler wished to stress Bedford Borough Council were due imminently to approve funding for the conversion. The lower school remained on target for conversion by 2025 – the upper school on target for conversion by 2028. BBCllr Wheeler stated Wootton was experiencing drug dealing issues presently which was cause for concern. He added, however, a number of organisations including Bedfordshire Police were working to address the same.	Clerk to keep on file.	N/A.
FC23/202	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix Two).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC23/203	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9th August 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 26th July 2023.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/204	Matters arising from the minutes – for information only. FC23/185 + FC23/214 – Community Centre at Berryfields. Refer to agenda item FC23/214.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC23/185 + FC23/214 – 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 FC23/214. • 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. Cllr Bygraves agreed to speak to a local resident in order to move this matter forward. • 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). Cllr O’Dell has requested an update from the Department of Transport, following the consultation’s closure and it understood a consultation response should be published within three months of that closure. • 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</i>			
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	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". 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. Cllr Lloyd and BBCllrs Wheeler and Abood plus the clerk attended a briefing session with LDA Design on 10th August 2023. Whilst Wootton was not facing any further development as a result of the Local Plan 2040, it would be affected by the close proximity of developments at Gibraltar Corner and along the A421 corridor, not least in terms of increased traffic. The need for a continuous green corridor of footways to prevent coalescence between Wootton and Kempston Rural was stressed, as was the importance of using sympathetic			
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	materials to blend new developments in with existing. • FC23/167 – Remodelling of Changing Rooms and demolition of Toilet Block – Recreation Ground, Church Road. See under Project Action Plan moving forward. Move to close. • 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 the following as an update on 25th July 2023 (at the time of publishing this agenda the minutes of the Environment and Sustainable Communities O&S Committee were not available, but the webcast was. It was noted at Full Council on 9th August 2023 this issue was no longer critical following improvements in recent months. Move to close. • 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. • FC23/165 – 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. LCC’s subsequent report states the parish council should be			
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	recognised as the owner of the building and has made a number of recommendations which the clerk is working to complete (see minutes dated 9 th August 2023 for fuller details).			
FC23/205	Chairman's report – for information only.	Cllr Lloyd expressed his wish to stand as a Bedfordshire Association of Town and Parish Councils County Committee representative, following Cllr Wallace's intention to stand down at the October elections. An endorsement of the same was given by all present. Cllr Lloyd also confirmed he and BBCllr/Cllr Wheeler were working towards this year's Remembrance Sunday parade.	Cllr Lloyd to take forward. Cllrs Lloyd and Wheeler to take forward.	N/A.
FC23/206	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 Three).	No report or project action plan as this committee had not met since 19 th July 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/207	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 Four).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/208	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/209	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 Six).	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 Noakes. Seconded: Cllr Tyerman. 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.
FC23/210	To receive, review and adopt all Risk Assessments for 2023-24, including all updates and to resolve a suitable	Resolved to receive, review and adopt the following risk assessment: • Remembrance Sunday.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	course of action on any issues or recommendations arising. (Appendix Seven).	Further resolved to receive, review and adopt risk assessment plan * without further comment. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present. * BBCllr/Cllr Wheeler has received written confirmation from Concept Project Management (Consultants) Ltd that a defibrillator could be added to a Burgoyne Avenue bus shelter. It was understood planning permission to site a further defibrillator on the exterior of The Chequers PH, Hall End, would require listed buildings consent so as an alternative, BBCllr/Cllr Wheeler was asked to investigate the possibility of siting one on a Bedford Borough Council-owned streetlight near the junction of Hall End Road/Hilly Lane.		
FC23/211	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 Kay and Randell. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/212	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix Eight).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/213	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to make changes between Earmarked and General Reserves as proposed by the Clerk and to publish the Earmarked Reserves on the parish council's website. Further resolved to receive and approve both reports without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.

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		Resolved by all present.		
FC23/214	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The clerk had received no further response from Hillary Cooper Law. <u>Charitable Trust</u> The clerk was asked to bring back to a future meeting of Full Council, the possibility of additional car park signage denoting the school car park could be used during relevant hours. Cllr Lloyd added users of the Community Centre and sports pitches should be advised of the same at the time of booking. <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. <u>MUGA (Multi Use Games Area) Surface</u> Initial works due to commence on Saturday 2nd September (vapour cleaning) and week commencing Monday 4th September (new line markings) were delayed and were now scheduled for Saturday 16th September and 18th September. Resolved to accept the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/215	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> It was still not known when parking restrictions works (Ashpole Avenue, Folkes Road and Harris Way) would start in full (although it should be noted since this meeting the clerk has been informed works are starting imminently).		Town & Country Planning Act 1990 & subsequent.

		BBCllr/Cllr Wheeler confirmed the bus gate was now denoted as exclusively buses only, however no additional signage had been added. Poor lighting (school side) at the pedestrian crossing on Folkes Road remained outstanding. Cllr Lloyd wished to add the issue of the school car park lights, which had not worked for a number of years. <u>Fields Road Crossing</u> The clerk had been informed the anti-skid surface works were now completed and had chased again for a breakdown of all costings. A Freedom of Information request would be considered at the next meeting of Full Council if those costings were not received in the meantime. A temporary bus stop was still in situ but needed to be made permanent at the earliest opportunity and marked with a bus cage to mirror others in the village. BBCllr/Cllr Wheeler requested the issue concerning tactile paving in the vicinity of the doctor's surgery (but on the south side of Fields Road only) be brought back to the next meeting of Full Council. <u>Berry Wood (FRS)</u> BBCllr/Cllr Wheeler confirmed he had received verbal confirmation from Bedford Borough Council that s106 funding of £28k could be spent by the parish council on Electric Vehicle Charging Points at a site(s) in the village (not Berry Wood FRS).		
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		The Managing Director of Remus Management Ltd had agreed to meet on site with BBCllr/Cllr Wheeler and others to discuss the poor finish of internal footways and flooding issues along the same footways and also at the play areas. This would be taken forward when the weather would best highlight all issues. Cllr Hensher requested BBCllr/Cllr Wheeler highlight two non-working streetlights in Moore Close (neither had worked since installation). It was unclear whether the tennis courts were for the exclusive use of estate residents or open to all village residents. Cllr Bygraves was checking a management lease to establish the same. Resolved to accept the above agreements and findings. Proposed: Cllr Hensher. Seconded: Cllr Lloyd. Resolved by all present.		
FC23/216	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	In light of the verbal agreement received by BBCllr/Cllr Wheeler, Cllr Lloyd confirmed he would follow up on his initial meeting with a supplier of Electric Vehicle Charging Points to determine best locations.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/217	To consider the separation of the Leisure & Amenities Committee including Roads & Pavements Safety Steering Group back into separate committees/safety steering groups, to receive, review and adopt amended Terms of Reference for both entities, to receive, review and adopt amended Terms of Reference for the Planning & Environment Committee, to receive, review and adopt a new schedule of future parish council meetings and to resolve a suitable course of action.	Councillor members of the newly separated committees were confirmed as follows: <u>Leisure & Amenities Committee</u> Cllrs Bygraves, Hensher, Kay, Lloyd, Swain and Wallace.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		<u>Roads & Pavements Safety Steering Group</u> Cllrs Bygraves, Kay, Lloyd, Noakes, O'Dell, Randell and Tyerman. Amended terms of reference were approved for both committees referenced above and the Planning & Environment Committee and it was agreed to amend the start time for the Leisure & Amenities Committee to 7.40pm, following the Finance & General Purposes Committee. Resolved to accept the above findings. Proposed: Cllr Lloyd. Seconded: Cllr Tyerman. Resolved by all present.		
FC23/218	To receive a report from Cllr Lloyd in relation to the parish council's participation in the Central Government-backed Bike 2 Work scheme and to resolve a suitable course of action.	Resolved the parish council would participate in the Central Government-backed Bike 2 Work scheme. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/219	To consider the drafted s106 agreement (between Bedford Borough Council, Rainier Developments Ltd and others dated 17th November 2022) in relation to Planning Application 23/01578/MAR – Land on the South of Keeley Lane. All reserved matters for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban drainage systems and associated infrastructure, pursuant to outline permission 22/01035/MAO and to resolve a suitable course of action.	After discussion it was agreed the clerk be requested to establish what commuted sum would be offered for the maintenance of all open green space and bring this agenda item back to a future meeting of Full Council. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/220	To consider the drafted s106 agreement between Bedford Borough Council and all other relevant parties in relation to Planning Application 23/01846/MAF – Land South of Keeley Lane, Wootton. Erection of 20 dwellings with garages and associated works and to resolve a suitable course of action.	After discussion it was agreed the clerk be requested to establish what commuted sum would be offered for the maintenance of all open green space/play area. The clerk was further instructed to ensure the following planning conditions (requested at an earlier meeting of the Planning & Environment Committee) be considered for inclusion in the s106 agreement as necessary: • Developers give consideration to transferring ownership of the rest of the undeveloped site to the parish council, to ensure it remained as open green space in perpetuity (in accordance with Wootton’s Neighbourhood Development Plan Policy W4); • The proposed pavement on the south side of Keeley Lane (north of the proposal) be delivered/completed before development commenced. This agenda item and findings would then be brought back to a future meeting of Full Council. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 9.02pm.

FC23/201

Borough Councillors Report – July/August 2023

High Level Borough Items

- **Councillor Jane Walker tables motion to give care leavers 'protected characteristic' status**

Councillor Jane Walker moved a motion with full cross party support at Full Council on July 12, 2023

The motion solidifies the Council's commitment to prioritising the well-being of care-experienced young people at the heart of everything the Council does. The motion allowed the council to become one of only forty in the country to recognise care-experienced people as a group who are subject to discrimination and protect them from this.

- **Rural Affairs Grant**

A friendly reminder that the Rural Affairs Grant is open for applications. The Scheme invites applications from rural organisations or rural Parish Councils for capital expenditure for projects that are in the interests of their local inhabitants.

Further information can be found on the Council website here: <https://www.bedford.gov.uk/benefits-and-support/grants-and-funding/grants-and-funding-towns-and-organisations>. If you have any problems accessing your saved form or any other problems with the form, please email CommunityWelfare@bedford.gov.uk

The Council has also streamlined how it determines Rural Affairs Grants. The previous Rural Affairs Committee that had been responsible for determining grants meet only 12 times in the last 10 years, with an equal number of meetings (12) being cancelled. During 2017 until late 2021 no meetings were held – the current executive determined the committee had not been functioning at a sustainable level to support residents and thus the process has been streamlined.

- **Kerbside Glass Collection Scheme**

The Council is looking to trial kerbside glass collection in a number of different areas of the borough.

The Council is currently looking into the rounds and types of vehicles/containers that this trial will need – alongside a plan to have collections taking place with different containers and different [collection] frequencies within the trial period. A precise date has not been set but we expect that the trial period may start this year.

- **Local Plan 2040 Hearings**

The hearing sessions of the Examination of the Bedford Local Plan will be held in two blocks and opened at 12 midday on Monday 12 June 2023. Block 1 hearings have concluded, the 2nd block will take place:

- Week 3: Monday 11 September to Friday 15 September.
- Week 4: Monday 18 September to Friday 22 September.

- **Bedford Borough Council to invest in Homeless Service**

Bedford Councils Homelessness and Temporary Accommodation service does not have the staff to meet service demands.

The number of homeless families or individuals needing temporary accommodation has increase by 181%, going from 220 in April 2020 to 620 in April 2023. The missing resources mean the Council now face £5.7m in potential overspends in order to keep the service running for the next financial year.

The current administration is outlining a plan to invest in this service to address the issues.

- **Caterlink**

Bedford Borough Council offers a buyback school meal service which is contracted out to Caterlink. The contract ended at the end of the 2022/23 academic year requiring the Council to either retender or cease the service.

The original tender, agreed by the previous administration, received no bids with potential bidders citing contract length, capped meal price, meal transport & waste costs as barriers to bidding. As a result, the Council was left insufficient lead-time to re-tender the original contract or make it viable for schools to undertake individual re-tendering processes. Instead of ceasing the service the Council has re-negotiated the contract with incumbent provider Caterlink so the Council can continue to operate this service on behalf of the schools.

The most financially sustainable option negotiated means the school meal price is now £2.72 for primary and £2.82 for secondary schools which is an increase of (22p) £2.40 for Primary and (12p) £2.60 for Secondary.

- **Leisure Contract**

Fusion Lifestyle have been informed that the Council do not intend to trigger the clause in the contract that would allow the contract to be extended beyond that expiry date [31 January 2024].

More information on the Council's leisure strategy will be released in the later part of this year.

- **Council Overspend**

Under the previous administration the Borough Council has a £2.269 million budget overspend for the financial year 2022/23. The Current administration is working to balance the books and keep the Council financially resilient.

Wider Borough Items

- **Greyfriars Police Station Redevelopment**

Planning permission has been secured for the redevelopment of Greyfriars police station by DLP Planning Ltd behalf of the Police and Crime Commissioner of Bedfordshire.

The redevelopment could see 105 new homes plus 'town centre uses' on the ground floor of the building.

- **RAAC**

Over the Summer, the Department for Education instructed surveyors to undertake site visits to all state schools in Bedford Borough.

Following those site visits, no state school was identified as requiring closure due to the presence of RAAC. As a precaution, Bedford Borough Council are instructing their own team of surveyors to undertake intrusive surveys over the next few weeks across all maintained schools to fully eliminate any possibility of RAAC being present in these buildings.

The Chief Education Officer has written to all academies to request that they also undertake these intrusive surveys if they have any building that was constructed prior to 1995. Should RAAC be identified in any building then we will work with those schools to ensure there is a clear plan in place that prioritises staff and pupil safety as well as minimises any disruption to learning.

Wootton Items

- **Wootton Planning**

Plans showing the proposed layout of 20 new homes in Wootton have been submitted to Bedford Borough Council.

Councillor John Wheeler is seeking to call this application in citing concerns/objections from Wootton Parish Council, Bedfordshire Police, objections about the M3 Accessible Dwellings and insufficient information about bin storage. More information can be found on the council's planning portal, reference 23/01578/MAR.

- **Pavements Resurfaced**

Pavements on Payne Road are to be resurfaced between 5th September to 27th September (weekdays 8.00 to 18.00 hrs). Signs will be put in place providing up to date information. A big thank you to the parish council's Road and Pavements Safety Steering Group for helping me to get this done.

I have received confirmation from Bedford Borough Council's Highways Department that the section of Cause End Road from Tesco to the roundabout (junction with Bedford Road) will be resurfaced in February 2024. The continued delay is to allow any external services to complete their works – to prevent the need to dig up the road again! As you may recall, this was part of the resurfacing plan from 2020, which the parish council pushed for back then and continued to lobby Bedford Borough Council for (alongside works to Bedford Road and Fields Road). In the meantime the road will be monitored for potholes.

The Mayor has asked Bedford Borough Council officers to contact the developer consortium regarding speeding prevention measures in Burgoyne Avenue. Thank you to Cllr Lloyd for drafting a report with suggestions and graphics on how to remedy this situation. A vast number of complaints have stated the current measures are just not working.

To note, I will be attending the Church Service for HM Judges at St. Paul's Church, Bedford on Sunday 24th September.

BBCllr Wheeler
September 2023

Police Crime Statistics FC23/201a August 2023						
Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/41550/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	02/08/2023	Ashpole Avenue
40/41302/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE S HARM	01/08/2023	Ashpole Avenue
40/41555/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	02/08/2023	Ashpole Avenue
40/43157/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	10/08/2023	
40/41387/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	01/08/2023	St. Marys Road
40/43668/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	13/08/2023	
40/41475/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	02/08/2023	Ellis Close
40/41307/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OTHER NOTIFIABLE OFFENCES	01/08/2023	Arthur Black Way
40/41605/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	02/08/2023	Johnson Avenue
40/42110/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	05/08/2023	Early Mead
40/43682/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	13/08/2023	Denny Street
40/41914/23	Burglary	BURGLARY	RESIDENTIAL BURGLARY- UNCONNECTED BUILD	RESIDENTIAL BURGLARY- UNCO BLD	04/08/2023	Tithe Barn Road
40/42397/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	THREAT INTENT TO COMMIT CRIM DAM	07/08/2023	Rawlins Gardens
40/42579/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	THREAT INTENT TO COMMIT CRIM DAM	07/08/2023	Turland Close
40/46339/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	27/08/2023	Rawlins Gardens
40/43780/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	14/08/2023	
40/45183/23	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	21/08/2023	Honeypot Lane

Appendix One a

40/45957/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	25/08/2023	Juffs Lane
40/45961/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	25/08/2023	Juffs Lane
40/44791/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	19/08/2023	Juffs Lane
40/44664/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	PERVERTING THE COURSE OF JUSTICE	18/08/2023	Turland Close
40/43789/23	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	14/08/2023	Harris Way
40/45791/23	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	24/08/2023	Canons Close

FC23/202

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

Significant issues are emailed at the time of receipt.

FC23/206

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

No report as this committee had not met since 19th July 2023.

FC23/207

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/208

Executive (Planning & Environment Committee Report

9th August 2023

Planning Applications – for resolution

23/01506/S73A 9 Elmer Crescent. Retrospective planning permission application. Addition of porch to front, pitched roof to existing flat roofed bay, removal of one bay and erection of front/side extension to link to existing garage. Retention of single storey rear extension with render finish.

Resolved **NO OBJECTION.**

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

23/01574/FUL – Oak Cottage, 6 Church Road. Demolition of rear conservatory, erection of a single storey rear extension, replacement French doors and windows, removal of shower room window and insertion of a roof window on the rear slope.

Resolved **NO OBJECTION.**

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

23/01575/LBC – Oak Cottage, 6 Church Road. Demolition of rear conservatory, erection of a single storey rear extension, replacement French doors and windows, removal of shower room window and insertion of a roof window on the rear slope.

Resolved **NO OBJECTION.**

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

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

None.

Resolutions

N/A.

30th August 2023

Planning Applications – for resolution

23/01578/MAR – Land on the South of Keeley Lane. All reserved matters for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban drainage systems and associated infrastructure, pursuant to outline permission 22/01035/MAO.

Cllr O'Dell began by reading comments provided by Cllr Hensher, in his absence, in which Cllr Hensher had referenced the following:

- Wootton's Neighbourhood Development Plan (Policy W6) stated a range of housing types including bungalows (plural) should be provided. (The provision of bungalows (plural) was further evidenced in the minutes of an additional Full Council meeting held on 23rd March 2022, which was attended by representatives from Marrons Planning and Rainier Developments Ltd).

- Wootton's Neighbourhood Development Plan (Policy W1) stated '*Buildings should be no more than two storeys high unless supported by a defined need*'. Six proposed dwellings extended into roof space, contravening that policy.
- Wootton's Neighbourhood Development Plan (Policy W7) stated '*...all housing development shall provide a mix and range of house types and tenures, ensuring provision of affordable housing (where applicable thresholds have been met) and housing designed to meet the needs of the elderly and disabled people*'. Those needs had not been achieved within this proposal.

Cllr Lloyd then provided a pie chart graphic which detailed how the proposal would look if it accorded with Wootton's Neighbourhood Development Plan versus how it looked according to the current proposal (Appendix One).

Cllr O'Dell referenced each bullet point within Policy W6 and in addition to the above findings, the following was also noted:

- Developer contributions should be discussed in liaison with the parish council and Wootton's Borough Councillors should be party to such discussions. This should be a planning condition.
- The proposal detailed a requirement for Heras style fencing during development, part of which would temporarily close the Right of Way running from Keeley Lane alongside Hollies Walk. This fencing could easily be sited a metre closer to the development, enabling the Right of Way to remain open and it was agreed this should be a planning condition.
- Cllr O'Dell referenced planning conditions imposed as part of Bedford Borough Council's granting of outline planning permission (all matters reserved except access – 22/01035/MAO) – condition 21. '*As part of the Reserved Matters for layout, a housing scheme demonstrating the provision of 49% of the total number of dwellings to be built in accordance with Category 2 (accessible and adaptable dwellings) of approved Building Regulations Document M, Volume 1 (2010), and a minimum of 5% of all market housing and 7% of affordable housing to be built in accordance with Category 3 requirements (or such replacement document or policy which exists at the time of the development commencing) shall be submitted to and approved in writing by the Local Planning Authority. The submitted details shall specifically indicate which dwellings are to be built to these standards and the relevant dwellings shall be built and retained in accordance with the approved details. REASON: To improve the accessibility of housing to the whole community and particularly disabled people and in accordance with Policy 59S of the Bedford Borough Local Plan 2030*'. This proposal did not accord with that condition.

After detailed discussion it was resolved **TO OBJECT** using the following material considerations:

- The proposal did not accord with Wootton's Neighbourhood Development Plan (Policy W6) nor its Housing Needs Survey in terms of numbers of bungalows to be provided.
- The proposal did not accord with Wootton's Neighbourhood Development Plan (Policy W1) in terms of storeys – no dwelling should be more than two storeys high.
- The proposal did not accord with Wootton's Neighbourhood Development Plan (Policy W7) nor its Housing Needs Survey in terms of provision of a mix and range of house types and tenures, provision of affordable housing and housing to meet the needs of the elderly and disabled.
- The proposal did not accord with Planning Condition 21 as imposed by Bedford Borough Council (Decision Notice dated 18th November 2022).
- The following conditions were also required:
 - Wootton's Borough Councillors to be involved in all developer contribution discussions;
 - Heras fencing to be re-positioned to enable the Right of Way from Keeley Lane alongside Hollies Walk to remain open at all times.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

23/01716/FUL – Land at 74a Wood End Road, Kempston. Erection of detached dwelling with detached double garage and associated works including access.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

23/01753/CPNR – Prior notification for change of use from an agricultural building to a flexible use within Use Classes B8, C1 or E. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Comments received will be considered but if notification of a decision is not made to the applicant within 56 days of the date of registration of the proposal, it can proceed. If officers confirm that the development can proceed, it must begin within a period of three years starting with the prior approval date.

Resolved **NO OBJECTION**.

Proposed: Cllr O'Dell.

Seconded: Cllr Tyerman.

Resolved by all present.

23/01779/FUL – 21 Hollies Walk. Demolition of part of the existing garden wall/fence and erection of a two storey side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

23/01859/FUL – 3 Potters Cross. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

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

22/01970/FUL – 44 Cause End Road. Proposed new dwelling and modifications to existing dwelling by blocking up of first floor side (east) window and the addition of front dormer, new access/crossover for existing dwelling.

An appeal has been made to the Planning Inspectorate, for Bedford Borough Council's refusal of the application. All comments should be sent to the Planning Inspectorate by 13th September 2023.

This council previously raised AN OBJECTION using the following material considerations:

- Proposal was an over-development of the site;
- Ingress/egress to the proposed development was on a dangerous apex in the road;
- A replacement ash tree (in relation to a previous planning application at the same address (19/00313/TPO) should remain.

Please click [here](#) for fuller information including Bedford Borough Council's refusal comments.

No further comments received.

P23/196 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request planning application 23/01578/MAR be called in for consideration by the Full Planning Committee of Bedford Borough Council by BBCllr Wheeler.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P23/197 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Appendix Five

Resolved Cllr O'Dell would represent the parish council at the Full Planning Committee meeting of Bedford Borough Council discussing planning application 23/01578/MAR.

Proposed: Cllr Randell.

Seconded: Cllr Tyerman.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st September 2023

FC23/209**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. <u>12th July 2023</u> No further update was available.	Cllrs Lloyd and Wheeler

							<u>9th August 2023</u> The order has only now been taken to design stage and BBCllr/Cllr Wheeler confirmed he had spoken again to BBCllr Weir to establish why (when Wootton Parish Council was meeting all costs) this project was taking so long to deliver, given the original order was made in 2019. It is hoped installation will be early 2024.	
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. <u>14th June 2023</u> Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>13th September 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time.	Cllr O'Dell
High	Changing Rooms	2023	£274,165.10	£0	£0	£0	<u>9th August 2023</u> Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following: - Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. - Resultant findings will form part of the tender packs/process.	Working Group

						- Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission; however an asbestos survey will be necessary before any works (to both structures) can commence. The clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. - Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023.	
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High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>13th September 2023</u> Refer to agenda item FC23/214.	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. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will chase again as no further update has been received for some time. The clerk agreed to furnish him with the report submitted to Bedford Borough Council. <u>13th September 2023</u> The borough council is still in talks with Wheatley Homes to determine the land ownership issue. Street lighting columns in that area are now understood to be on highways-owned land,	Cllr Lloyd

							however a litter bin is not. The issue of siting a lectern remains undetermined but is still in hand.	
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
Medium	Memorial Hall – ownership/management clarification	2023	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the '1963' Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry. <u>13th September 2023</u> The clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed.	Clerk
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. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of roof-positioned units to mirror the one at the Folkes Road bus gate. BBCllr/Cllr Wheeler agreed to make the relevant enquiries of Bedford Borough Council and the clerk agreed to inform Journeo Passenger Systems Ltd of the same.	Cllr O'Dell

						<u>13th September 2023</u> Journeo Passenger Systems Ltd have been informed by the clerk that the parish council is considering roof-positioned Real Time Passenger Information units and a site visit/inspection is being scheduled following completion of the new bus shelter installation works. It should be noted however, the concrete posts currently housing timetables are still scheduled for removal by Journeo Passenger Systems Ltd. BBCllr/Cllr Wheeler is awaiting an update from Bedford Borough Council in relation to the roof-positioned Real Time Passenger Information units.	
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. <u>12th July 2023</u> Tenders have been received but in the absence of BBCllr/Cllr Wheeler, no further update was available.	Wootton Academy Trust

							<u>13th September 2023</u> Given this project is now being managed and delivered by Wootton Academy Trust, it was agreed to move this project to close.	
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 landowner in order to proceed. <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. <u>12th July 2023</u> Cllr O’Dell gave some background for the benefit of Cllr Kay (newly co-opted) and stated both he and the architect (Graham Stewart) were continuing to liaise with both the adjacent landowners and Bedford Borough Council in order to secure pre-application advice. A fee reduction of 50% for that advice would apply, given the parish council’s status.	Cllr O’Dell

							<u>9th August 2023</u> Cllr O’Dell confirmed he continued to liaise with all parties ahead of a planning application submission to Bedford Borough Council. <u>13th September 2023</u> A new planning application has been submitted to Bedford Borough Council and Cllr O’Dell confirmed a Highways Officer has raised no objection. Graham Stewart (architect) has been asked to complete a street works licence and advise on working drawings before quotations are sought. Cllr O’Dell is seeking clarification from Bedford Borough Council regarding the use of contractors as it is unclear whether the parish council can source its own or must use a Bedford Borough Council-approved contractor to undertake the build.	
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To be reviewed monthly at Full Council.

FC23/210**RISK ASSESSMENTS PLAN 2023-24**

WPC¹ 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	None		12.7.23 SP
Car Parks	SP	17.5.23	Members resolved to install signage at the Memorial Hall car park as gritting cannot be carried out (due to the car park in part, being used as a play area for pre-school children)		9.8.23 SP
Cemeteries	JW and SP	9.8.23			
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		12.7.23 SP
Fun Fest	SP	17.5.23	None		14.6.23 SP
Generator	GL	17.5.23	None		17.5.23 SP

¹ Wootton Parish Council

Keeley End Pond	GL	17.5.23			
Litter Picking (and caretaker)	SP	17.5.23	Review held 22.6.23		12.7.23 SP
Lone & Isolated Working	SP	17.5.23	Review held 22.6.23		12.7.23 SP
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	No event planned for 2023		12.7.23 SP
Recreation Ground Gate Duty including volunteers	SP	17.5.23	None		12.7.23 SP
Recreation Ground Play Area	SP	17.5.23			
Remembrance Sunday Parade	SP	17.5.23			13.9.23 SP
Skate Park	SP	17.5.23			12.7.23 SP
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	21.7.23 – SP has received a quotation from FA Bartlett Tree Experts for the annual inspection and the inspections should be undertaken in the coming weeks		
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	TBC				
Workstation (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	Charitable Trust	Ongoing	No further updates provided		
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>