



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 13th December 2023 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Swain (left at 8.38pm due to a work engagement), Tyerman, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	N/A.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/275	Apologies for absence. Cllr Richbell-Davies.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/276	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/277	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.

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FC23/278	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The resident informed the Clerk ahead of this meeting they no longer wished to be considered for co-option to the parish council. Cllr O'Dell detailed he had spoken to the resident ahead of the May 2023 local elections, with a view to them attending Full Council meetings ahead of elections day. This was fuelled in part by their publicity campaign which claimed credit for successful events already being dealt with by the parish council. At the last meeting of Full Council, Cllr O'Dell had been pleased to learn of their intent to be considered for co-option. He was now disappointed this had been withdrawn and was further disappointed about comments made regarding the atmosphere at November's meeting, which was allegedly facilitated by the Chairman. A further comment regarding a lack of civility had previously been addressed at November's meeting and a public apology made by the councillor in question and received by the member of public present. Cllr O'Dell wished to state publicly he had every confidence in the Chairman and intended to request the Clerk include a motion of confidence on January's Full Council agenda. Cllr Kay added he did not consider anything untoward had occurred at November's meeting. The Chairman, Cllr Lloyd, thanked Cllr O'Dell for his support.	N/A.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC23/279	Report from outside organisations – for information only.	BBCllr Wheeler's report was circulated	Clerk to keep on file.	N/A.

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	To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for November 2023. (Appendix One a).	ahead of this meeting. He added his reports were now more insightful with a stronger focus on Wootton rather than the wider Borough. It was noted The Rt. Hon. Richard Fuller MP had recently mentioned investments in Primary Care Facilities in Wootton and BBCllr Wheeler confirmed he had attended a recent Patient Participation Group meeting. BBCllr Wheeler confirmed there would now be separate funding for the new surgery. BBCllr Abood's report was circulated ahead of this meeting. Cllr O'Dell wished it to be known the report still contained political undertones which should not feature in future reports. No further comments received.	Clerk to keep on file.	N/A.
FC23/280	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, including a letter of thanks from Wootton Academy Trust, thanking the parish council for its CIL Funding grant of £250k to aid delivery of a synthetic pitch within the grounds of Wootton Upper School. The successful contractor was due to commence works in January 2024 and works were expected to finish (weather permitting) in four to five months.	Clerk to keep on file.	N/A.
FC23/281	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i>		Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 8th November 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 25th October 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 25th October 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 20th September 2023.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC23/282	Matters arising from the minutes – for information only. - FC23/267 + FC23/293 – Community Centre at Berryfields. Refer to agenda item FC23/293. - FC23/267 + FC23/293 – 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 FC23/293. - FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Public Hearings in relation to the examination of BBC's Local Plan 2040 have recently concluded and the	No further comments received.	Clerk to keep on file.	N/A.

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	Planning Inspectorate has raised concerns that it cannot be currently found to be sound. –Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council.			
FC23/283	Chairman’s report – for information only.	Cllr Lloyd expressed his thanks to all members for their work during 2023. 2024 was set to be a busy year in terms of delivery of projects, with the Average Speed Cameras, Synthetic Pitch at Wootton Upper School and remodelling of the Changing Rooms/Demolition of the Toilet Block all expected to be completed by the year end. Cllr Lloyd then demonstrated the ‘Report It’ function on the parish council’s website, which provided a number of links to the Borough Council’s website and also informed members that Step 7, under the Neighbourhood Plan tab had been updated to reflect planning applications for Policies W4 and W6.	All to note.	N/A.
FC23/284	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 Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/285	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/286	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.

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FC23/287	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 Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/288	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 Randell. 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.
FC23/289	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).	Resolved to receive, review and adopt the updated risk assessment for trees. 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.
FC23/290	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/291	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.
FC23/292	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to consider any	Resolved to receive and approve both reports without further comment.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller

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	budget heading virements and to resolve a suitable course of action.	Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		Authorities in England 2023.
FC23/293	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> Despite the Clerk continuing to chase, a response was still awaited from Hillary Cooper Law. <u>Charitable Trust</u> Cllr Bygraves confirmed the trust's finances were improving, since last reported. <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. Resolved to accept the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/294	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		Town & Country Planning Act 1990 & subsequent.

		Centre) were complete and associated signage was now in place. • Additional signage had been added to the bus gate at Folkes Road. • BBCLr Wheeler raised again with the lower school the issue of the non-illuminated school car park lights and was told there were no plans to remedy this. <u>Fields Road Crossing</u> • The Clerk had received a response to a Freedom of Information request which confirmed the following: ○ The total received (with indexation) was £56,250.00; ○ It was received on 2nd February 2015; ○ A full breakdown of all costings in relation to all deliverables, including anti-skid surface was not yet available (but was expected shortly); ○ There was no current surplus, however any surplus materialising would be spent in		
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		accordance with the s106 agreement. • BBCllr/Cllr Wheeler confirmed works to complete tactile paving and dropped kerb which have been installed in the vicinity of the doctor's surgery (south side only) were on hold, pending further news on the doctor's surgery. <u>Berry Wood (FRS)</u> • BBCllr/Cllr Wheeler confirmed at 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 site(s) in the village (not Berry Wood – FRS). • A site visit with Remus Management Ltd to discuss flooding issues at the play areas and internal footways and the poor finish of the latter had yet to be arranged. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Randell. Seconded: Cllr Hensher. Resolved by all present.		
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FC23/295	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, but that he may have to source alternative suppliers. The following sites were suggested: • New doctor's surgery; • Community Centre (although it was recognised it would adversely affect parking); • Recreation Ground, Church Road; • Lay-by on Folkes Road, adjacent to Sainsbury's. After discussion, it was resolved to source potential suppliers before undertaking a feasibility study (to cover potential sites, types of chargers and whether the scheme(s) could be self-funding). Proposed: Cllr Tyerman. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/296	To revisit the financing of a Community Transport Service 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.	Cllr O'Dell had previously suggested three proposals to resolve this issue: • Option A – Stagecoach (Bus 53) would divert via the Interchange Retail Park. It was recognised this was no longer an option; • Option B – A private bus (such as those provided by Flittabus and/or Bedfordshire Rural Communities Charity) could run a once-weekly service. The Clerk confirmed Flittabus could not take on the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		administration and whilst no response had been received from the Bedfordshire Rural Communities Charity, the same response was expected. The Clerk confirmed she and a number of councillors were meeting with The Rt. Hon. Alistair Strathern MP on 11th January 2024 and it was hoped he may be able to offer that administrative support; • Option C – Wootton’s Good Neighbour Scheme could take people as needed. A resident at November’s Full Council meeting agreed to take this forward with the scheme, but no further update had been received. It was reiterated the only way the parish council could help with a Community Transport Service was through funding. It’s request for residents to form an unincorporated club and open a bank account aligned with all previous funding applications. BBCLlr/CLlr Wheeler added he had been liaising with BBCLlr Weir, Portfolio Holder for Environment, Transport and Highways who was looking at the possibility of using Bedford Borough Council mini buses which were not used during the day. Stagecoach had offered to supply drivers free of charge (DBS checks and a change of licence use would be required) – but if successful – a link from Wootton to Wixhams then on to the Interchange Retail Park could		
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		be feasible. A meeting with all bus companies was planned for 9th January 2024 and BBCllr/Cllr Wheeler confirmed he would update members and residents thereafter. Resolved to note the above. Proposed: Cllr Tyerman. Seconded: Cllr Noakes. Resolved by all present.		
FC23/297	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2024-25, ahead of agreeing/finalising the precept demand in January 2024 and to resolve a suitable course of action.	Resolved to consider a 5% increase but await the relevant precept information from Bedford Borough Council (due towards the end of December 2023) and bring this back to January 2024's Full Council meeting. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC23/298	To receive, review and adopt the amended Social Media, Noticeboard, Newsletter and Electronic Communications Policy and to resolve a suitable course of action.	Resolved to receive, review and adopt the policy without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/299	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group to request additional parking restrictions (yellow lining) in the vicinity of The Chequers PH, Hall End and to resolve a suitable course of action.	Resolved to receive and accept the recommendation, with amendments to the length of yellow lining to be provided by Cllr Lloyd. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/300	To receive a recommendation from the (advisory) Leisure and Amenities Committee to approach the Forest of Marston Vale to initially take a draft business plan forward, in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to resolve a	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Tyerman. Seconded: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	suitable course of action. Draft minutes detailing this resolution can be viewed here .	Resolved by all present.		
FC23/301	To approve payments as per the attached schedule(s) and to resolve a suitable course of action. https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Resolved to approve all payments without further comment. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.45pm.

FC23/279

Borough Councillor report for December Full Council – John Wheeler

It has certainly been a busy month since my last report. A number of projects are finally coming into place, and I have been attending quite a few events.

It is fantastic to see the Wootton Surgery project finally moving forward. The site has now been cleared and the Internal Drainage Board are expected to soon complete their works. There have been a number of positive meetings at Borough Hall involving Pick Everard Architects and the Mayor is working on a business plan for the build. I hope to see steady progress on this much needed project.

Both schools are moving forward in relation to the two-tier conversion, with the Lower School converting in September 2025 and the Upper School following in September 2026. I have attended meetings with the school in relation to building works and pre-application advice for the Lower School is expected to be sought in February 2024, with full plans following hopefully, by Easter. The build will start in summer 2024 and is expected to take 40 weeks to complete. A travel plan and traffic management programme will be necessary as the school will be open during that time – the idea will be to get parents and carers to use the car park at the recreation ground behind the village hall on Church Road and access the school via the side gate adjacent to the Baptist Church.

Other positive works include the synthetic pitch at the Upper School. Works have started and weather permitting, this project should be completed by March 2024. Yellow lining works and accompanying signage have been completed on Folkes Road and Harris Way – although issues relating to the pedestrian crossing and bus gate remain ongoing.

Borough Council Officers are still looking into traffic calming measures for Burgoyne Avenue, to tackle speeding issues. Buses are now using this route and it is imperative something is done. Two bus shelters with real time passenger information units are due to be delivered in the same area – this is being paid for using developer contributions.

Cause End Road is a total mess! Thank goodness the planned re-surfacing works were held back until February 2024. I am pushing for a number of storm drains to be cleared at sites within the village – not least the one in front of the War Memorial on Church Road and two adjacent to St. Mary's Church. The outstanding white lining works are still that – outstanding. This is beyond a joke now and I have escalated this with BBCLr Weir, Portfolio Holder for Transport, Environment and Highways to find out why this is the case.

Turning to events, I was honoured to attend the Armistice Day parade in Bedford on 11th November, the Remembrance Day parade in Wootton on the 12th November and an Honorary Alderman service for Kate Burley and Tim Hill on the 19th November. The latter honoured the service given by both councillors and it was lovely to see the Labour Group turn out in full to recognise this.

The Bob Lunniss lunch was a great success as always, with another full house. Thanks must go to the Lower School choir – all 40 of them who sang carols before the lunch. The Upper School entertained with extracts from 'Sister Act' and we were treated once again to the much welcomed 'Malcolm and Michael Act'! Thanks also to Wootton Blue Cross, The Cross Keys and Liloom Home Care for their help, as well as the trustees of the Bob Lunniss charity. I have also attended various Christmas concerts and plays at both schools and will be undertaking an undercover assignment for the North Pole at the lower School!

I would like to thank you all for your support this year, as a team we are all working hard for Wootton and I hope you all have a great Christmas and a Happy New Year.

Borough Council Issues

New Leisure Service Partnership

The Council has now signed a new 2-year contract with the charitable social enterprise Greenwich Leisure Limited (GLL) to manage and operate leisure facilities across the Borough, ending the 10-year fusion contract.

The Council will be working with provider to ensure our leisure facilities to modernise our leisure facilities.

Bedford Borough Local Plan 2040

The Planning Inspectorate has responded to the Local Plan 2040, stating it to be unsound. The Inspectorate's response can be found [here](#).

This is the second time the Local Plan 2040 has been sent back by the inspectorate and the Borough Council will now take time to consider its response and how it intends to proceed.

The plan was determined as unsound, mainly for the following reasons:

- The Inspectorate disagreed that the degree of harm under policy HOU5 (Abbey Field, West of Elstow) would result in less than substantial harm.
- A421 concerns regarding delayed delivery – whilst the Inspectorate agreed activity on the identified project with National Highways could be delivered at some point, he believed a lack of clarity remained as to whether the projects would be delivered to a timescale that would align with growth proposed in the Plan.
- He disagreed with the presumed build out rates for Little Barford and Kempston Hardwick – being based on justified assumptions that were soundly based.

Council Capital Programme

At Full Council on Wednesday, 29th November, the Executives Capital Programme was sent back to the Executive after members of the Borough Council voted and carried forward an amendment to “delete all” of the Capital Programme Updates. The Capital Programme agreed at the July Full Council remains in place.

The following programmes have now been removed:

- Primary Care Estate funding.
- Town Centres Regeneration funding.
- Leisure Sites funding.
- Leisure Complex & Asset Refurbishment funding.
- Bedford to Milton Keynes Waterway Canal Link.
- Sharnbrook (Primary) School funding.
- A6 Paula Radcliffe Way Highway Corridor funding.
- Cemetery Provision contribution.

The Greater South East Net Zero Hub

In an initiative funded by the Department for Energy Security and Net Zero (DESNZ) - the Greater South East Net Zero Hub is collaborating with the Council seeking Bedfordshire-based installers to join its growing supply chain dedicated to delivering energy-efficiency measures, renewable energy solutions, and low-carbon heating.

Details on the DPS process and specific requirements for installers can be found on the Greater South East Net Zero Hub website at www.gsenetzerohub.org.uk/supply-chain-procurement/.

Town Centre Christmas events and footfall

In the last 3 months (August to October 2023) Town Centre footfall has increased by an average of 28.8% - increasing by 1.94 million in real number terms.

Additionally, there are a number of events taking place in across Bedford Borough over the Christmas period. There will be:

- Live performances taking place in Harpur Square and Saxon Square.
- The light switch on which features a new tree and lights in the Town Centre.
- Unique seasonal markets.
- Christmas family activities – Christmas crazy golf, family photos in the Christmas Snow Globe, carols and other activities.

For full details, including times and dates of these fantastic events and even more, visit www.bedford.gov.uk/Christmas.

Homelessness recruitment drive

Due to historic cuts, the Borough Council's Homelessness Service had been facing overspends reaching £6 million, a significant backlog of cases and lack of expertise and employees in the service.

In order to address the lack of expertise and overreliance on agency staff due to cuts that took place last year – the Borough Council is now launching a recruitment drive to hire skilled caseworkers dedicated to providing expert homelessness advice and assistance.

For more information about homelessness, please visit: www.bedford.gov.uk/housing/housing-advice/housing-advice-overview.

Consultations

Bedford Borough Council has begun a public consultation on its annual budget proposals.

The Council has stated that the budget focuses on the themes of a “one council” approach and remains committed to protecting services, transforming service quality, improving organisational and process efficiencies, realigning resources to priorities and improve customer service.

Take part at www.bedford.gov.uk/budget2024-25.

The Council is also planning a consultation on the Council's the Trees and Development SPD for public consultation for a minimum of 6 weeks. The SPD supports existing policies in the Local Plan 2030 and will provide guidance to ensure that trees are adequately addressed in the development process.

Council Financial Overspend Update

The Borough Council had been facing significant financial challenges with a £12.188 million overspend – as reported previously. The financial picture remains challenging however, the overspend has reduced further, from £8.3 million at the end of June 2023 to £4.6 million at the end of September 2023 - equivalent to 2.9% of the Council's net budget.

Works are continuing to ensure the budget balances by the end of the financial year.

Wider Borough Items

Paula Radcliffe Way

The Council has announced that the works on Paula Radcliffe Way are entering the final phase of the project and remain on schedule to finish on the 15th December 2023.

Bedford Borough Council announces new option to apply for postal and proxy vote applications

Central Government is making significant improvements to the process of applying for postal and proxy votes, aimed at enhancing accessibility and efficiency for electors. Since Tuesday 31 October, residents in Bedford Borough now have the option to apply for a postal vote through a simplified online application form at:
www.bedford.gov.uk/your-council/elections-and-voting/postal-voting.

BBCllr Wheeler
December 2023

Borough Councillor report for December Full Council – Sue Abood

The Full Council meeting which took place on 29th November was predominantly a meeting focused on the Council finances, namely the Capital Strategy and Treasury Management Strategy Update, and the Medium Term Financial Strategy Refresh.

Council Budget

The council budget as it currently stands has a £11.4 million overspend and the efficiency plan proposed covers around £6 million of the funding gap. We have questioned where the remaining savings will be found in order to balance the budget.

The efficiency programme proposes cuts to Ward Funds, removal of the Welfare Service – which makes Food Bank referrals, stopping the Community Speedwatch Van, a cut to the speed camera maintenance budget and £1.2m less for road and pavement renewal and maintenance.

If you are interested, you can see the full consultation here: <https://www.bedford.gov.uk/your-council/have-your-say/consultations/budget-and-efficiency-plan-2024-2025-consultation>

And you can read the efficiency plan, which proposes a range of budget reductions adding up to approximately £6m here: <https://www.bedford.gov.uk/media/6737>

Capital Programme

At the last Full Council meeting there was cross party and independent councillors' support for the proposal to ask the Executive to look again at their Capital Programme. This was due to the additional £53 million of borrowing proposed within the plan with no business case provided for the major investment of £30 million into a leisure village. As mentioned before, borrowing of £53 million will require a £5 million per year to be found in the budget to pay back the debt and interest. The Executive are due to report back at the next full council meeting. This is part of the democratic process in a mayoral authority.

An extraordinary full council meeting has been called for 18th December to discuss the capital programme.

Health

The Health Overview and Scrutiny Committee, of which I am a member, met with representatives of the ICB last week to discuss GP access, including estates, digital access, availability of appointments and workforce issues. There are three surgeries/health centres which are the priority of the ICB at the moment, namely Biddenham, Great Barford and Kempston. This was reiterated both in this meeting and a one-to-one meeting I had with the Head of Systems and Estates at the ICB. These surgeries are prioritised due to the huge increase in patient numbers in the surgeries going into these new buildings. Lindon Road surgery for example has seen their list size double from 3000 to 6000 patients in the last 3 – 4 years and have been forced to close their patient list to new applicants. The current buildings occupied by these surgeries are also not accessible to all patients.

I also recently attended the restart meeting for the Joint Health Overview and Scrutiny committee held at Milton Keynes Council buildings. This meeting oversees the healthcare for the entire BLMK (Bedford, Luton, Milton

Keynes) area. The Joint Forward Plan for the ICB working alongside the four councils was introduced and discussed.

Bedford walking tours

During November I took part in one of the guided tours of Bedford which had been organised by the Mayor. We were treated to part of their “I never knew that” tour, one of their collection of tour topics. Those giving the tour were keen for the councillors present to promote the tours locally. I thoroughly enjoyed the tour and can heartily recommend these tours to you.

Parish wide local results since the last parish council meeting

The street lights either side of the bus stop on Cranfield Road have now been connected to the electricity supply and are now functioning. The bus stop can now be seen once the sun has set both by pedestrians and road users alike. I originally reported these lights back in May and have been regularly chasing the council so am pleased they have finally been made operational.

I recently reported the potholes on St Mary’s Road. 11 defects have been identified for repair and a works order has been raised for them.

Other work being carried out within Wootton is on an individual resident basis.

While outside the parish, work is also ongoing in Kempston Rural. I recently supported residents to bring a petition to full council and then moved a motion which received full council backing to address the concerns of the residents raised by the petition. The ward funded speed indicator sign has been ordered and I have resolved an ongoing issue with BPHA which should see benefits to residents and the setting up of some community allotments. Work is also being undertaken for individual residents.

I look forward to hearing from the Parish Council should they wish me to take on any work with them or on their behalf.

BBCllr Abood
December 2023

Police Crime Statistics FC23/279a November 2023						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/59565/23	Burglary	BURGLARY	RESIDENTIAL BURGLARY-HOME	ATTEMPTED RESIDENTIAL BURGLARY-HOME	02/11/2023	Bedford Road
40/60184/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	06/11/2023	
40/59362/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	01/11/2023	Bedford Road
40/61720/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	14/11/2023	Bedford Road
40/62417/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	17/11/2023	Johnson Avenue
40/62423/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	17/11/2023	Johnson Avenue
40/63054/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	20/11/2023	Payne Road
40/63381/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	22/11/2023	Cause End Road
40/64100/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	25/11/2023	
40/64669/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	28/11/2023	Bedford Road
40/62074/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	15/11/2023	Billing Way
40/62425/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	17/11/2023	Turland Close
40/62426/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	17/11/2023	Turland Close

Appendix One A

40/62736/23	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	18/11/2023	
40/64180/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	26/11/2023	

FC23/280

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

Significant issues are emailed at the time of receipt.

FC23/284

(Advisory) Leisure and Amenities Committee Report

29th November 2023

Resolutions

LA23/031 – To consider this committee’s budget requirements (including annual expenditure, capital and revenue projects) for 2024-25, ahead of Full Council’s agreement/finalisation of the precept demand in January 2024 and to resolve a suitable course of action.

Resolved to take a recommendation to Full Council that the precept be increased by 5% for the financial year 2024-25, in line with the Finance and General Purposes Committee’s recommendation.

Proposed: Cllr Wallace.

Seconded: Cllr Bygraves.

Resolved by all present.

LA23/032 – To consider next steps in relation to land to be transferred to the parish council as detailed within Wootton’s Neighbourhood Development Plan (Policy W10) and to resolve a suitable course of action.

Cllr Wallace provided a paper ahead of this meeting which detailed the background behind the land transfer and initial meetings held with both The Crown Estate (and partners) and the Forest of Marston Vale. In summary, the parish council was seeking to put together a business plan in order to demonstrate its ability to manage the land through partnership working with the above entities. Within that business plan it was crucial that Biodiversity Net Gain be at the forefront of all proposals and this would best be achieved by working to the area’s Local Nature Recovery Strategy.

A sum of Community Infrastructure Levy Funding was previously earmarked for this project – match funding could be sourced as necessary. The Forest of Marston Vale (who would be approached initially to help with the business plan) would be looking at a minimum 25 year plan.

Cllr Lloyd then produced graphics would detailed how the business plan may be drafted – including timeline and steps/progress, plus a detailed plan for areas broken down into Grassland, Meadow and Marshland.

Cllr Lloyd agreed to speak to Macro Design in order to produce an interactive map for the parish council’s website. After detailed discussion it was resolved to approach the Forest of Marston Vale initially in order to take the draft business plan forward, after which a planned meeting in March with The Crown Estate would be opportunity to add further/greater detail, making use of resources already kindly offered to the parish council.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

29th November 2023

FC23/285

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/286

(Executive) Planning Committee Report

8th November 2023

Planning Applications – for resolution

23/02353/FUL – 39 Cause End Road. Loft conversion with raise of ridge, two storey front and single rear extensions New triple garage.

Resolved **NO OBJECTION** but to make the following observation:

- The plans indicated it was impossible to utilise the triple garage without driving over the proposed 'soft landscape'. Concerns were raised the garage will be subject to a future 'Change of Use' application, which should be queried at this stage by the Case Officer.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **AN OBJECTION**.

To view the Decision Notice and Officers Report please click [here](#).

No further comments received.

Resolutions

P23/254 – To consider a response to Bedford Borough Council in relation to its proposed diversion of Public Bridleway 23, Wootton, Public Bridleway 24 (Wootton) and part of Public Bridleway 34 (Kempston Rural) – land in the environs of Bourne End Farm, Bourne End, MK43 9AP and to resolve a suitable course of action.

Resolved to accept Bedford Borough Council's proposal to divert Public Bridleways 23 and 24 (Wootton) and 23 (Kempston Rural).

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

P23/255 – To consider a new street trading consent outside of Bedford Town Centre for Charanjit Singh (ice creams, soft drinks, ice lollies and desserts) and to resolve a suitable course of action.

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

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

29th November 2023

P23/257 – Disclosure of local and/or disclosable pecuniary interests.

Cllr Bygraves declared a local interest in agenda item P23/263 (Planning Applications 23/02377/FUL and 23/02378/LBC – Keeley Grange) and did not take part in voting.

Planning Applications – for resolution

23/02377/FUL – Keeley Grange. Single storey side extension to form swimming pool enclosure and replacement first floor window.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by majority vote.

23/02378/LBC – Keeley Grange. Single storey side extension to form swimming pool enclosure and replacement first floor window.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by majority vote.

Resolutions

P23/266 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Nirmal Badhan T/A Dave’s Snax and to resolve a suitable course of action.

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

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

29th November 2023

FC23/287**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24**

WPC² publishes a BAP³ 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 BAP.

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:

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 BBC⁵). 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. <u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed remedial works had been undertaken but not to a satisfactory standard. It was noted BBC were in talks with the developer to bring the area up to a satisfactory standard.	Cllr O'Dell.
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¹ Project Action Plan.

² Wootton Parish Council.

³ Business Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

Berryfields Estate (infrastructure).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<u>Summary of 2022</u> • A dropped kerb has not been added at the end of Harris Way to enable emergency services vehicles to gain access to the play area. • Several areas within the estate require repainting of yellow lining/hashing, including Folkes Road and Harris Way. • The pedestrian crossing on Folkes Road is poorly lit school side. <u>18th January 2023</u> 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.	Cllrs Lloyd and O'Dell. BBC/Persimmon.
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				Yellow lining/hasing also remained outstanding (including adjacent to the lower school) – BBCllr/Cllr Wheeler had been informed this was due to a high water table and was investigating this issue, given yellow lining had been in place previously, before the area was resurfaced. The pedestrian crossing adjacent to the lower school was still poorly lit and was the only crossing in the village without middle-road zig zag markings. 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;	
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				• Harris Way required a hashed area by the access point to the recreation area, as this was the only access point for emergency service vehicles; • Harris Way (lay by side) required lining works to extend into the bay at both ends, to prevent parked vehicles obstructing traffic; • 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).	
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				BBC had yet to respond to the first two consultations (lining and zebra crossing within the Berryfields Estate) but had responded to the above bus gate observations stating a change to the Traffic Regulation Order would mean re-starting the consultation period, incurring additional expense. The reasoning in having the current TRO was given as follows: • <i>The aim of this bus gate is to support the local bus service. This service travels in one direction and will therefore there (sic) will be no opposing buses. We therefore do not consider it necessary to make this a one way street.</i> • <i>We wish to support and encourage cycling in the Borough and would like to encourage children to cycle to school. Cyclists using this bus gate will be kept away from other traffic in the area and the limited number of buses using this road will mean that cyclists will face little conflict. We therefore do not consider it necessary to change this exemption.</i> • <i>Any taxi using this bus gate will probably be serving the school. In so doing, it will prevent taxis having to turn around in front of the school and will mean that the passenger door is on the school side. Again we therefore do not consider it necessary to change this exemption.</i> BBCllr/Cllr Wheeler challenged these findings and BBC's response was as follows: • <i>The signing will be clear as to which class of users can use the lane. Having children cycling in the lane with parents will</i>	
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				<i>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 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.	
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				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. <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.	
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				<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. 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. <u>15th November 2023</u> BBCllr/Cllr Wheeler had chased BBC on the following outstanding issues: • No waiting signage was still required on Harris Way and bus gate signage was required on Ashpole Avenue. Both issues were being progressed by Persimmon Homes; • Works had not yet been completed to remedy the poorly-lit pedestrian crossing on Folkes Road. BBC had informed BBCllr/Cllr Wheeler it was satisfied the pedestrian crossing met health and safety guidelines, however BBCllr/Cllr Wheeler confirmed he would continue to argue it did not.	
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	Cllrs Lloyd and O'Dell.

				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. <u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this was part of an ongoing programme of works that will need to be completed before BBC adopted the infrastructure.	
Cranfield Road speeding issues and pedestrian crossing issues.	Resident (who will be in attendance at this meeting).	2023.	BBC.	This issue was the first determined within this PAP. <u>15th November 2023</u> A resident raised concerns that vehicles continued to speed down Cranfield Road if they were only passing one of the pair of Average Speed Cameras now installed. The following suggestions were	BBC.

				made (BBC and member responses are noted in blue): • Install a regular (static) speed camera. It was not possible to site a static speed camera between a pair of average speed cameras. • Change the speed limit to 20MPH. *See below. • Install warning signage not to speed – ‘Speeding Kills’ or similar; BBC confirmed it had to conform to legislation which prevented the installation of such signage. • Install barrier fencing to ensure the better safety of pedestrians. **BBC confirmed there was insufficient room along this footway to install a barrier. A barrier must be set back a minimum of 450mm – 600mm from the road edge, which would leave less than one metre – insufficient to allow a double buggy to pass. In relation to Burgoyne Avenue, it was noted the addition of full-length road bumps would only be considered after BBC had adopted the road and it was agreed to add that issue to this PAP ahead of the next meeting of this steering group. The same resident also raised concerns over the poorly positioned pedestrian crossing at the top of Cranfield Road near the junctions with Bedford/Church/Fields Road. The following suggestions were made and taken forward by	
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				BBCllr/Cllr Wheeler ahead of this meeting. BBC and member responses are noted in blue. - Remove the (almost blind) crossing and install barrier fencing to stop pedestrians crossing in that area; BBC had received no crossing concerns in the 5+ years since it had been installed. It had noted overhanging vegetation on the Church Road side which would reduce visibility of oncoming vehicles and would be taking steps to have it cut back to the highway boundary. The same response as noted above** was made in relation to the barrier request. It was noted WPC had offered solutions to BBC to alleviate the pinch point on Cranfield Road, but none were taken forward and WPC had reluctantly moved the issue to close. There had also been historic talks to close Cranfield Road to all vehicles, however this was not supported by WPC. - Install a pedestrian crossing on Bedford Road; BBC had previously looked at the possibility of installing a crossing at the point(s) noted in Appendix Two. It had concerns any crossing between the two roundabouts would present a safety hazard, with drivers focusing on other vehicles rather than pedestrians. - Add warning road markings in the vicinity of the pedestrian crossing; BBC cited current legislation, which stated zig zag markings were not permitted on	
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				approaches to roundabouts. The way to prevent vehicles from parking would be to install yellow lines. It was noted there were yellow lines on the northern side of the roundabouts, but not on the southern side. BBC had no budget for any further lining works however and after discussion it was resolved not to take that suggestion forward in any event, as vehicles were not known to park in that area. • Install signage on all roads warning of a pedestrian crossing. BBC again confirmed it was bound by legislation which did not permit the addition of signage stating caution signage near a pedestrian crossing. *The resident also provided a detailed report ahead of the meeting in relation to the implantation of 20MPH speed limits across the village – refer to Appendix Two. It was noted all areas within the Berryfields and Berry Wood/The Kilns Estates were a 20MPH zone. WPC had recently submitted a request to BBC that all roads elsewhere in the village also be made a 20MPH, save for the main routes (Bedford, Church, Cranfield, Fields, Hall End Roads and Keeley Lane). These would remain 30MPH and would be/were already being served by average speed cameras, although it was noted WPC may look to subsequently request these also be reduced to 20MPH. After detailed discussion, the resident in attendance agreed to raise a petition calling for all roads to be	
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				made 20MPH which would be submitted to BBC (as Local Highways Authority) for consideration. BBCllr/Cllr Wheeler confirmed he had already submitted their redacted report to BBCllr Jim Weir and invited the resident to attend a meeting at Borough Hall with all relevant stakeholders to discuss this proposal in greater detail.	
Fields Road pedestrian crossing.	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> The installation was delayed due to several factors. <u>18th January 2023</u> BBCllr/Cllr Wheeler had received confirmation from BBC that works would commence on 23rd January 2023. A temporary bus stop between Haycroft and Wootton Vale House would continue to be provided. <u>15th March 2023</u> Despite the s106 agreement referencing a Toucan crossing, BBC had installed a zebra crossing, which would not officially open until later in March 2023, due to ongoing BBC contractor issues. BBCllr/Cllr Wheeler confirmed his researcher had requested a breakdown of expenditure, given BBC had received s106 funding of £50k and the zebra crossing was likely to be significantly cheaper at £15k to install. BBCllr/Cllr Wheeler's researcher had also requested information on the balance of funding left and how/where it would be spent. Members were in agreement the crossing should be a Toucan crossing, given the route in question was a safe route to school. WPC had not been consulted on BBCs deviation from Toucan to Zebra crossing, nor was a Deed of Variation to the s106 agreement	BBC.

				seen. BBCllr/Cllr Wheeler was asked to investigate this also. <u>24th May 2023</u> BBCllr/Cllr Wheeler has yet to establish whether a Deed of Variation has been provided (as detailed above). The clerk has requested a breakdown of costings from BBC and has been informed this will be provided when all works are completed. BBCllr/Cllr Wheeler again reiterated the crossing (as well as being the wrong type), was in the wrong place and after discussion Cllr Lloyd agreed to provide BBCllr Weir with a report detailing the timeline of events leading to the current situation after which it was hoped a site visit could be arranged. <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 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 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	
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				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. <u>15th November 2023</u> This item was now being considered by Full Council. Move to close.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase regarding yellow lining at Hall End. <u>24th May 2023</u> Cllr Bygraves agreed to speak to the resident in question in order to bring the outstanding works to a close. <u>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>15th November 2023</u> Completion of yellow lining along Hall End Road at the junction of Hilly Lane remained outstanding. It	Cllr O'Dell.

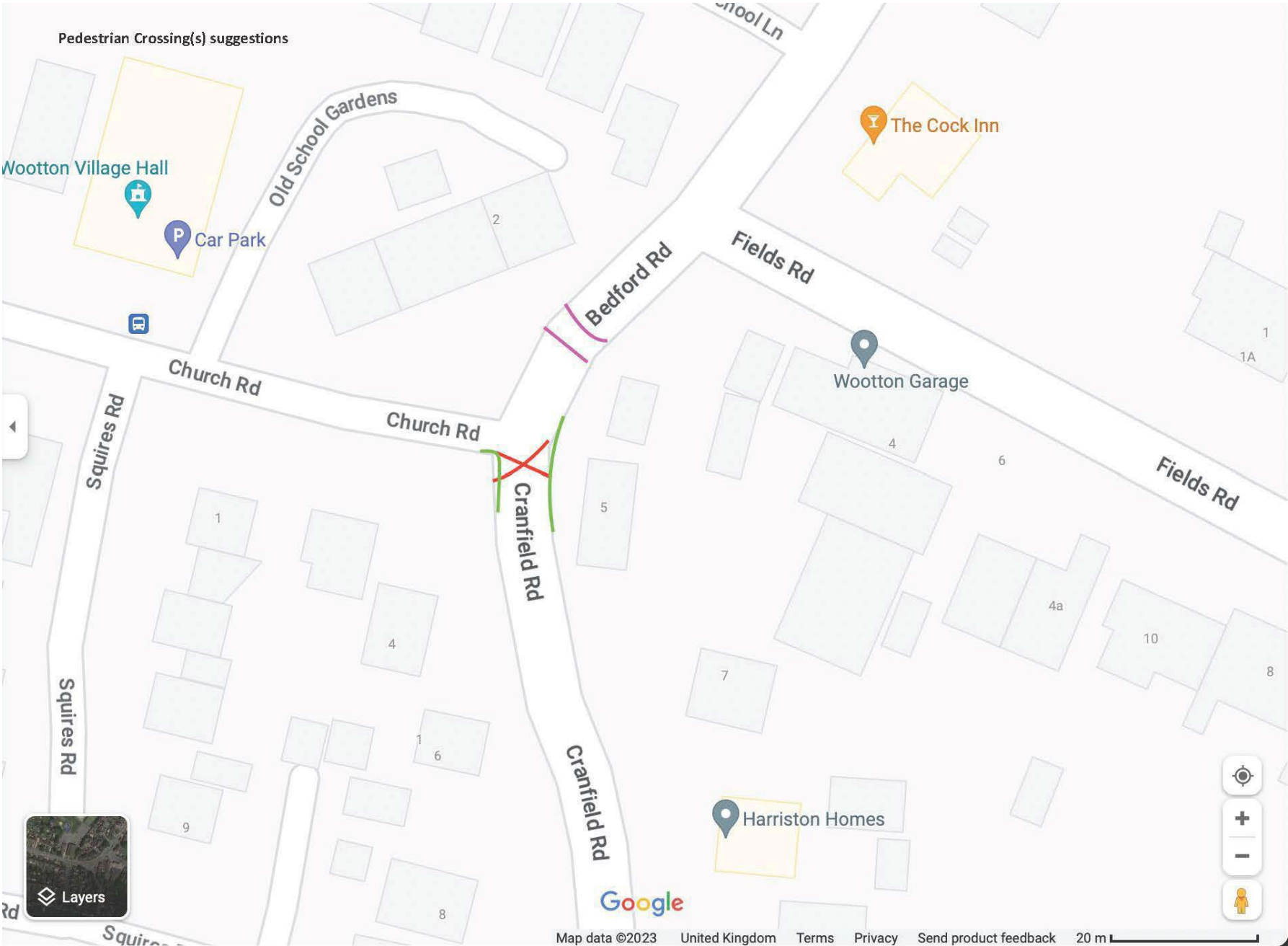
				was noted the police should be able to take enforcement action to remove the obstructing vehicle and BBCLr/Cllr Wheeler was asked to continue to chase for these lining works to be completed. A request for additional yellow lining at Hall End (frontage of The Chequers PH car park) was received – refer to Appendix Three. After discussion it was resolved to make the same recommendation to Full Council and request costings from BBC. <u>WHITE LINING</u> <u>Summary of 2022</u> • White lining works at the double mini roundabouts on Fields Road remain outstanding. • ‘Slow’ signage at all points of the double mini roundabouts remains outstanding. <u>18th January 2023</u> BBCLr/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> BBCLr/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> BBCLr/Cllr Wheeler continued to chase for an update on when the works would be carried out.	
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				<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 Mepham 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. <u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed BBCllr Weir was following up on why these works remained outstanding. <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.	
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				<u>15th November 2023</u> Information published on Central Government's website states feedback was being evaluated and further information will be provided in due course (29 th June 2023). Cllr O'Dell agreed to take this up with Alistair Strathern MP, in a personal capacity.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>15th November 2023</u> Refer to Appendix Four. <u>ROADS</u> <u>15th November 2023</u> Refer to Appendix Four	BBC.
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	BBC.

				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 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/Cllr Wheeler in that respect. <u>15th November 2023</u> BBCllr/Cllr Wheeler had chased BBC on the following outstanding works: • Lorraine Road dropped kerbs – both the original works (now completed) that required the addition of tactile paving and the additional areas subsequently requested by WPC; • Foster Road dropped kerb (requested by BBCllr Abood without reference to WPC). BBCllr/Cllr Wheeler subsequently requested the addition of bollards to stop the area being used as a car park. The need for the addition of bollards was reinforced at this meeting.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2022</u>	Cllr Lloyd.

				• Average speed cameras were now in place on Cranfield Road. • WPC continued to push for all other areas to be taken forward as one project. <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase BBC for an update regarding all outstanding sites. <u>15th March 2023</u> BBC had finally confirmed it would proceed with the installation of cameras along all outstanding sites. Design works and final costings were being prepared. <u>24th May 2023</u> BBCllr Weir confirmed he had been sent the ASC report by BBCllr/Cllr Wheeler. <u>19th July 2023</u> BBCllr/Cllr Wheeler confirmed he continued to chase for an update on installation. TI stated it was 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. <u>15th November 2023</u> Cllr Lloyd confirmed all cameras should be in situ within 12 months of this meeting.	
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20 is plenty for Wootton.

30mph is no longer fit for purpose. It was set over 80 years ago with little scientific basis. Let's make 20mph the norm and change our community.

Surveys show 70% of the British public say 20mph is the right limit for residential streets.

Traditionally, road safety has tended to take the viewpoint of the motorist. The question has been how best to get the motorist to where they want to go safely, without too much inconvenience.

However, when we take a societal view to include a duty of care to children, cyclists, the elderly, disabled and especially non drivers we must consider their rights to be safe as they get around. And consider if their desire for independent mobility is being suppressed by traffic danger.

Here are some key reasons (in no particular order) why we should implement 20mph across our village.

1. Builds Community

- A connected, friendly society flourishes in places where it feels safe to chat or play.
- People, especially families and elderly, connect outside more easily by slowing down traffic.
- 20mph is a friendly limit - it raises liveability and quality of life. It's key to healthy streets. 30mph is isolating.

Edinburgh Study:

- Parental permission to play out doubled from 31% to 66%
 - Those considering cycling unsafe fell from 26% to 18%.
 - Children cycling to school rose from 4% to 12%.
 - For older primary ages it rose from 3% to 22%.
 - Walking trips rose 7%, cycling trips rose 5% and car trips fell 3%.
- http://d3n8a8pro7vhmx.cloudfront.net/20splentyforus/legacy_url/156/Edinburgh.pdf?1431367937

2. Reduced Noise

- Noise almost halves from 30mph to 20mph
 - It's easier to engage and more pleasant to sit on a stoop and look up as we are walking, to linger and smile.
 - Sleep and peace of mind improve from a quieter ambience - which aids mental health and reduces stress.
- http://www.ukna.org.uk/uploads/4/1/4/5/41458009/speed_and_road_traffic_noise.pdf

3. Air Quality

- 20mph limits mean less unnecessary acceleration and braking, which improves air quality.
- Fresher air makes chatting outside feel more attractive and healthier.
- New research from engineering consultants, Future Transport, models the impact of capping speeds at 20mph vs. 30mph. This "real life" modelling that takes account of the stop/start nature of urban traffic yields a very different result from traditional steady-state models. It

shows significant and substantial reductions in emissions: CO2 lower by 26% and NOx 28% lower. <https://futuretransport.info/urban-traffic-research/>

- Speed limit reductions are a key initiative to reduce climate-warming CO2 emissions and harmful NOx. They also have a significant effect on public health through air quality improvements and active travel.
- 20mph limits toxic diesel emissions and is like taking half the petrol cars off the road.
- 20mph places have seen a rise of 20% in walking and cycling again further reducing the air pollution.

4. Darker Nights – increased field of vision

- 20mph limits widen drivers' fields of vision.
- This helps see hazards and take avoiding action earlier.
- Drivers can stop in half the distance compared to 30mph.
- 20mph reduces the kinetic energy with fewer deaths or life changing injuries.

5. 'It takes a village to raise a child'.

- Our children want to go out, exercise and see friends. They have a right to enjoy public space and freedom. It shouldn't just be kids who have gardens or who live in cul-de-sacs that can go or play out. We want streets where every child who is sensible enough is permitted to roam without constant adult supervision.
- Children used to roam further than now.
- Traffic fear is key. Wide 20mph limits enable kids to get out - to relatives, friends, parks, shops, play, walk, scoot, and cycle. 39% of 1,000 parents of 5-11yolds in GB surveyed said school run traffic was dangerous and their top fear was speeding traffic www.livingstreets.org.uk
- Confident, sociable, independent, healthy, active travel habits form on safer streets.
- Obesity, anxiety, and loneliness reduce.
- Families lead better lives.

6. Local Businesses Thrive

- Businesses thrive where it is safe to walk and cycle and more money is available to the local economy.
- It's also for businesses' own staff.

7. Fuel Savings

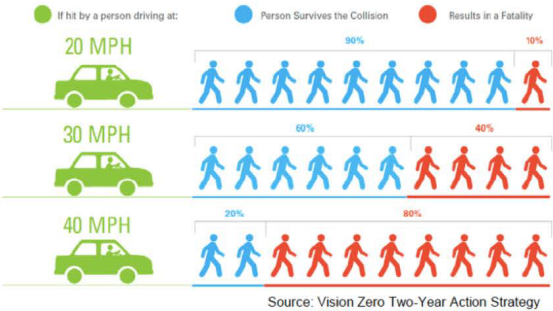
- In built up settlements like towns and villages, the key determinant of fuel consumption is the number of times you accelerate back up to the speed limit after slowing down or stopping at hazards, junctions parked cars, lights, etc. The higher the speed limit then the greater that acceleration influences fuel consumption.
- New research from Future Transport shows fuel efficiency peaks with speed capped at 20mph. This "real life" model factors in stop/start urban traffic.
- Less acceleration saves precious resources as over twice as much energy is required to get to 30mph.
- Drivers get up to 10p per mile fuel saving without trips taking longer. That's a 30% saving in urban fuel costs. <https://futuretransport.info/urban-traffic-research/>

8. 20mph helps the vulnerable

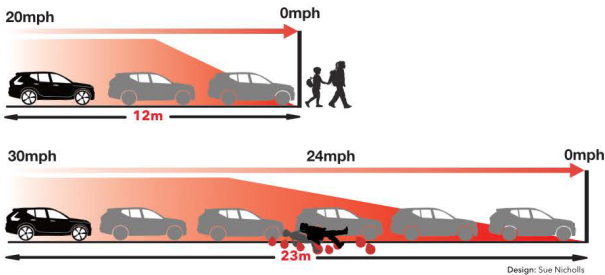
- 20mph is popular because it makes our streets safer, greener, and fairer, especially for those with limited sight, hearing or mobility whether due to age or disability.

9. Safety

- A child is 3 times more likely to die if hit by a car at 30mph VS 20mph.
- Crashes at higher speeds are more forceful and therefore more likely to be fatal.
- Drivers travelling at higher speeds have a narrower field of vision 65° VS 100°
- Drivers travelling at higher speeds travel further before they can react & have longer stopping or breaking distances 63ft VS 119ft
- Reducing speed limits from 30mph to 20mph typically results in more than 20% fewer casualties <https://www.rosopa.com/rospaweb/docs/advice-services/road-safety/drivers/inappropriate-speed.pdf>
- For cyclists the introduction of 20mph limits (alone) is linked to 21% lower injury odds compared to 30mph roads <https://www.sciencedirect.com/science/article/pii/S0001457518301076>
- 50% of all pedestrian fatalities and 80% of all serious injuries due to the frontal impact of a car happen at 21-30mph, but rarely at 20mph or below as there is more time to react, brake, stop, and ideally, avoid a crash.



Thinking Distance + Braking Distance = Stopping Distance



Key Questions & Responses

Will it create slower journey times?

- It is not necessarily about the drivers! We need to be thinking about our residents as well and all the benefits to our community.
- This argument is given little credence in a comprehensive report on speed from the RAC Foundation".
"journey-time savings are often small, particularly in urban areas where increased running speeds may provide only small savings as a result of delays at intersections and traffic lights."
https://www.racfoundation.org/wp-content/uploads/2017/11/speed_limits-box_bayliss-aug2012.pdf
- "What drivers always fail to recognise is how little material difference speeds make to their journey time. Driving at 30mph for a mile will get you to your destination just 60 seconds before someone driving at 20mph. Add in a few traffic lights and there's actually no time saved."
- "Of course, 20mph seems slow to drivers. That's the whole point. And it also seems slower, calmer, cleaner, safer, and quieter for all the people who are not in cars and living their lives in communities. It's why #20splenty where people are."

Would bus times increase?

- Not significantly for cross-town journeys.
- Many bus companies found no difference in their timetables.

Will it cost a lot?

- Costs are approx. £3 per head and provide value for money seven times higher than targeted physically calmed speed reduction zones.
- Gains are an impressive 20% reduction in crashes. Doing nothing simply adds to societal crash costs and the load on the NHS.
- As well as being great value for money through returns to society by crash and casualty reductions, lower speed limits become the foundation of local active travel, community connection, noise reduction, air quality and duty of care strategies.
- Wide area 20mph limits are popular and bring economic, social, and environmental benefits.
- A cost benefit calculator can be found here:
https://assets.nationbuilder.com/20splentyforum/pages/557/attachments/original/1659009997/Casualty_costs_for_your_place_2019_%28Jul-22%29.ods?1659009997

Why can't we just do it for specific times?

- This is about making our village safer at **all** times!
- This can cause confusion around what time people are supposed to obey the new limits.
- This is not just for children.
- We have a large proportion of elderly residents that would benefit.
- Growing families – Anyone under 5 not at school yet
- Expansion of extra-curricular activities at numerous locations around the village after school and before school, and at weekends.
- Cyclists – reduce traffic on the roads.

Can we have other traffic calming measures instead?

- Bumps increase air and noise pollution due to acceleration and braking
- Bumps are very time consuming to install
- Making 20mph normal is 7x cheaper than 20mph with bumps
- Bumps are being phased out with the increase in speed limiters in cars

Compiled for Wootton Parish Council
Primary information source: www.20isplenty.org
By (redacted), Wootton Resident
Inquiries to: (redacted)

Parking outside the Chequers opposite Hilly Lane Junction





Roads & Pavements Safety Steering Group					
Pavements – programmed by BBC (2023/24)		Pavements – requested by WPC (not yet programmed by BBC)		Pavements – future requests for BBC programming (2024/25)	
Area	Comments	Area	Comments	Area	Comments
Monoux Road.	24.5.23 - works have been completed.	Foster Way (now including Foster Road, Neale Way, Neale Road and Thorpe Way).	Foster Way was initially requested, but members resolved to extend the area to include the whole estate (LARP23/022). 15.11.23 – BBCLlr/CLlr Wheeler confirmed these areas had been scored by BBC but it was unclear whether they had yet to be programmed.	ALL AREAS.	15.11.23 – BBCLlr/CLlr Wheeler stated this steering group should identify any areas for resurfacing works at its January 2024 meeting, to enable early programming by BBC.
Payne Road.	15.11.23 - works have been completed.			Lorraine Road.	15.11.23 – BBCLlr/CLlr Wheeler confirmed this area had been scored by BBC and had been programmed for BBC's 2024/25 works.
Roads – programmed by BBC (2023/24)		Roads – requested by WPC (not yet programmed by BBC)		Roads – future requests for BBC programming (2024/25)	
Area	Comments	Area	Comments	Area	Comments
Cause End Road (vicinity of Tesco's).	BBC had previously stated works would commence when utility works had been completed. BBCLlr/CLlr Wheeler asked for the works to be expedited as the road continued to deteriorate and was a severe hazard. 24.5.23 – temporary patching works would be carried out ahead of a full resurface. BBCLlr Weir agreed to chase BBC for a further update regarding timescales and plans for full resurfacing works (it was recognised delays had been caused by utility companies working in the area). 20.9.23 – BBC had programmed resurfacing works for February 2024.	Hall End Road (adjacent to the upper school).	A resident reported significant potholes along Hall End Road which were causing traffic to cut the corner, driving towards oncoming traffic. BBCLlr/CLlr Wheeler confirmed the area has already been marked out and that BBC would resurface the area from Wootton Park Farm to the first dwelling on the left (heading towards The Chequers Inn PH). 20.9.23 – BBCLlr/CLlr Wheeler confirmed these areas had been scored by BBC but it was unclear whether they had yet to be programmed.		

Appendix Six

	15.11.23 – Utility works were ongoing and should be completed before the scheduled resurfacing works in February 2024.				
		Lorraine Road (top of Cause End Road closest to St. Mary's Church to Lorraine Road cemetery entrance).	A resident had requested these works; however BBC stated the area currently fell below its investigation levels. The area would be monitored and repaired, as necessary.	ALL AREAS.	15.11.23 – BBCllr/Cllr Wheeler stated this steering group should identify any areas for resurfacing works at its January 2024 meeting, to enable early programming by BBC.
		Mepham Road (Bedford Road to Hollies Walk).	A resident had requested these works; however BBC stated the area currently fell below its investigation levels. The area would be monitored and repaired, as necessary.		

To be reviewed monthly at Full Council.

FC23/288**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2023 and/or earlier. These are available to view either via the Clerk to the Council or at:

<https://wootton-pc.gov.uk/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FFull-Council>

Priority	Action	Timescale	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Medium	Average Speed Cameras	2023	£240,000	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£320,000	<u>8th February 2023</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council. <u>12th April 2023</u> Design works and final costings for all remaining sites are being prepared by Bedford Borough Council. <u>17th May 2023</u> BBCllr/Cllr Wheeler has been asked to chase for design works and costings. <u>14th June 2023</u> Following BBCllr Jim Weir's appointment as Portfolio Holder for Environment, Highways and Transport, the report confirming the order for all remaining sites has been forwarded to him, in the hope he can expedite matters. <u>12th July 2023</u> No further update was available.	Cllrs Lloyd and Wheeler

							<u>9th August 2023</u> The order has only now been taken to design stage and BBCllr/Cllr Wheeler confirmed he had spoken again to BBCllr Weir to establish why (when Wootton Parish Council was meeting all costs) this project was taking so long to deliver, given the original order was made in 2019. It is hoped installation will be early 2024. <u>11th October 2023</u> BBCllr/Cllr Wheeler has confirmed ahead of this meeting a site visit has recently been undertaken between the contractor and Bedford Borough Council representatives, ahead of finalising drawings and costings. <u>8th November 2023</u> It was noted all remaining cameras should be in situ within 12 months.	
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.	Cllr O'Dell

							<u>13th September 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>11th October 2023</u> BBCllr/Cllr Wheeler continues to chase for an update. <u>8th November 2023</u> It was noted BBCllr Weir, Portfolio Holder for Environment, Highways and Transport would be attending a Roads and Pavements Safety Steering Group meeting on 15th November and would provide an update at that meeting. <u>13th December 2023</u> BBCllr Weir, Portfolio Holder for Environment, Highways and Transport was unable to attend the Roads and Pavements Safety Steering Group meeting on 15th November and it was hoped an update would be provided at January's meeting.	
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;	Working Group

							however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender.	
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High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>13th December 2023</u> Refer to agenda item FC23/293.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will chase again as no further update has been received for some time. The Clerk agreed to furnish him with the report submitted to Bedford Borough Council. <u>13th September 2023</u> The borough council is still in talks with Wheatley Homes to determine the land ownership issue. Street lighting columns in that area are now understood to be on highways-owned land,	Cllr Lloyd

							however a litter bin is not. The issue of siting a lectern remains undetermined but is still in hand. <u>13th December 2023</u> The borough council confirmed its position with Wheatley Homes in relation to the location of street lighting columns and also damage to the grassed area caused by cars parking beyond the grass creted area. Wheatley Homes has yet to respond, therefore the borough council cannot yet confirm whether the proposed location for the latest lectern is acceptable.	
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. <u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives 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;	Clerk

							• The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the Clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry. <u>13th September 2023</u> The Clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed. <u>13th December 2023</u> The Clerk has chased the Land Registry for an update on the registration process, but has been informed of a significant workload backlog.	
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>13th December 2023</u> The Neighbourhood Development Plan will be reviewed once Bedford Borough Council's Local Plan 2040 has been ratified. Timescales are not yet known however, it is unlikely to be imminent given the Planning Inspectorate's review, which determined the Plan not sound nor fit to move to the main modifications stage. The Planning Inspectorate's findings in full can be viewed here.	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.	Cllr O'Dell

						<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. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTPi units. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of roof-positioned units to mirror the one at the Folkes Road bus gate. BBCllr/Cllr Wheeler agreed to make the relevant enquiries of Bedford Borough Council and the Clerk agreed to inform Journeo Passenger Systems Ltd of the same. <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	
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							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. <u>13th December 2023</u> The concrete posts have now been removed. BBCllr/Cllr Wheeler confirmed BBCllr Weir is still looking into the installation of roof-positioned Real Time Passenger Information units (to be financed by Bedford Borough Council).	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£12,903	£15,000	<u>8th February 2023</u> Cllr O'Dell has requested a site meeting with both the architect and the BBC Highways Officer who recommended planning permission be refused, in order to seek a solution which will secure planning permission when a subsequent application is made by the parish council. <u>12th April 2023</u> A site meeting has now taken place and Cllr O'Dell has been informed the location may be wide enough if an area of ditch is piped and in-filled. Bedford Borough Council are identifying the landowner in order to proceed. <u>14th June 2023</u> Cllr O'Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O'Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application.	Cllr O'Dell

						<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 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	
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Appendix Seven

							works and BBCllr Wheeler (in his absence) was asked to chase for a response. <u>8th November 2023</u> Quotations for the build were being sourced by the architect. <u>13th December 2023</u> Cllr O’Dell confirmed one quotation had been sourced, with one more likely to follow.	
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To be reviewed monthly at Full Council.

FC23/289**RISK ASSESSMENTS PLAN 2023-24**

WPC⁶ 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

⁶ 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	13.12.23 – all tree works as identified within the tree inspection reports for 2023 have been/are being undertaken		13.12.23 SP
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	8th November 2023 The Charitable Trust has addressed/is addressing all issues raised in the recent Fire Risk Assessment.		
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>