



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 10th April 2024 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were three members of the public present who wished to observe the meeting. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Kay, Noakes, O'Dell, Randell, Richbell-Davies (arrived 7.40pm), Tyerman, Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Tom Wootton, elected Mayor and leader of Bedford Borough Council. 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
FC24/074	Apologies for absence. Cllr Bygraves.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/075	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/076	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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	No requests received.			
FC24/077	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One).	BBCllr Wheeler’s report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added a village bus (16 seater) had been launched in the parish of Sharnbrook which could be hired as necessary. BBCllr’s Abood’s report was circulated ahead of this meeting. Mayor Wootton stated Bedford Borough Council was prioritising doctors’ surgeries, adding £9m had been added to this year’s budget with a further £9m proposed for the following financial year. The structure in Wootton was no longer fit for purpose and he was pushing for a new facility. It was hoped the financial commitment referenced above would show Bedford Borough Council’s aim to drive this project forward. Cllr Wallace stated the NHS would need to fund running costs and Mayor Wootton acknowledged the same, adding as there was already a surgery on site, it would again help to drive the project forward. BBCllr Wheeler stated he, the Chairman and the Clerk would be meeting with representatives from Bedford Borough Council and the doctors’ surgery, week commencing 15 th April 2024. Mayor Wootton then referenced the Universal Destinations & Experiences’ public engagement open days which were taking place at Kimberley and Bedford colleges. A final decision on the proposal should be known by June 2024. Mayor	Clerk to keep on file.	N/A.

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	To receive crime figures for March 2024. (Appendix One a).	Wootton stressed Universal were keen to attract repeat visitors and ensure a smooth a journey to the site as possible, so infrastructure in the immediate area was key, not least the A421 from J13 and potentially the need for an emergency services station in the vicinity. No further comments received.	Clerk to keep on file.	N/A.
FC24/078	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix Two).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC24/079	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 14th February 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance and General Purposes Committee meeting held on 31st January 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 31st January 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 28th April 2022.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 17 th January 2024.	Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
FC24/080	Matters arising from the minutes – for information only. • FC24/069 + FC24/091 – Community Centre at Berryfields. Refer to agenda item FC24/091. • FC24/069 + FC24/091 – 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 FC24/091. • 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 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. • FC24/073 – Community Use Agreement for the synthetic pitch at Wootton Upper School. The Clerk has contacted Wootton Academy Trust to clarify a number of issues raised during February’s Full Council meeting. • FC24/074 – National Association of Local Councils accredited Local Council Award Scheme (Quality Gold) application (including updated Business Plan). The Clerk and Cllr Lloyd are continuing to work on the updated Business	No further comments received.	Clerk to keep on file.	N/A.

	Plan. Move to close – now a rolling agenda item.			
FC24/081	Chairman's report – for information only.	Cllr Lloyd reminded all present Universal Destinations & Experiences' public engagement open day remained scheduled for Saturday 13th April 2024 11-4 (location Kimberley College). Cllr Lloyd also reminded all present the upcoming Annual Parish Meeting remained scheduled for 7pm on Wednesday 17th April 2024 at the Community Centre. Refreshments would be provided. Cllr Lloyd then asked for opinions on bringing forward the start time for the first council meeting to 6.30pm (from 7pm) to facilitate earlier finishes. Agreement was to include this potential amendment as a formal agenda item at the upcoming Annual Council Meeting on 8th May 2024. Cllr O'Dell requested the National Association of Local Councils accredited Local Council Award Scheme (Quality Gold) application be a rolling agenda item until the application was complete.	All to note.	N/A.
FC24/082	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 Randell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/083	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.
FC24/084	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.

FC24/085	To receive, review and adopt the Roads and Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Six).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/086	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.
FC24/087	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 risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/088	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 O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/089	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.
FC24/090	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/091	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	<u>Car Park Heads of Terms/Joint Use Agreement</u> A meeting with Mr Woodman (Co-Chairman of Wootton Lower School Governors), Hillary	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Community Centre and to resolve a suitable course of action.	Cooper Law, Cllr Lloyd and the Clerk had been requested, but no further update had been received. <u>Charitable Trust</u> It was noted the year end accounts were currently being audited. Cllr Hensher confirmed the Charitable Trust would deal with the recent legionnaires testing findings/issues arising. <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: BBCllr/Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.		
FC24/092	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 (lack of pavement illumination behind the crossing on Folkes Road) by better angling the existing lighting remained outstanding. Mayor Wootton agreed to follow up on this issue. <u>Fields Road</u> - Works to complete tactile paving and dropped kerb in the vicinity of the doctor's surgery (south side only) were on hold, pending further news on the doctor's surgery.	BBCllr/Cllr Wheeler to oversee. All to note.	Town & Country Planning Act 1990 & subsequent.

		<u>Berry Wood (FRS)</u> • BBCllr/Cllr Wheeler was still trying to secure a site visit with a Remus Management Ltd representative to discuss the poor finish of internal pathways and flooding issues. • BBC had been requested to oversee the removal of an earth 'dam' near the Berry Wood car park, which was preventing water drainage around adjacent trees. Mayor Wootton agreed to follow up on this issue. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	All to note.	
FC24/093	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Cllr Lloyd confirmed as he had received no further information from the initial company approached, so would seek an alternative.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/094	To consider a response to Bedford Borough Council's proposal to remove gates at either end of Rights of Way FP35 (to enable better access for mobility/wheelchair users) and to resolve a suitable course of action.	Resolved to accept the proposal without further comment. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC24/095	To receive, review and adopt a new Subject Access Request Policy and to resolve a suitable course of action.	Resolved to receive, review and adopt the new Subject Access Request Policy without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/096	To receive a recommendation from the (advisory) Leisure and Amenities Committee that Wootton Parish Council should support Bedford Borough Council's Rights of Way Improvement Plan 2024-2029 and to resolve a suitable course of action.	Resolved to receive and accept the recommendation (that Wootton Parish Council supports Bedford Borough Council's Rights of Way Improvement without further comment. Proposed: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Noakes. Resolved by all present.		
FC24/097	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	All members of the public present left the meeting. There were no members of the press present.	Noted for the minutes.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC24/098	To appoint a contractor to deliver a Christmas Street Lighting Scheme for the village for 2024-26 (possibly longer) and to resolve a suitable course of action. To follow separately as the file is too large to embed within this agenda.	After detailed discussion the following was resolved: • NOT to support the inclusion of Cause End Road in the scheme; • To appoint Gala Lights Ltd as the contractor to install the scheme to cover the period 2024-2026 (three years). The Clerk confirmed they would inform Gala Lights Ltd and ask them to attend a further meeting with themselves and Cllr Hensher to determine the final motif designs. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.33pm.

FC24/077

Borough Councillor Report for April Full Council – John Wheeler

Since my last report it has been quite in the village – is that a good or bad thing?! Garry from BBC's Highways team has been busy in the village in-filling potholes, repairing pavements and undertaking works to cut back hedgerows and bushes growing over the pavements.

Works to resurface Hilly Lane (opposite The Chequers PH at Hall End) should be ongoing and the pavements on both sides of Bedford Road are scheduled for resurfacing this financial year as they are beyond repair. This is the area between The Cock Inn PH and the junction with Cause End Road (near the Post Office).

The Highways team have also been out to empty a number of gullies in the village. Sadly, some remain badly blocked and the team will need to dig these out to clear them.

I am dealing with a number of ongoing issues within both the Berryfields and the Berry Wood developments, however I am frustrated with the developers on both sides, now they have finished on both sites. Concept are no longer involved with the Berry Wood development so all approaches must now be made via the management entity Remus Management Ltd or the developer consortium.

Plans for the lower school's conversion to the two tier educational system have been signed off, so our Planning Committee should see something soon as works ideally need to start this summer. The synthetic pitch works at the upper school have been delayed due to inclement weather, however the school are optimistic it should be ready for use by the end of May this year.

The weekly coffee/cake mornings at The Hub (Wootton New Life Methodist Church, Cause End Road) are going very well with a good turnout of residents young and old each week. A play morning for younger residents starts imminently and will be open each Wednesday from 11am – 1pm. I have asked the Early Years Team at Bedford Borough Council to assist where it can.

I attended Michael Gleeson's leaving reception at Kimberley College last month – an event well attended which was testament to his time as Executive Principal of Wootton Academy Trust. I wish him a long and fulfilled retirement.

I was also fortunate to be invited along with other VIP's to the 647th birth celebration of the revered Satguru Ravidass Maharaj Ji at the temple in Ashburnham Road, Bedford. It was a great honour and a fascinating insight into a different culture. I managed to sit on the floor for two hours, between the Police and Crime Commissioner and Chief of Bedfordshire Police!

On a more sombre note, I was deeply saddened to learn of the recent passing of Peter Foster, Chairman of Kempston Rural Parish Council. My thoughts are with his friends and family at this saddest of times.

Borough Council Items

- **Kerbside Glass Collection**

The council will be conducting a nine month trial collecting glass directly from residents' orange lidded bins, being more convenient for residents. A decision will be made in early May in selected areas to begin the trail which aims to capture an estimated 1,500 additional tonnes of glass that ends up in domestic black bins. Areas will be chosen in early April.

Appendix One

What can you recycle?

- Glass bottles (any colour or size)
- Glass jars (e.g., for sauces, jam, baby food)
- Non-food glass bottles (e.g., perfume, aftershave, face cream)

What can't be recycled?

The following glass items are not accepted in the trial and should continue to be placed in the black bin or taken to the Household Waste Recycling Centre:

- Drinking glasses
- Glass cookware (e.g., Pyrex, microwave oven plates)
- Vases
- Window or greenhouse panes

- **Bus Service**

The Council currently spends £3.7m on supporting bus operations on public transport, not including school buses. The majority of this (£2.3m) is on concessionary fares which had been cut by the previous administration from £2.7m.

The cut was mandated in order to making savings however, the Council was later made aware by Stagecoach and Grant Palmer, this funding was crucial to their business in order to support their service. The cut would result in significant alternations to the service and routes in Bedford Borough as a result.

In order to cover the cut the previous administration moved £440k from the Bus Service Improvement Plan (BSIP+) to cover the cut. The grant only totals £546K So, instead of using this fund to support and improve bus routes and services in Bedford Borough, 80.59% was used to cover the cut.

Additionally, in 2021 when the Borough submitted a bidding document under the BSIP funding round from the Central Government we were unsuccessful and did not receive any funds. Conversely, Luton and CBC received £19.1m and £3.7m respectively. So, the £546k was a consolation prize in 23/24, we will receive the same amount again in 24/25.

Additionally, for the last 13 years the whole of the Borough's bus service operations and routes have not been reviewed. Despite the financial pressure and historic lack of management, the current administration will be conducting a long overdue review of the whole bus service operations and routes. They are also looking at some new models of operation to see if smaller buses in the rural areas might be able to feed into more main routes.

- **Bedford Borough Council provides £242,800 Funding Boost for Kempston Pool**

A £242,800 grant has been secured by Bedford Borough Council as extra funding for Kempston Pool.

The funding will provide rooftop solar panels as well as improved metering and controls, giving long-term cost and energy efficiency savings. This will enable the site to become 36% self-sufficient from the grid, providing the council with the opportunity to invest in further energy efficiency technology and potentially battery storage to further decarbonise the site.

- **Freedom of the Borough for RAF Chicksands**

Bedford Borough Council agreed at a special Full Council meeting to confer the prestigious Freedom of the Borough upon the United Kingdom Strategic Command - Chicksands. It will grant the Command the esteemed right of Freedom of Entry to the Borough, allowing its personnel to march through the streets of the town centre on ceremonial occasions with colours flying, bands playing, drums beating, and bayonets fixed.

- **£24million works to create Community Diagnostic Centre and Primary Care Facilities at North Wing**

Patients and staff will be benefitting from a £24m project that will improve access to healthcare and vital diagnostic tests at Bedford North Wing, on Kimbolton Road.

Gilbert Hitchcock House into a community diagnostic centre (CDC) will begin later this month, offering a “one-stop shop” for diagnostic tests, checks and scans - it is expected to be completed in 2026. It will significantly increase testing capacity in Bedford by around 50%, making it quicker and easier for patients to access potentially life-saving tests for a wide range of conditions, including cancer, heart and lung disease.

- **Household Support Grant**

The Government announced an extension of the Household Support Fund as part of the 2024 Budget and has enabled Council to support hard-pressed families during economically difficult times. A majority of Councils, including Bedford, most councils have used these funds to extend free meals for children through the school holidays.

Bedford Borough Council have not had any specific news on the funding it will receive from the Government however, it anticipates that the Council will receive c.£1.2m based on previous allocations. Allowing the Council to continue with the school holiday meals vouchers.

- **New Community Infrastructure and Cultural Grants available in Bedford Borough**

Two new grants have been made available as part of the UK Shared Prosperity Fund. The funding, worth £565,000, is split into two key areas:

- Community Infrastructure projects
- Cultural projects within the Bedford Borough area

Which are designed to improve pride in place and increase life chances.

The Community Infrastructure Grant Fund is designated for capital investment only for new or improvements to existing community and neighbourhood infrastructure projects. The grants available range from £1,000 to a maximum of £20,000.

Similarly, the Cultural Grant Fund, aimed at revenue investment, provides a generous funding pot of £110,000 to support local arts, cultural, heritage, and creative activities. Grants under this fund range from £1,000 to £20,000.

Applications are welcomed from a range of local organisations, such as registered charities, voluntary, community groups, Parish Councils and not-for-profit organisations with a constitution.

- **Approval been given for Employment Riverside Goldington Road**

Outline plans for an employment site to the east of Bedford have been approved by the borough council south of Goldington Road. This will be a mix of ‘light industrial’, ‘general industrial’ and ‘storage and distribution’ uses, along with parking provision and landscaping, alterations to existing access, creation of landscaped areas and associated works.

BBCllr John Wheeler
April 2024

Borough Councillor Report for April Full Council – Sue Abood

Borough Councillor Report – Sue Abood April 2024

May I wish councillors a Happy Easter.

Borough Council meetings finished on 26th March for the Easter break and restart on 22nd April 2024.

Council issues

Health Overview and Scrutiny Committee (HOSC)

We held another HOSC workshop on Tuesday 26th March continuing our work on the theme of GP Access. This session was particularly looking at GP estates and we were pleased to welcome various members of staff from the ICB – the Head of Estates and Head of Primary Care who are both former work colleagues of mine. We were also joined by two GPs, Laura Church (Chief Executive of Bedford Borough Council) and Cllr Martin Towler (portfolio holder for health.) The Wootton GP surgery did feature in discussions during the meeting along with requirements and considerations for new surgeries/health centres and how to futureproof them. Interestingly, despite being told the administration had put £9 million in the budget for GP surgeries, just £1 million is available in the first year and it was confirmed that the £9 million is only to be used to “get projects over the line” where investment is needed to cover a shortfall to ensure a project can go ahead. As councillors will be aware from my previous reports, Wootton is not a priority surgery for the ICB as figures show that appointment availability is good and there are several other practices in the borough who are at capacity and require larger premises.

The additional appointments made available by the ICB to deal with winter pressures finished in mid-March.

At the official HOSC meeting held in early March we were joined by the Chief Executive of Bedfordshire Hospitals NHS Foundation Trust and their Director of Redevelopment and Strategic Planning. They presented a paper detailing the projects and improvements being made within the foundation trust. Plans for the Community Diagnostic Centre (CDC) at the North Wing site were discussed. Construction of more community diagnostic facilities at Gilbert Hitchcock House started in late March with future facilities including “therapy services, phlebotomy, and a wide range of diagnostic services including MRI, CT, ultrasound, x-ray and physiological measurement tests (such as ECGs for heart conditions), amongst others.” This CDC should open in early 2026 and when open should provide a further 80,000 diagnostic tests per year which is a 50% increase on current levels. The new Cauldwell Centre outpatients site was also discussed providing an additional 34 rooms, significantly increasing capacity.

Full Council meeting

At a brief extraordinary meeting prior to the full council meeting, members voted to award the freedom of the Borough to the United Kingdom Strategic Command – Chicksands, with the right of Freedom of Entry to the Borough. The proposal was unanimously supported. A march will be held by the United Kingdom Strategic Command – Chicksands through Bedford town Centre on Sunday 30th June 2024.

Council was pleased to hear that the Household Support Fund had been extended by the Government for an additional six months. This means that free school meal vouchers for families during the Easter Holidays have been available, helping the most vulnerable.

At the meeting the Bedford Borough Community Safety Partnership Strategic Plan 2024-2027 was also approved. The Crime & Disorder Act 1998 places a statutory duty on the local responsible authorities to formulate a plan to:

- Reduce crime and anti-social behaviour.
- Reduce re-offending.
- Tackle drug, alcohol and substance misuse.

This approved plan sets out the key strategic aims and priority issues of the Community Safety Partnership which are tackling serious violence, protecting vulnerable people, and developing safer neighbourhoods. The plan can be viewed as part of the full council papers for the 20th March 2024 meeting.

Within the plan papers, figures for various different types of crimes between April 2022 and March 2023 were given and it was concerning to see the Wootton and Kempston Rural ward appear in the top 5 wards for severity of sexual offences, though thankfully not in the top 5 for volume of offences.

Universal

Universal have spent the last several months undertaking feasibility and due diligence work for their potential theme park as well as discussing the project with local and national stakeholders. They say it will still be some time before any decisions are made on whether or not to proceed with the project.

The Secretary of State for the Department for Culture, Media and Sport has agreed to act as the sponsor of a potential special development order application for the project within Government. This means the planning decision maker would be the Department for Levelling Up Housing and Communities.

To prepare for a planning application submission and to secure the necessary planning approvals, Universal are holding a period of public engagement. This period is the best opportunity for residents to engage as it represents an important milestone in the feasibility and due diligence work and is a key part of their planning process; it does not mean Universal have made a final decision on this potential project.

The public engagement period will run for 28 days from Friday 5th April 2024 and will close on Friday 3rd May 2024.

The public-facing project website www.universalukproject.co.uk includes information specific to the engagement period as well as a short survey for people to provide their feedback.

There are also two exhibition events specifically for local residents, businesses, and the wider community where Universal will share the same information that is on their website. These will be held on Saturday 13th April, 11am – 4pm at Kimberley College, Stewartby, and Tuesday 16th April, 4.30 – 8pm at Bedford College, Cauldwell Street campus.

Bedford to Oxford railway confirmed

In the Government's Budget early in March, funding to upgrade the railway to create the Oxford to Bedford rail link (the current Marston Vale Line) was confirmed, with £240 million pledged for the completion of our western rail connection (Bletchley to Bedford) to help it reach completion by 2030.

Local Issues

I am meeting with the new Mid-Beds MP, Alistair Strathern, to discuss the transition from three to two tier education for children from Wootton and other villages involved in the 'Wootton pyramid' of schools.

I continue to hold the two Wootton surgeries on the 1st Saturday of each month when I speak to residents, and still hold two surgeries in Kempston Rural on the 3rd Saturday of the month.

I continue to work on issues raised with me by residents directly and, as I mention in each report, I would be happy to assist the parish council with any issues they may wish me to take on.

Appendix One A

FC24/077a March 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/12650/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	07/03/2024	Johnson Avenue
40/13248/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	10/03/2024	
40/13919/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	14/03/2024	Folkes Road
40/14142/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	15/03/2024	Early Mead
40/13528/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	12/03/2024	
40/15140/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	20/03/2024	Steele Walk
40/16592/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	27/03/2024	Hall End Road
40/16146/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	25/03/2024	Frossell Court
40/16839/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	29/03/2024	Johnson Avenue
40/16863/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	29/03/2024	Bedford Road
40/16811/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	28/03/2024	Tithe Barn Road
40/16804/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	28/03/2024	
40/17333/24	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	31/03/2024	St. Marys Road
40/16207/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	25/03/2024	Bedford Road
40/16349/24	Burglary	BURGLARY	RESIDENTIAL BURGLARY-UNCONNECTED BUILD	RESIDENTIAL BURGLARY-UNCO BLD	26/03/2024	Hall End Road

FC24/078

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

Significant issues are emailed at the time of receipt.

FC24/082

(Advisory) Leisure and Amenities Committee Report

27th March 2024

Resolutions

LA24/020 – To consider a response to Bedford Borough Council in relation to its Rights of Way Improvement Plan 2024-2029 consultation and to make recommendation to Full Council as necessary.

It was noted the Borough of Bedford Local Access Forum were in favour of the Improvement Plan.

After discussion it was resolved to make a similar recommendation to Full Council – namely that the parish council was also in favour of the Improvement Plan.

Proposed: Cllr Tyerman.

Seconded: Cllr Bygraves.

Resolved by all present.

LA24/021 – 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 make recommendation to Full Council as necessary.

It was noted the next meeting with The Crown Estate and Forest of Marston Vale would take place on Thursday 16th May 2024.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
2nd April 2024**

FC24/083

(Advisory) Neighbourhood Plan Steering Group Report

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

FC24/084

(Executive) Planning Committee Report

13th March 2024

Planning Applications – for resolution

[23/01846/MAF](#) – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works. Notification has been received that amended/additional plans have been received by Bedford Borough Council for the above proposed development.

This council previously raised AN OBJECTION (Planning Committee Meeting 13th September – P23/217).

Resolved **NO OBJECTION**, subject to the understanding that dwelling numbers would consist of:

- 3no x 2 bedroom bungalows;
- 2no x 2 bedroom affordable housing units;
- 3no x 3 bedroom units;
- 4no x 3 bedroom affordable housing units;
- 8no x 4 bedroom units.

If Bedford Borough Council were to grant approval – the following planning conditions should form part of the Decision Notice;

- Existing hedgerows are to remain;
- Drainage works must ensure surface water is directed along Keeley Lane to prevent the risk of flooding to the area south, adjacent to Lorraine Road.
- All estate roads should be 20MPH zones;
- Wootton Parish Council should be given first opportunity to take on the management of all open green space/play area(s);
- The proposed pavement on the south side of Keeley Lane (north of the proposal) should be delivered/completed before development commences.
- No further development should be permitted elsewhere on the site.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

Resolutions

P24/044 – To consider a response to Bedford Borough Council’s Formal Notice Application to Stop Up Highway Land at 22 Jenkyn Road and to resolve a suitable course of action.

Resolved to object to the application to Stop Up Highway Land at 22 Jenkyn Road, using the following considerations:

- Public Highway land had been taken for private use;
- This action (if not recognised) could set a precedent for similar scenarios elsewhere in the village;
- Bedford Borough Council should investigate how and why planning permission was granted in the first instance.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by majority vote.

P24/045 – To consider a response to Bedford Borough Council’s proposal to Formalise an Existing Disabled Persons Parking Bay (front of 6 St. Mary’s Road) and to resolve a suitable course of action.

Appendix Five

Resolved not to object to the proposal to formalise an existing disabled persons parking bay – front of 6 St. Mary's Road.

Proposed: Cllr Tyerman.

Seconded: Cllr Randell.

Resolved by majority vote.

27th March 2024

Resolutions

P24/056 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Attique Muhammad Akhtar (ice creams, ice lollies, soft drinks, desserts and slushies) and to resolve a suitable course of action.

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

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

P24/057 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Guiseppe Domenico Forte T/A Ice Cream Joe (ice creams, lollies, dessert trays and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

P24/058 – To consider renewal/new street trading consents outside of Bedford Town Centre for Janice Howe T/A Howe and Co Fish and Chips (fish, chips, fishcakes, pies sausages, cheese and veg pies, cakes, chicken nuggets, halloumi, saveloys, scampi, mushy peas, curry sauce, cans of drink) and to resolve a suitable course of action (additional vans from the application in February 2024).

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

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd April 2024

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 2023 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 2024-25 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Bedford Road pavement trip hazard (new development at 16-18 Bedford Road).	Cllr O'Dell.	2024.	BBC/ Developer to finance.	<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed remedial works had been undertaken but not to a satisfactory standard. It was noted BBC⁵ were in talks with the developer to bring the area up to a satisfactory standard. <u>17th January 2024</u> BBCllr/Cllr Wheeler confirmed a temporary repair had been effected, however the developer still needed to fully make good the area. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting that BBC⁶ would carry out the necessary repairs and invoice the developers.	Cllr O'Dell.

¹ Project Action Plan.

² Wootton Parish Council.

³ Business Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

⁶ Bedford Borough Council.

Appendix Six

Bedford Road surface water issue (in the vicinity of the Memorial Hall)	Cllr O'Dell.	Ongoing.	BBC/ Anglian Water	<u>17th January 2024</u> Cllr O'Dell raised an ongoing issue with BBC regarding surface water which continued to sit on the road, despite previous investigative measures. <u>20th March 2024</u> Remedial works were complete – move to close.	Cllr O'Dell.
Berryfields Estate (infrastructure).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<u>Summary of 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. <u>17th January 2024</u> No waiting signage had now been installed on Harris Way, as had bus gate signage on Ashpole Avenue. BBCllr Weir agreed to take forward the issue of the poorly illuminated pedestrian crossing on Folkes Road. Cllr O'Dell raised concerns over the zig zag markings by a lay-by on Folkes Road (near the pedestrian crossing), as the markings stopped short on one side. Department of Transport's Traffic Signs Manual notes a lay-by in such a controlled area should have markings along the back edge of that	Cllrs Lloyd and O'Dell. BBC/Persimmon.

Appendix Six

				area. A request was made for BBC's Highways Department to establish whether the current configuration was correct. It was suggested the lining needed to be extended or the lay-by removed. BBCllr Weir agreed to investigate the same. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting the existing lighting would be better angled to illuminate the area between the pedestrian crossing on Folkes Road and the lower school. No further update had been received regarding the zig zag markings	
Berryfields Estate (road signage).	Cllr Lloyd.	Ongoing.	BBC/ Persimmon.	<u>Summary of 2023</u> Cllr Lloyd provided BBC with a report which detailed several misleading road signs. A further, more detailed report was not produced as BBC had yet to act on the original report. Examples include signage indicating a dead end when none exists. <u>15th 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. <u>20th March 2024</u> BBCllr/Cllr Wheeler had received no further update since November 2023.	Cllrs Lloyd and O'Dell.
Burgoyne Avenue speed measures.	Residents.	2024.	BBC.	<u>17th January 2024</u> Concerns had been raised that existing speed cushions did not restrict vehicles to 20MPH – speeding remained an issue. BBC had confirmed once the roads were adopted by them, a feasibility study could be undertaken to see whether	BBC.

Appendix Six

				additional measures were required. Discussions centered on whether the existing speed cushions should be replaced with speed bumps covering the entire road width, however after discussions the following was noted: • Wootton's Speed Watch team would focus on Burgoyne Avenue. Data gathered would help with any future feasibility reports on speeding in that area; • This committee would look to lobby BBC for the same measures as seen along Bedford's Embankment – priority rights of way. <u>20th March 2024</u> No further update had been received regarding the road adoption, however BBC had informed BBCLr/CLr Wheeler it would not pay for any additional signage. It was noted Speed Watch would only be able to monitor Burgoyne Avenue once the adoption process was complete and a risk assessment had been undertaken.	
Cranfield Road speeding issues and pedestrian crossing issues.	Resident.	2024.	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 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.	BBC.

				<i>*See below.</i> • Install warning signage not to speed – ‘Speeding Kills’ or similar; <i>BBC confirmed it had to conform to legislation which prevented the installation of such signage.</i> • Install barrier fencing to ensure the better safety of pedestrians. <i>**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.</i> <i>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.</i> 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 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; <i>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</i>	
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				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 (see minutes dated 17th November 2023). 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 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.	
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				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 (see minutes dated 15th November 2023). 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 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. <u>17th January 2024</u> The following issues have been taken forward from the previous meeting of this steering group:	
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Appendix Six

				The resident's petition for all roads to be made 20MPH (to be submitted to BBC as the Local Highways Authority) and BBCllr/Cllr Wheeler's invitation for the resident to attend a meeting at Borough Hall to discuss the proposal in greater detail. BBCllr Wheeler confirmed he had received no further response from the resident. <u>20th March 2024</u> BBCllr/Cllr Wheeler had received no further response from the resident. In light of the responses from BBC in relation to the installation of a static speed camera, reduction in speed limit to 20MPH, installation of warning signage/barrier fencing on Cranfield Road it was agreed to move those items to close. In light of the responses from BBC in relation to removal of the crossing/installation of barrier fencing (Cranfield Road near the junctions with Bedford/Church/Fields Road), installation of pedestrian crossing on Bedford Road with warning road markings, plus warning signage on all roads it was also agreed to move those items to close. The addition of full-length speed bumps was covered under its own item within this PAP so it was agreed to move that item to close here also.	
Hoo Close (behind Lorraine Road).	Residents.	Ongoing.	BBC/ Crown Estate	<u>17th January 2023</u> Concerns were raised over the poor state of a wooden bridge leading from Hoo Close behind Lorraine Road into Crown Estate-owned land. The clerk had contacted The Crown Estate and also BBC to establish which entity had responsibility and in	BBC/Crown Estate.

Appendix Six

				what areas and this was currently being investigated. In the meantime, The Crown Estate had confirmed as a gesture of goodwill, it would instruct Carter Jonas to undertake clearance works in the ditch area (extent unknown). After discussions, it was noted the wooden bridge should form part of the emerging Business Plan, currently being discussed by the Leisure and Amenities Committee (land transfer as detailed within Wootton's Neighbourhood Development Plan Policy W10). <u>20th March 2024</u> Clearance works had now been completed. The emerging Business Plan remained ongoing – move to close.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>Summary of 2023</u> Yellow lining works remain incomplete at the junction of Hall End Road and Hilly Lane. <u>15th November 2023</u> Completion of yellow lining along Hall End Road at the junction of Hilly Lane remained outstanding. It was noted the police should be able to take enforcement action to remove the obstructing vehicle and BBCllr/ClIr 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 and taken forward with BBC.	ClIr O'Dell.

				<u>17th January 2024</u> BBC confirmed it would cost £1,500 to add yellow lining at the frontage of The Chequers PH car park but also stated it did not believe they were required at that location. Vehicles were parking over a dropped kerb, therefore if the owner notified BBC's Parking Services Department, a Civil Enforcement Officer would be able to issue a Penalty Charge Notice. The number for BBC's Parking Services was 01234 718359 – this was manned 24/7 and any updates would be discussed again at the next meeting of this steering group. <u>20th March 2024</u> In the absence of Cllr Bygraves no further update was available. <u>PAVEMENT PARKING</u> <u>Summary of 2023</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>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 (29th June 2023). Cllr O'Dell agreed to take this up with Alistair Strathern MP, in a personal capacity.	
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Appendix Six

				<u>17th January 2024</u> Cllr O'Dell had no received a response from Alistair Strathern MP and had chased for an update ahead of this meeting. BBCllr Weir stated he was a member of PATROL – Parking and Traffic Regulations Outside London⁷ and it was expected this issue would be covered by that organisation. Cllr O'Dell agreed to forward Alistair's response to BBCllr Weir when received. <u>20th March 2024</u> Cllr O'Dell had received the following response and updates from Alistair Strathern MP ahead of this meeting, following questions tabled to the Department for Transport: Fuller details can be found here, here and here. In the absence of Cllr O'Dell no further update was available.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>20th March 2024</u> Refer to Appendix Two. <u>ROADS</u> <u>20th March 2024</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<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;	BBC.

⁷ Fuller information on that organization can be found here: <https://www.patrol-uk.info/>
Full Council Minutes 10th April 2024

				• 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. <u>17th January 2024</u> Whilst it was noted works had commenced on both Lorraine Road and Foster Road, the following concerns were raised by Cllr O'Dell, who had spoken to the crew on site(s): • No job order had been raised to install bollards on Foster Road to prevent pavement parking (already happening before the dropped kerb installation); • No job order had been raised to install tactile paving on the original dropped kerbs installation (Lorraine Road), despite BBC previously acknowledging its omission was their error. • The crew had stated plans to install a dropped kerb on the service road adjacent to 3 Lorraine Road would not be carried out as it was too dangerous. It's omission would prevent access to Cause End Road by mobility scooter users. BBCllr Weir agreed to investigate the above issues. <u>20th March 2024</u> Issues with the works outside 30 Lorraine Road were raised and fed back to BBC's Highways Department (Appendix Four): It was noted whilst works outside 30 Lorraine Road had been completed, wheels could be caught in one or both of the drain covers – a health and safety	
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Appendix Six

				concern. Turning the covers 90 degrees would remedy this.  In addition, the installation of tactile paving on the original dropped kerbs installation (Lorraine Road) remained outstanding and NO dropped kerbs had yet been added to the service road adjacent to 3 Lorraine Road. The addition of dropped kerbs on Foster Road was requested by BBCllr Abood without consultation with the WPC and after discussion it was agreed that any complaints regarding pavement parking in that area would be directed to BBCllr Abood to action.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2023</u> All outstanding areas should have cameras installed by the end of 2024. <u>17th January 2024</u> Cllr Lloyd confirmed he had met with an engineer and was awaiting final diagrams and costings.	Cllr Lloyd.

Appendix Six

				<u>20th March 2024</u> BBCllr/Cllr confirmed a June installation was still programmed by BBC.	
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To be reviewed at each Roads & Pavements Safety Steering Group meeting.

Appendix Two

Roads & Pavements Safety Steering Group			
Pavements – requested by WPC for programming by BBC in 2024/25			
Area		Comments	
Bedford Road: - Cock Inn PH to the Post Office; - Memorial Hall area.		Refer to Appendix Three. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting that both sides of Bedford Road's pavement from The Cock Inn PH would be resurfaced by BBC. BBCllr/Cllr Wheeler had been asked to seek clarification in relation to the other areas as detailed in Appendix Three.	
Foster Way (now including Foster Road, Neale Way, Neale Road and Thorpe Way).		<u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting this area had not been scored.	
Lorraine Road.		<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this area had been scored by BBC and had been programmed for BBC's 2024/25 works. <u>17th January 2024</u> BBCllr Weir has been asked to confirm this area has been programmed for BBC's 2024/25 works. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed patch works to this area had been completed.	
Roads – requested by WPC for programming by BBC in 2023/24		Roads – requested by WPC for programming by BBC in 2024/25	
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. <u>24th May 2023</u> 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	Farrell Road	<u>17th January 2024</u> Requested. <u>20th March 2024</u> Pot hole repairs were effected week commencing 4 th March 2024. Move to close.

Appendix Two

	plans for full resurfacing works (it was recognised delays had been caused by utility companies working in the area). <u>20th September 2023</u> BBC had programmed resurfacing works for February 2024. <u>15th November 2023</u> Utility works were ongoing and should be completed before the scheduled resurfacing works in February 2024. <u>20th March 2024</u> Resurfacing works were now completed – move to close.		
		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). <u>20th September 2023</u> BBCllr/Cllr Wheeler confirmed these areas had been scored by BBC but it was unclear whether they had yet to be programmed. <u>17th January 2024</u> Requested.

Appendix Two

			<u>20th March 2024</u> BBC had programmed Hilly Lane (opposite The Chequers PH) for works in April 2024. BBCllr/Cllr Wheeler was investigating why this was given priority over the areas previously noted outside the upper school. BBCllr/Cllr Wheeler had been informed pot holes in the vicinity of the upper school would be in-filled by BBC, however resurfacing works would not be carried out until school building works had been completed.
		Lorraine Road (top of Cause End Road closest to St. Mary's Church to Lorraine Road cemetery entrance).	A resident initially requested works for 2023/24. <u>17th January 2024</u> Requested. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBC had programmed these works for 2024/25.
		Mepham Road (Bedford Road to Hollies Walk).	A resident initially requested works for 2023/24. <u>17th January 2024</u> Requested. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBC had determined no works were currently needed in this area.

Bedford Road Pavement 18 January 2024

From the Cock Inn to Keeley Lane	
By alleyway leading to Payne Road, No 6A - drain cover	To No 10
From No 10	To 26 (including area accessing the new housing estate)
From No 30	To Opposite school where it is deformed
From No 40 – ‘No Parking’ sign is crooked needs repair	To access to Blue Cross
Outside the Post Office	To No 58
From No 66	To dropped kerb by Lamp post No 59
From Potters Cross Rd near No 76	To No 82
From No 90	To No 106
From 106B	To the Elmsdale Road
Outside 110A (and No 3 Elmsdale) is a raised Manhole Cover	
Outside No 122	
From No 132	To No 142
Outside of Keeley Grange entrance	
From the Bus Stop near Keeley Lane to Church Road Roundabout	
Uneven around bus stop	
From No 143	To No 139
Outside No 131	
Path around Memorial Hall playpark field	To Memorial Hall entrance
From No 125	To No 123
From No 123A	To No 121
From No 115	To No 113
From No 109	To No 107
Entrance to No 105	
From No 101	To 97
From No 95	To No 89
From No 81	To No 79
From No 75	To No 69
From No 57	To No 49 including area near Bus Stop
Outside No 43	To Cause End Road
Corner of Cause End Road by Wootton Village sign	
Outside No 1 Cause End Road on corner opposite Post Office is a trip hazard	
Opposite Post Office by green door belonging to No 1 Cause End Road are raised bricks-trip hazards	
Entrance to No 33	
Entrance to No 29	
Entrance to road giving vehicular access to school potholes	
School entrance area from ‘No stopping’ sign	To the tactile paving outside the school

Appendix Three

Entrance to the Chapel	To No 23
From No 4 The Walnuts	To No 2 The Walnuts
From No 19a	To No 15
From No 9	To No 7
The area around The Parish Pound	To Church Road corner

From:
To: Clerk@wootton-pc.gov.uk
Subject: Fwd: New dropped kerb outside 30 Lorraine rd
Date: 25 January 2024 14:53:33

Hi Sue. Here's my e mail. Explaining. Should make sense with the pictures
Sent from my iPhone

Begin forwarded message:

From:

Date: 25 January 2024 at 14:22:07 GMT
To: Clerk@wootton-pc.gov.uk
Subject: New dropped kerb outside 30 Lorraine rd

Hi Sue
I believe the Parish Council arranged for this work to be done ?
<image6.jpeg>

I've attached a few pictures of the work. I'm assuming that the work around the drains is still temporary and they will be coming back to complete? The tarmac is soft and has gravel in it. Hence the reason I think unfinished. Also while I'm sending picture of that I also include 3 pics of the slabs. Some have got chips in them already. Assume they were like that when laid? Also I was chatting to the supervisor before Christmas when he was checking out what was to

Be done and I mentioned the fact that it needed siding out because the grass has grown quite a bit over the footpath. I asked if this was going to be done? He said yes. Said it would be left in a tidy condition. This may or may not have been part of his remit but it does look bad and would have been good to have had this done while all the men on site? As you can see the path is wide at one end then narrow then wide? Can this be done? Thanks

Sent from my iPhone







FC24/086**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	2024	£80,000 spent on Cranfield Road. £170,000 earmarked for remaining sites	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£250,000	<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

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							<u>9th August 2023</u> The order has only now been taken to design stage and BBCLr/Cllr Wheeler confirmed he had spoken again to BBCLr 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> BBCLr/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. <u>10th January 2024</u> A breakdown of costings was awaited. <u>10th April 2024</u> Costings have been confirmed at £170k for all remaining cameras.	
Medium	Berryfields Roundabout Re-Design	2024			£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.	Cllr O'Dell

							<u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>13th September 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <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. <u>10th January 2024</u> Cllr O'Dell provided a recap for those members who had recently joined the parish council. It was now 12 months since the Borough Council were asked to clarify what utilities lay beneath the roundabout and whether the beacon should be sited there. After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u> At the Roads and Pavements Safety Steering Group as referenced above, BBCllr Jim Weir suggested contacting the developers who installed the roundabout to request any plans they may have. Persimmon Homes had	
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							provided some information but had recommended contacting developers from the Fields Road South/Innovation Park developments also. <u>10th April 2024</u> The Clerk has received a number of quotations from contractors who can carry out a utilities search in the area and has sought advice from Bedford Borough Council in relation to the level of search required. Advice from Bedford Borough Council will need to be in writing before a decision can be made by the parish council.	
High	Changing Rooms	2024	£274,165.10	£0	£0	£0	<u>9th August 2023</u> Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following: - Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. - Resultant findings will form part of the tender packs/process. - Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission; however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. - Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed	Working Group

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							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. <u>13th March 2024</u> Cllr Lloyd continues to chase.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£5,178.33	£5,000	<u>13th March 2024</u> Refer to agenda item FC24/091.	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.	Cllr Lloyd

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							<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, 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. <u>10th April 2024</u> Given the likelihood the land ownership issue will not be resolved in the short/medium term, members resolved to seek to site the lectern inside the churchyard area. Cllr Lloyd agreed to provide the Clerk with some graphics before approaching the churchwardens.	
Low	Lorraine Road	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u>	Cllr Lloyd

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	Cemetery extension						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.	
Medium	Memorial Hall – ownership/management clarification	2025	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the '1963' Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the Clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry. <u>13th September 2023</u> The Clerk has received the first registration documentation back but has not yet received	Clerk

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							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. <u>10th April 2024</u> The Clerk has spoken with a Land Registry representative (26th March 2024) who confirmed, whilst the application was received on 31st July 2023 it remains un-started. The likely completion date is December 2024.	
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. <u>10th April 2024</u> Mayor Wootton (in attendance at this meeting) confirmed the Local Plan 2040 required modifications, to take into account J13 of the A421 and the need for more housing sites in and around Bedford. (Wootton would not be affected). The delay in ratifying the Local Plan 2040 meant the review of Wootton's Neighbourhood Development Plan faced continued delay.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>10th April 2024</u> No further update received.	Clerk
Low	Real Time Passenger Information (Bus Shelters)	2023 (Bus Shelters) 2024 (RTPI Units)	£40,772 (Bus Shelters)			£40,772 (Bus Shelters)	<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 however, the concrete posts currently housing timetables are still scheduled for removal by Journeo Passenger Systems Ltd.	
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							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). <u>10th January 2024</u> After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u> At the Roads and Pavements Safety Steering Group as referenced above, BBCllr Jim Weir agreed to investigate this issue. <u>10th April 2024</u> Mayor Wootton (in attendance at this meeting) agreed to take this issue forward.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£10,246.85	£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.	Cllr O'Dell

							<u>14th June 2023</u> Cllr O'Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O'Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application. <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	
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							all works to be carried out by Bedford Borough Council. Cllr O'Dell had sought greater clarification from the Borough Council in relation to a suitable contractor to carry out the works and BBCllr Wheeler (in his absence) was asked to chase for a response. <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. <u>10th January 2024</u> Cllr O'Dell confirmed the architect now had two contractors who were able to provide quotations for the works. Bedford Borough Council had been contacted to establish whether any utilities were underground which could impede works, after which working drawings would be produced. <u>10th April 2024</u> Cllr O'Dell confirmed one potential contractor was undertaking street works accreditation training.	
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To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2023-24

WPC⁸ 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		10.1.24 – The Clerk and Cllr Wheeler will undertake the next Risk Assessment in Spring 2024	
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		12.7.23 SP

⁸ Wootton Parish Council
Full Council Minutes 10th April 2024

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			monthly checks – all checks are logged in the system		
Fun Fest	SP	17.5.23	None		14.6.23 SP
Generator	GL	17.5.23	None		17.5.23 SP
Keeley End Pond	GL	13.12.23	14.2.24 – RoSPA findings in July 2023 should be considered by Full Council	14.2.24 – Members resolved to take no further action in relation to RoSPA findings from 2023	14.2.24 SP
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	14.2.24 – RoSPA findings in July 2023 have now been remedied		14.2.24 SP
MUGA – Church Road	SP	17.5.23	10.1.24 – RoSPA findings in July 2023 have mostly been remedied, however some works remain outstanding due to the handyman needing to use a generator (welding works)		
* 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	10.1.24 – RoSPA findings in July 2023 have been remedied. The litter picker continues to undertake weekly and monthly checks on all play equipment		10.1.24 SP
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			10.1.24 SP
Sports Pitches – Harris Way	SP	17.5.23	10.1.24 – BBC's Grounds and Open Space Management team undertake all remedial works. Its next Risk Assessment is due to be updated in January 2024, so the Clerk will await		

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			that updated document before doing the same (chased but not yet received). Chased again 26.3.24.		
Street Furniture	SP	17.5.23	26.3.24 – due to commence w/c 8.4.24.		
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	SP	10.1.24	26.3.24 – due to commence w/c 8.4.24.		
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

To be reviewed monthly at Full Council.

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	Ongoing	<u>8th November 2023</u> The Charitable Trust has addressed/is addressing all issues raised in the recent Fire Risk Assessment.		Charitable Trust
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		17.5.23 BH

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

To be reviewed monthly at Full Council.

Please visit the following link:

<https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1>