



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 11th October 2023 7pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were several members of the public present, the majority who wished to discuss and observe discussions on agenda items FC23/246 and FC23/247. Two additional members of the public were in attendance to discuss and observe discussions on agenda item FC23/248. Cllr Lloyd moved both agenda items be heard after agenda item FC23/223 in the order FC23/248, FC23/247 and FC23/246 and members present were in agreement. The following, additional issues were raised: • Concerns were again raised over the overgrown ditch behind 48-64 Lorraine Road. This was previously raised at a Planning Committee meeting in relation to surface water drainage (Planning Application 23/01846/MAF – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works). The clerk confirmed she had received confirmation from Bedford Borough Council they were liaising with the landowner to ensure clearance works were undertaken. It was noted Bedford Borough Council's Flood Investigation Officer had objected to this planning application – stating there was no acceptable proposal covering the discharge of surface water either into the existing foul water sewer or ditch to the east of the site. The application had since been withdrawn. Brambles in the area had been cleared back to the boundary by Bedford Borough Council. • Concerns relating to an ash tree (with a number of off shoots) in the same ditch and brook behind 48-64 Lorraine Road were also raised as branches were encroaching into the adjacent gardens. The clerk requested photographic evidence which would be forwarded to Bedford Borough Council to take forward. • Overgrown hedgerows when entering Wootton from Kempston Rural were also highlighted and the clerk confirmed she had asked BBCllr Wheeler to take this forward with Bedford Borough Council. As the local highways authority, Bedford Borough Council could write to the home/land owner to ask for remedial works to be carried out. If no such works took place, the Borough Council could carry out the works itself and bill the home/landowner accordingly.	Public Bodies (Admissions to Meetings) Act 1960, s1(1).
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	Concerns were also raised about the time taken to programme resurfacing works for Cause End Road (in the vicinity of Tesco – due February 2024). The parish council and BBCllr/Cllr Wheeler had lobbied Bedford Borough Council for some time to get these works programmed and it was noted utilities works had contributed to the unacceptable delays. There were no other members of the public or press present and so the meeting continued without further adjournment.			
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Tyerman and Wallace (arrived 7.20pm). 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
FC23/221	Apologies for absence. Cllrs Swain and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/222	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/223	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.
FC23/224	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One).	BBCllr Wheeler's report was circulated ahead of the meeting. Neither BBCllr Wheeler or BBCllr Abood were in attendance and no further comments were received.	Clerk to keep on file.	N/A.
	To receive crime figures for September 2023. (Appendix One a).	Concerns were raised over the robbery crimes.	Clerk to keep on file.	N/A.
FC23/225	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.
FC23/226	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/ .		Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 13th September 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 30th August 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 19th July 2023.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC23/227	Matters arising from the minutes – for information only. • FC23/214 + FC23/237 – Community Centre at Berryfields. Refer to agenda item FC23/237. • FC23/214 + FC23/237 – 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 FC23/237. • 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. Move to close as this is covered by the Roads and Pavements Safety Steering Group. • 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)	No further comments received.	Clerk to keep on file.	N/A.

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	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. Move to close as this is covered by the Roads and Pavements Safety Steering Group. • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Resolved 13th July 2022 (FC22/174) to submit a comment referencing the need for accessible and adaptable buildings within the Local Plan. Policy DM3(S) Housing Mix currently states: <i>"New housing developments will be expected to provide a mix of dwelling size and type to meet the identified needs of the community including families with children, older people, people wishing to build their own homes and people with disabilities and special needs in accordance with the Council's current Local Housing Needs Assessment and other current assessments of housing need including the Older Person's Accommodation Strategy, the Learning Disabilities Accommodation Strategy, the Mental Health Accommodation Strategy (or their successor Strategies) and evidence in respect of the needs of other specialist groups"</i>. The Local Plan 2040 was submitted to the Secretary of State on 12th January 2023, where an independent examination took place and hearing sessions took place in September. 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			
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	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 materials to blend new developments in with existing. • 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 costs 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. Refer to agenda item FC23/239. • 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 recognised as the owner of the building and has made a number of recommendations which the clerk is working to complete (see minutes dated 9th August 2023 for fuller details).			
FC23/228	Chairman's report – for information only.	No report was available.	N/A.	N/A.
FC23/229	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Three).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/230	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).			
FC23/231	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.
FC23/232	To receive, review and adopt the Roads and Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Six).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/233	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 Seven).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC23/234	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 Eight).	The clerk was asked to send the Fire Risk Assessment back to the Charitable Trust for fuller updates on the issues flagged within. Further resolved to receive, review and adopt updated risk assessments for: • Christmas Street Lighting; • Christmas Tree. Members resolved not to hold a switch on event for 2023. Further resolved to receive, review and adopt the 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.
FC23/235	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Kay and Randell. Proposed: Cllr Bygraves.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.

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	who are not authorised signatories) and to resolve a suitable course of action.	Seconded: Cllr O'Dell. Resolved by all present.		
FC23/236	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix Nine).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/237	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 receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/238	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>Additional Car Park Signage</u> Resolved not to take forward. Move to close. <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> Cllr Lloyd raised concerns in relation to a coffee truck sited in the car park, in close proximity to the school (using a generator). After discussion it was agreed the Charitable Trust members would request it be relocated away from the school. <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> The clerk confirmed re-lining works were complete. Move to close. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Randell. Resolved by all present.		
FC23/239	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> • Works to remedy the lighting issue at the pedestrian crossing on Folkes Road remained outstanding and BBCllr Wheeler had chased for a start date. • Traffic Regulation Order lining works (including ‘keep clear’ markings at the top of Harris Way by the Community Centre) were ongoing and included a central zig zag marking for the pedestrian crossing on Folkes Road. • BBCllr Wheeler had been asked to establish what additional signage was proposed for the bus gate at Folkes Road. • BBCllr Wheeler had also been asked to raise again the issue of the school car park lights with the lower school, which had not been illuminated since 2016. <u>Fields Road Crossing</u> • The clerk had been informed the anti-skid surface works had been completed but had not yet received a breakdown of costings. At Full Council in September 2023, it was suggested a Freedom of Information request be made, were that information not received ahead of this meeting. Given no further information had been received it was resolved the clerk make that Freedom of Information request – to include the following information:		Town & Country Planning Act 1990 & subsequent.

		○ How much was the total funding received; ○ When was it received; ○ How was it spent (a full breakdown was required) and on what date(s); ○ How would any surplus be subsequently apportioned. • Clarification had not yet been received in relation to the widened pavement. Cllr Lloyd had seen documentation which confirmed the facility was dual purpose (cyclists and pedestrians), however this documentation could not now be traced. After discussion it was resolved the clerk make a further Freedom of Information request – to include the following information: ○ Confirmation the pavement was dual purpose (cyclists and pedestrians); ○ Confirmation dual purpose signage would be erected. • No update was available from BBCllr/Cllr Wheeler in relation to the tactile paving and dropped kerb, installed in the vicinity of the doctor’s surgery, south side only. <u>Berry Wood (FRS)</u> • BBCllr/Cllr Wheeler confirmed at the last meeting of Full Council (13th September 2023) he had received verbal confirmation from Bedford Borough Council that the parish council could utilise s106 funding of £28k to site Electric Vehicle Charging Points at a		
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		site(s) in the village (not Berry Wood – FRS). Written confirmation was still awaited. • A site visit to discuss flooding issues at the play areas and internal footways and the poor finish of the latter was being arranged by BBCllr/Cllr Wheeler for November. • Cllr Hensher reported two streetlights out at the last meeting of Full Council (13th September 2023) in Moore Gardens. These were reported to Concept Project Management (Consultants) Ltd who confirmed the repairs were the responsibility of Vistry Group. The clerk was asked to chase again for a further update however after the meeting, Cllr Hensher confirmed both were now illuminated. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC23/240	To consider a response to Central Government in relation to its Levelling-Up and Regeneration Bill (implementation of plan-making reforms) and to resolve a suitable course of action.	Resolved to note the Levelling-Up and Regeneration Bill but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC23/241	To consider a response to Wootton Academy Trust in relation to its proposal to change its age range offering provision from age 11 (Year 7) to age 18/19 (Year 13), becoming Wootton Academy from 2026 and to resolve a suitable course of action.	Resolved to note the proposal but to make no formal response. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.

FC23/242	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Cllr Lloyd confirmed he was continuing to follow up on this initial meeting with a supplier of Electric Vehicle Charing Points to determine best locations and suitable chargers.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/243	To receive and approve Mazars LLP external audit findings for the financial year ended 31st March 2023 and to resolve a suitable course of action.	Resolved to receive and approve the external audit findings. The clerk was thanked for her works in ensuring a clear audit. Proposed: Cllr Lloyd. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/244	To consider the placement of a sign on Church Road denoting directions to the recreation ground and to resolve a suitable course of action.	After detailed discussion it was resolved to request Bedford Borough Council site a brown sign on a lamp post on Church Road – denoting directions to ‘playing fields’. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/245	To consider a response to Bedford Borough Council (if any) in relation to the drafted/to be drafted s106 agreements 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 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 resolved the clerk would request the parish council still be involved in the drafting of the s106 agreement not yet in place for planning application 23/01846/MAF. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/246	To determine a course of action in relation to upcoming Stagecoach changes to Route 53 (Bedford-Wootton) and the temporary bus stop on Fields Road (vicinity of Wootton Vale House) and to resolve a suitable course of action.	Members of the public present requested Stagecoach be lobbied to consider re-routing Route 53 via Kempston Hardwick and on to the Interchange Retail Park, Ampthill Road, Kempston as this would aid youngsters seeking employment. It was noted Stagecoach would likely only consider this were it financially viable, but the request would be made, nonetheless.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Cllr Lloyd noted the changes omitted a number of existing bus stops within the village and the proposed termination point was non-existent. The timetable contained a number of spelling errors and was considered not fit for purpose. After discussion it was resolved to pass the above findings and request back to Stagecoach. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.		
FC23/247	To consider financing a Community Transport Service (provided by the Bedfordshire Rural Communities Charity) between Wootton and the Interchange Retail Park, Ampthill Road, Kempston <u>AND ALSO AS A SEPARATE SERVICE</u> Wootton and the Forest of Marston Vale, Marston Moreteyne (frequency and dates to be determined) and to resolve a suitable course of action.	The clerk had received a request that the parish council consider facilitating and financially supporting a Community Transport Service request and a member of the public present provided more in the way of background to that initial request. A survey had received 78 responses to date from residents keen to use the service(s). A Forest of Marston Vale representative confirmed the bus could park free of charge and it was noted funding may also be available from the same source. Users would be asked to make a financial contribution and a bookings clerk would ensure sufficient control over numbers and excursions. After detailed discussion it was recommended the residents form an unincorporated body to manage the scheme (to include secretary, treasurer, bookings clerk, etc). A bank account would be needed to receive financial contributions/potential funding and the body would be required to provide the parish council with quarterly updates on the progress/success of the scheme in order to determine the ongoing feasibility/continuation of the service (which would need to be open to residents of all ages).	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		The initial proposal was to alternate a weekly service between the Interchange Retail Park and Forest of Marston Vale. Cllr O'Dell agreed to steer the residents in forming an unincorporated body and once that and a bank account were in place, the proposal would be considered again by the parish council in terms of financial support. It was noted the Bedfordshire Rural Communities Charity could provide a service to both routes from the Library, Lorraine Road and Wootton Vale Healthy Living Centre, Fields Road at a cost of £82.00 (Interchange Retail Park) and £94.00 (Forest of Marston Vale), return. Resolved to note and accept the above and await fuller details before holding further discussions. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
FC23/248	To consider a CIL (Community Infrastructure Levy) funding application in the sum of £250,000 to assist with funding for a 3g synthetic pitch within the grounds of Wootton Upper School and to resolve a suitable course of action.	The Chief Finance and Operating Officer and Executive Principal, Wootton Academy Trust (WAT) were in attendance to address any member queries in relation to the funding application. It was noted WAT were in receipt of s106 (developer) funding totalling £800k and were match funding £250k from its reserves. Other sources of funding were being investigated and were they unsuccessful, then a staged build focusing on the synthetic pitch only would be undertaken. This would include retractable floodlighting but not the proposed pavilion or works to upgrade existing facilities including tennis courts. It was confirmed a Community Use Agreement had been drafted as a s106 funding condition and	Clerk to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

		the works were expected to start by the end of this month. Resolved to note the above and award the funding without further comment or conditions. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 8.42pm.

FC23/224

Borough Councillors Report – October 2023

Unfortunately, I shall not be at this meeting as I have a Bedford Borough Full Council meeting the same night.

It has been quite busy since we last met, one of the main issues has been the overflowing sewage drain by the Harris Way Park which has now been fixed. Persimmon contractors somehow managed to damage the main pipe by the community centre which resulted in the blockage, this in turn overflowed from the drain cover into Elstow Brook.

The Environmental Agency tested the Brook beyond the blue bridge and there were strong traces of ammonia. I was pleased, that after speaking with them, Bedford Borough Council, Anglian Water and the Environment Agency were able to get this resolved ASAP. Both Anglian Water and the Environmental Agency have taken photographic evidence of this situation as this will be taken further with Persimmon.

We also had travellers on the industrial park over the weekend, this was reported to the Borough and they sent Officers out on Monday to issue an S77, which gave the travellers 24 hours to move. Once they have gone the Borough will make the area safe by installing barriers etc, they have been no reports of anti-social behaviour.

I have had meetings with the Mayor and the Portfolio Holder for Highways trying to solve access to a bus to and from Bedford for residents from the care home. I am pleased to say there have been a few suggestions put forward and hopefully this should be resolved soon.

The overgrown bushes along Fields Road by the care home have now been cut back and the water board have confirmed they will come over in the next two months and clear the main ditch. The A.S.C. is moving forward, the Borough sent a surveyor out last week to confirm the locations and report back to us. The TRO's at Berryfields should be completed soon but we will need to check these have been done as requested by WPC.

The arrangements for this year's Remembrance parade are going to plan, I am sure Gareth will give you an update. Last Sunday, the 24th September, I attended the High Sheriff's justice service at St. Pauls Bedford representing both Wootton and Kempston Rural, it was very well attended by representatives of the legal profession, councillors, Mayor's from Bedfordshire to mention a few.

Moving onto the high level borough items:

- **Bedford Borough Council Rural Support**

Bedford Borough Council has launched a rural grant programme that is open for applications from both businesses and community groups located in an eligible rural area to help improve productivity, connectivity and boost prosperity. For more information about the UKSPF programme in Bedford Borough, visit <https://www.bedford.gov.uk/business/invest-bedford/rural-england-prosperity-fund>

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 (13) 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.

- **Caterlink**

To address possible confusion about the Caterlink contract, please see a summary of the Council's decision.

Through finding an affordable provider, the Council offers a buyback school meal service to help schools procure affordable school meals – this contract ended at the end of the previous school year which required the Council to find a new provider.

The original tender was agreed by the previous administration – this tender received no bids as potential contractors cited issues with the price cap and costs as barriers to bidding. This left the Council in a difficult position as there was insufficient lead-time afforded to make it viable for the Council to re-tender the contract or for schools to undertake individual re-tender.

Instead of ceasing the service, which would result in schools struggling to meet their statutory duty to provide a school meal service, the Council renegotiated with the incumbent contractor Caterlink to continue to offer the school meal service. The Council sought to negotiate the best price possible for schools however, due to increases in food costs and other factors the price of school meals had increased slightly.

There have been suggestions there are reserves which can be used. The reserves mentioned are there to be used for the maintenance and upkeep of the kitchen equipment of the schools that are part of the service as well as pay for the administration and oversight of the service. If these reserves are used to try and decrease the cost of school meals, this would leave schools in a vulnerable position if their equipment had broken down as there could be insufficient funding to support with replacement and repairs.

There have also been comments made about the legality of schools using their pupil premium for meal provisions. The Guidance is very clear that the Pupil Premium can be used for "Breakfast clubs and meal provision" under the 'Wider Strategies' section – schools have done and continue to use their pupil premium for meal provisions and this isn't illegal as per the guidance from the Government.

- **Town Centre and Town Vision**

The Council has set out its new vision that sets out a series of short, medium and long-term projects to reinvigorate our Town an offer of shopping, services for the community, and leisure, cultural, business and residential spaces, with distinctive quarters that reflect history, heritage and culture. A big part of the new vision emphasises the importance of connectivity across the Borough.

In terms of changes happen in the Town Centre, in the last 3 month 9 new store have opened which included:

- Kokoro
- Zebra
- Tops Pizza
- Ruby's Aesthetics
- FAD3D Studio
- ADORN
- Squires Barbershop
- Mercy In Action
- Edinburgh Woollen Mill

The Council have also revamped their clean-up efforts with a more comprehensive cleaning plan now in place to keep our Town Centre looking smart. These are modest improvements but one of a number of factors at play in influencing

footfall and Town Centre vitality.

- **Family Hubs**

The Council opened a new Family Hub in Queens Park this month. Family Hubs provide assistance to families from conception right through to age 19, and up to 25 for those with special educational needs and disabilities (SEND). Their aim is to offer every child, young person and their family the best start in life.

There are plans to also open a brand-new hub in the centre of Bedford and one in Kempston which will appeal more to older children. More information on these projects will be released in due course.

Wider Borough Items

- **Rivercare Clean Up event**

There is a community Rivercare Clean Up event happening on Saturday, October 7th between 10am and 12pm. Volunteers are asked to meet at the back of the Bedford Borough Hall car park, alongside the river. No special equipment is required to participate as Bedford Borough Council will provide all necessary tools and materials. Volunteers are advised to wear suitable clothing and sturdy boots.

- **World Mental Health Day 2023**

Bedford Borough Council Mindful Sport Team has worked with local mental health partners and will be holding an event place in Harpur Square, Bedford Town Centre, (outside Bedford Central Library) on Tuesday October 10, from 11am to 3pm – this will be focused on health and wellbeing promoting mental health awareness and support within our community.

BBCllr John Wheeler
October 2023

Police Crime Statistics FC23/224a September 2023						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/48530/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	07/09/2023	
40/49519/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	12/09/2023	
40/48426/23	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	ROBBERY OF PERSONAL PROPERTY	07/09/2023	Robinson Close
40/48599/23	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	ROBBERY OF PERSONAL PROPERTY	08/09/2023	Lorraine Road
40/48408/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	07/09/2023	
40/47783/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	THREAT INTENT TO COMMIT CRIM DAM	04/09/2023	Burgoyne Avenue
40/49787/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	13/09/2023	Hall End
40/50111/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	15/09/2023	Hall End
40/49815/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	14/09/2023	Denny Street
40/52897/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	29/09/2023	Juffs Lane
40/51431/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	21/09/2023	
40/52616/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	27/09/2023	
40/53136/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	30/09/2023	Burgoyne Avenue
40/51601/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	22/09/2023	Bedford Road
40/52714/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	28/09/2023	Johnson Avenue
40/51676/23	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	22/09/2023	

Appendix One A

40/51382/23	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	21/09/2023	Folkes Road
40/51770/23	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	23/09/2023	Folkes Road
40/51004/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	19/09/2023	
40/51100/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	20/09/2023	
40/51552/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	22/09/2023	
40/52093/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	25/09/2023	Fields Road
40/52178/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	25/09/2023	Fields Road

FC23/225

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

Significant issues are emailed at the time of receipt.

FC23/229

(Advisory) Leisure and Amenities Committee Report

27th September 2023

Resolutions

LA23/001 – To elect a Chairman of the Leisure and Amenities Committee.

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

Proposed: Cllr Hensher.

Seconded: Cllr Swain.

Resolved by all present.

LA23/002 – To elect a Vice-Chairman of the Leisure and Amenities Committee.

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

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA23/011 – To consider a course of action in relation to kerbing within the Cemetery One extension at Lorraine Road cemetery and to resolve a suitable course of action.

After detailed discussion it was resolved to request the next of kin sink the plastic kerbing below grass level, to ensure the plots can be better maintained by the cemeteries caretaker.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

29th September 2023

FC23/230

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/231

(Executive) Planning Committee Report

13th September 2023

Open Forum

There were several members of the public present who wished to discuss the following issues:

- Three members of the public wished to discuss and observe discussions on agenda item P23/217 – 23/01846/MAF – Land South of Keeley Lane.
- Two further members of the public wished to bring to this committee's attention digging/surveying works on Crown Estate-owned land adjacent to Potters Cross. It was assumed this was a pre-cursor to development plans. After discussion, Cllr Lloyd highlighted Wootton's Neighbourhood Development Plan (Policies Map in particular) which included (in addition to housing allocation), local green space and other important green space allocations. It was apparent that the digging/surveying works were not taking place within any of those allocations.

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

Planning Applications – for resolution

23/01846/MAF – Land South of Keeley Lane, Wootton. Erection of 20 dwellings with garages and associated works.

A spokesman for the three members of the public wished to raise concerns over the risk of flooding in the vicinity of 48-64 Lorraine Road. It was thought this could become an issue in light of proposed development at Keeley Lane, given surface water naturally drains to a ditch in this area. The spokesman also stressed the need for established hedgerows in this area to remain intact.

Cllr O'Dell acknowledged these concerns, adding that both Anglian Water and Bedford Borough Council's Flood Investigation Officer had been consulted on this proposal.

Cllr Lloyd stated the plans showed drainage would be taken along Keeley Lane which would alleviate flooding concerns at Lorraine Road.

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 W4 of Wootton's Neighbourhood Development Plan and in addition to the above findings, the following was also noted:

- Concerns were raised the proposal only used a portion of the field, leaving potential for further development. This did not accord with Policy W4 which states permitted development is subject to a maximum of 20 dwellings. Bedford Borough Council had (at consultation stage) recommended the parish council reduce proposed dwelling numbers to this number to address concerns over frontage. It was crucial the developer be made aware there was no leeway for further development.

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 W4) nor its Housing Needs Survey in terms of numbers of bungalows and one/two bedroom houses;
- Plans were insufficiently detailed to determine whether the proposal accorded with Wootton's Neighbourhood Development Plan (Policy W7) or 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 Wootton's Neighbourhood Development Plan (Policy W4) nor its Housing Needs Survey insofar as the proposal suggests further development within the same field, to the south. Members are clear that no further development will be supported.

The following planning conditions were also required:

- Existing hedgerows to remain;
- Drainage works must take surface water along Keeley Lane, negating the risk of flooding in the vicinity of Lorraine Road;
- All estate roads should be 20MPH zones;
- Wootton Parish Council be given first opportunity to take on the management of all open green space/play area(s);
- The proposed pavement on the south side of Keeley Lane (north of the proposal) should be delivered/completed before development commenced.

23/01872/ADV – Grass Verge at Keeley Lane. Brick built planter style village boundary sign.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

23/01923/FUL – 10 Littlebrook Lane. Partial garage conversion.

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

- The proposal will lead to the loss of a parking space on what is a narrow road.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

In relation to the last application, Cllr Lloyd raised concerns over the use of the colour green in the plans, which he and others found difficult to view. Visually impaired individuals would find it more so and BBCllr/Cllr Wheeler (who joined the meeting at 7.15pm) was asked to take this observation to the Planning Department at Bedford Borough Council.

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

23/01474/FUL – 80 Keeley Lane. Single storey front and rear extension, single storey side and rear extension and new dormer.

This council previously raised **AN OBJECTION**.

23/01496/FUL – Woodcote, 77A Hall End Road. Single storey side and rear extension and front porch.

This council previously raised **NO OBJECTION**.

23/01663/TCA – Cemetery (St. Mary's Churchyard extension), Cause End Road. Various trees and vegetation along fence line of 42 Church Road. Remove vegetation back from property providing 1-1 ½ metres clearance as needed, sever ivy on fence to allow die back and safe removal. Crown lift up to a height of 4 metres.

This council was not consulted on this proposal.

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

23/01341/FUL – 3 Terle Bank. Two storey side extension with demolition of the garage.

This council previously raised **NO OBJECTION**.

Resolutions

P23/218 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request planning application 23/01846/MAF 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.

P23/219 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved Cllr O'Dell would represent the parish council at the Full Planning Committee meeting of Bedford Borough Council discussing planning application 23/01846/MAF.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P23/220 – To consider requesting Bedford Borough Council seek to introduce a 20MPH speed limit on roads (to be determined) within Wootton, in light of its scheme to do the same to all roads within the Berryfields Estate and to resolve a suitable course of action.

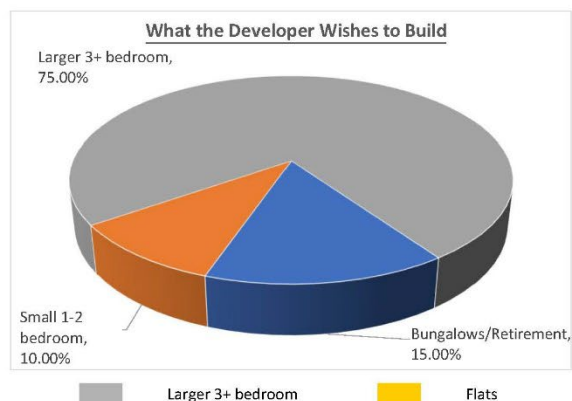
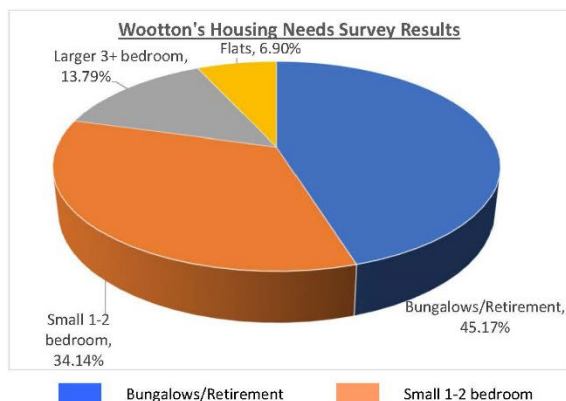
After discussion it was resolved to use Cllr Lloyd's proposals for a 20MPH speed limit on certain roads within the village and ask Bedford Borough Council to consider the same (Appendix Two).

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

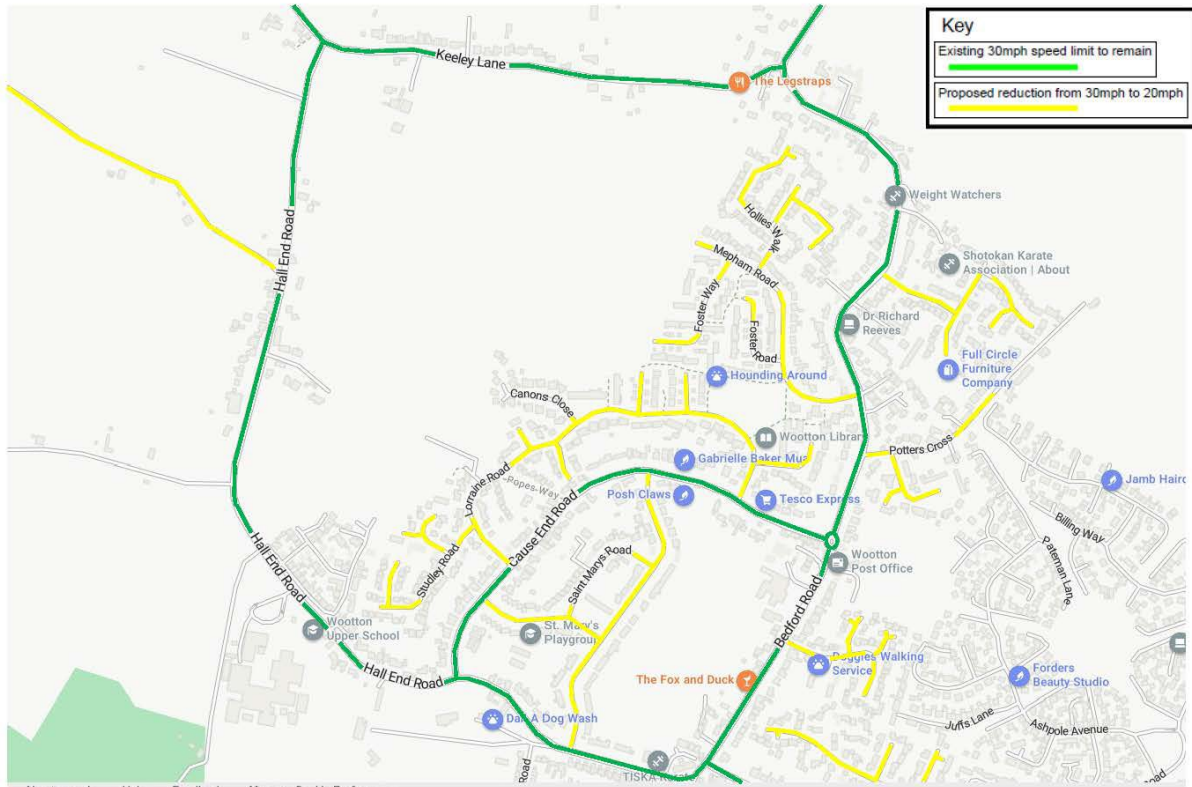
Resolved by majority vote.

Wootton Neighbourhood Plan 2030 - Policy W4

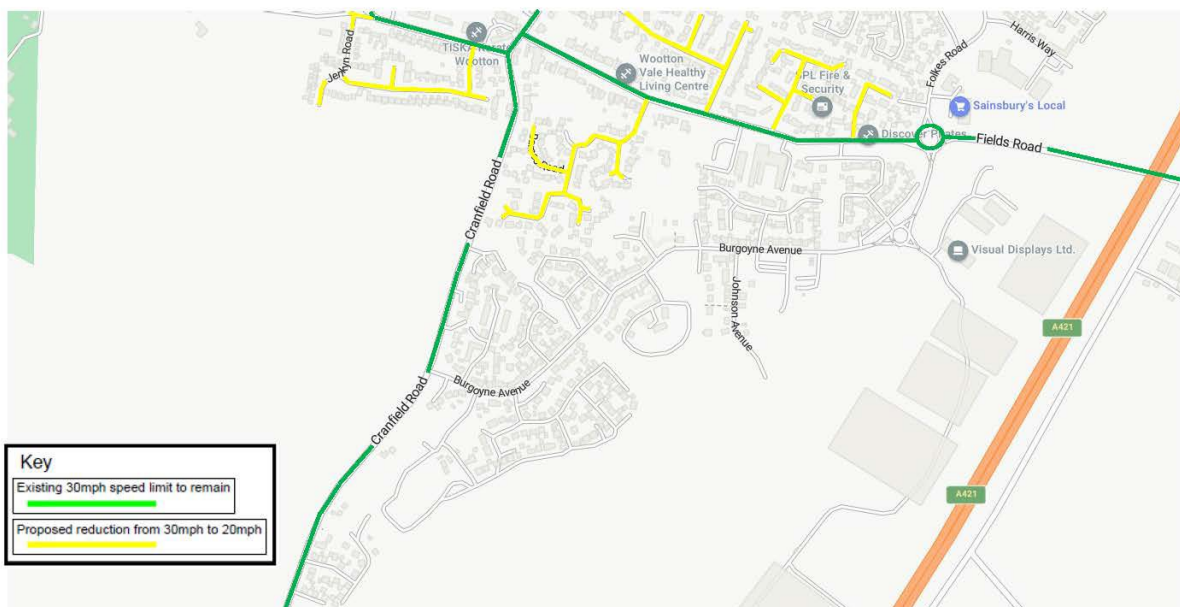


Appendix Five

Appendix Two



Appendix Two



Report from Outside Organisations – for information only

Bedford Borough Council. Bedford Borough Council has designated Shortstown Neighbourhood Area, which is the whole civil parish, under the requirements of the Neighbourhood Planning (General) Regulations 2012. Further information and a copy of Bedford Borough Council's decision statement (including a map of the Neighbourhood Area) can be viewed on Bedford Borough Council's website at:

www.bedford.gov.uk/neighbourhoodplanning. As a result of the designation, Shortstown Parish Council will be able to proceed to prepare a Neighbourhood Development Plan or Neighbourhood Development Order.

Planning Applications – for resolution

None.

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

23/01349/FUL – 2 Parker Road. Loft conversion with front rooflights and rear dormer.
This council previously raised **NO OBJECTION**.

23/01582/AOC – Land on the South of Keeley Lane. Condition 7 – Construction Management Plan (discharge of condition). Reference 22/01035/MAO.
This council previously raised **AN OBJECTION**.

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

23/01506/S73A 9 Elmer Crescent. 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.
This council previously raised **NO OBJECTION**.

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.
This council previously raised **NO OBJECTION**.

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.
This council previously raised **NO OBJECTION**.

Resolutions

P23/232 – To consider emergency vehicle signage in the vicinity of Harris Way (bridged access point to the sports pitches and play area) and to resolve a suitable course of action.

It was noted the builders' compound was again not clear of the emergency access point and after discussion it was agreed to bring this item back to a future meeting of this committee.

P23/233 – To revisit maintenance of the grassed area of land off and adjacent to 61 Studley Road and disrepair of fencing at the rear of 16-26 Studley Road following communications with Asset Invest Ltd and to resolve a suitable course of action.

After detailed discussion it was resolved to continue cutting the grass only, but to carry out no maintenance to trees or fencing within the area in question. Proposed: Cllr Tyerman.
Seconded: Cllr Randell.

Appendix Five

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

29th September 2023

FC23/232**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
Bedford Road pavement trip hazard (new development at 16-18 Bedford Road)	Cllr O'Dell.	2023	BBC/ Developer to finance	<u>20th September 2023</u> Developers have laid tarmac which extends from the development across the existing pavement on Bedford Road. This has created a trip hazard which should be remedied by the developers and enforced if needed by BBC ⁵). Cllr O'Dell confirmed he had already reported this using BBC's online reporting service and BBCllr/Cllr Wheeler confirmed he was already aware and would chase BBC for an update.	Cllr O'Dell.
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.	Cllrs Lloyd and O'Dell. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				• 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> Paulina Makowska, BBC 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/ClIr 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.	
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				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. 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,	
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				to prevent parked vehicles obstructing traffic; • Ashpole Avenue required an extension to proposed lining works to mirror the original lining before the road was resurfaced; • 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	
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				consultation period, incurring additional expense. 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/ClIr 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 [sic].</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 daytime 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 consultations to be revisited as one, incorporating WPC's previous findings and responses.	
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				<u>19th July 2023</u> Following a site visit with BBCllr Weir, Portfolio Holder for Environment, Transport and Highways, Andy Prigmore, Manager Traffic Operations, BBC, BBCllr/Cllr Wheeler, Cllr Lloyd and the clerk, the following should be noted: • BBCllr Weir and Andy Prigmore agreed the bus gate proposal would be amended to ensure buses only (no cyclists or taxis) would travel one way only – as at present. It should be noted the clerk has received notification of the TRO which still details the original BBC proposals (two way vehicles including cyclists and taxis) and this is currently being queried. • ‘Keep clear’ markings will be added at the top of Harris Way to enable emergency services vehicles access to the play area(s)/sports pitches. The need for a dropped kerb was not addressed, however all other yellow markings were considered fit for purpose by BBC. • The poorly lit pedestrian crossing on Folkes Way will be addressed, however the need for centre lining/markings was ruled out. The non-skid surface was not discussed. <u>20th September 2023</u> BBCllr/Cllr Wheeler confirmed the bus gate would remain one way only, exclusively for buses, but had no further update regarding the installation of additional signage.	
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				BBCllr/Cllr Wheeler confirmed lining works within the estate should have commenced last week and he again continued to chase for a start date. No further update had been received in relation to the poorly-lit pedestrian crossing on Folkes Road – again BBCllr/Cllr Wheeler continued to chase.	
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. <u>19th July 2023</u> BBCllr/Cllr Wheeler has been informed BBC will act upon the original report before the roads are adopted. <u>20th September 2023</u> BBCllr/Cllr Wheeler confirmed works had started to remedy misleading signage.	Cllrs Lloyd and O'Dell.
Cranfield Road (request for bollards at the	Resident.	2023	BBC.	<u>15th March 2023</u>	BBC.

junction with Church Road).				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 (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/Cllr Wheeler	
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				confirmed BBC would be surveying the area imminently. <u>19th July 2023</u> BBCllr/Cllr Wheeler has informed the clerk the report will be acted upon, but timescales are not known. <u>20th September 2023</u> The bollards had been replaced. Resolved to move this item to close.	
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.	BBC.

				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 seen. BBCLr/Cllr Wheeler was asked to investigate this also. <u>24th May 2023</u> BBCLr/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. BBCLr/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 BBCLr 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. <u>19th July 2023</u> Following a site visit with BBCLr Weir, Portfolio Holder for Environment, Transport and Highways, Andy Prigmore, Manager Traffic Operations, BBC, BBCLr/Cllr Wheeler, Cllr Lloyd and the clerk, the following was noted: • The clerk was still waiting costings from BBC (chased 11th July 2023). • The type of crossing and location was discussed and noted only. It was unlikely	
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				any further action would be taken by BBC to change either the type or location. The clerk confirmed they would continue to chase for a breakdown of costings and it was reluctantly agreed to move the type of crossing and location issues to close. <u>20th September 2023</u> The clerk had yet to receive the costings as referenced above and were they not received ahead of October's Full Council meeting; a Freedom of Information request would be considered at that meeting.	
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>20th September 2023</u> Cllr Bygraves had been unable to speak with the resident in question. It was noted however, vehicles were no longer continuously parked obstructively and BBCllr/Cllr Wheeler was asked to request BBC address the yellow lining works at the earliest opportunity. <u>WHITE LINING</u> <u>Summary of 2022</u>	Cllr O'Dell.

				• White lining works at the double mini roundabouts on Fields Road remain outstanding. • ‘Slow’ signage at all points of the double mini roundabouts remains 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. <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>19th July 2023</u> It was noted Cllrs O’Dell and Wheeler were meeting with BBCllr Weir, Portfolio Holder for Environment, Transport and Highways and Andy Prigmore, Manager Traffic Operations, BBC on 20th July to discuss potential traffic calming measures for Mephram Road (near the junction with Bedford Road). The issue of white lining works elsewhere would be raised again. <u>20th September 2023</u> BBCllr/Cllr Wheeler had received no further update on village-wide white lining works.	
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				<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. <u>19th July 2023</u> Cllr O'Dell confirmed he had written to the Department of Transport to request an update, following notification that the consultation had closed. TI confirmed a response should be published within three months of consultation closure.	
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: • Foster Way in its entirety (WPC requested works in March 22); • Lorraine Road in its entirety (WPC requested works in March 22);	BBC.

				• Monoux Road in its entirety (a BBC survey was undertaken just before Christmas 2022); • Payne Road in its entirety (Paulina was investigating why this had not 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. See spreadsheet which will feature routinely either within this PAP or as a separate appendix. <u>24th May 2023</u> A spreadsheet was submitted to BBC in March 2023 and has been updated in red accordingly. This will feature routinely either within this PAP or as a separate appendix. <u>19th July 2023</u> BBCllr/Cllr Wheeler has confirmed BBCllr Weir is investigating the feasibility of works to those areas detailed within the spreadsheet.	
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				<u>20th September 2023</u> See Appendix Two. <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 Mephram 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 (refer to the minutes dated 18th January 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,	
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				the scoring of which followed a risk based matrix 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. See spreadsheet which will feature routinely either within this PAP or as a separate appendix. (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 was submitted to BBC in March 2023 and has been updated in red accordingly. This will feature routinely either within this PAP or as a separate appendix. <u>19th July 2023</u> BBCllr/Cllr Wheeler has confirmed BBCllr Weir is investigating the feasibility of works to those areas detailed within the spreadsheet. <u>20th September 2023</u> See Appendix Two.	
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				(CB expressed his hope that following a change of administration, BBC would not follow CBC ⁶ 's lead in using spray tarmac and chippings as a resurfacing measure. This method, although a budget saver, was not effective in the medium-long term).	
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	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. <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. <u>19th July 2023</u> Given no further update had been received, either in relation to the missing tactile paving for the original dropped kerbs installed, or in relation to the parish council's request for additional dropped kerbs along Lorraine Road, it was agreed to chase again for a formal update on both issues. <u>20th September 2023</u> BBCllr/Cllr Wheeler and Cllr O'Dell confirmed the areas in question had been marked up ahead of the	BBC.

				proposed works, however a start date was not yet known. On a separate issue, Foster Road had also been marked up for a dropped kerb (request was made by BBCllr Abood without the parish council's knowledge). It was noted bollards should also be a requirement to stop the area being used for parking and a request had already been made by BBCllr/ClIr Wheeler in that respect.	
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/ClIr 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/ClIr Wheeler. <u>19th July 2023</u> BBCllr/ClIr Wheeler confirmed he continued to chase for an update on installation. TI stated it was	ClIr Lloyd.

				possible to use BBC's Corporate Complaints Procedure should the need arise. <u>20th September 2023</u> BBCllr/Cllr Wheeler confirmed a Bedford Borough Council representative was meeting with the contractor next week to discuss the same, ahead of finalising drawings and costings.	
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To be reviewed monthly at Full Council.

FC23/233**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 do deliver, given the original order was made in 2019. It is hoped installation will be early 2024. <u>11th October 2023</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting a site visit had recently been undertaken between the contractor and Bedford Borough Council representatives, ahead of finalising drawings and costings.	
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

							<u>11th October 2023</u> In the absence of BBCllr/Cllr Wheeler, no further update was available.	
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. • 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	Working Group

Appendix Seven

							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.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>11th October 2023</u> Refer to agenda item FC23/237.	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

							<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, 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	Clerk

							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.	
High	Neighbourhood Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<u>11th January 2023</u> Resolved 14th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPi units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th March 2023 (FC23/058) to continue with this project. <u>12th April 2023</u> The clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order.	Cllr O'Dell

							<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 RTP1 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. <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.	
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.	Cllr O'Dell

							<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. <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	
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						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. <u>11th October 2023</u> Cllr O’Dell confirmed planning permission had been granted, with the proviso a highways licence was needed for the proposal. A further proviso stipulated the need for all works to be carried out by Bedford Borough Council. Cllr O’Dell had sought greater clarification from the Borough Council in relation to a suitable contractor to carry out the works and BBCllr Wheeler (in his absence) was asked to chase for a response.	
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To be reviewed monthly at Full Council.

FC23/234**RISK 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	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	None.		11.10.23 SP
Christmas Tree (including Switch On Event)	SP	17.5.23	Members determined not to hold a switch on event for 2023		11.10.23 SP
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

⁷ Wootton Parish Council

Appendix Eight

Generator	GL	17.5.23	None		17.5.23 SP
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	11.10.23 – the latest annual inspections have been carried out and SP is awaiting costings alongside the final reports.		
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	TBC				
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

Appendix Eight

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	<u>11th October 2023</u> Given the number of issues raised following the Fire Risk Assessment, the clerk was asked to forward the document again to members of the Charitable Trust to ensure all issues were addressed		
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>