



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788
Email: Clerk@Wootton-PC.gov.uk
Website: Wootton-pc.gov.uk

[www.facebook.com/](http://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 14th August 2024 at 7.15pm 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 Bygraves (in the chair in the absence of Cllr Lloyd), Hensher, Lincoln, Noakes, O'Dell, Randell, Swain, 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)	Cllrs Kay and Richbell-Davies.			
Agenda no	Agenda item title	Resolution	Action	Power
FC24/176	Apologies for absence. Cllr Lloyd.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/177	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler declared a local interest in agenda item FC24/201, given his position as a Governor of Wootton Upper School.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC24/178	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.

Full Council Minutes 14th August 2024

Chairman.....

Page | 1

Date 11th September 2024

	No requests received.			
FC24/179	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	Due to a change in personal circumstances, the application was withdrawn. It was noted a future application may be forthcoming.	Clerk to keep on file.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC24/180	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for June and July 2024. (Appendix One a).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting and no further comments were received. No report was received from BBCllr Abood. No further comments received.	Clerk to keep on file. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/181	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 and no further comments were received in relation to that, or the summary spreadsheet circulated ahead of this meeting.	Clerk to keep on file.	N/A.
FC24/182	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12 June 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 29 th May 2024.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 14th August 2024

Chairman.....

Page | 2

Date 11th September 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 26th June 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 29th May 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 26th June 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 15th May 2024.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.		
FC24/183	Matters arising from the minutes – for information only. • FC24/148 + FC24/194 – Community Centre at Berryfields. Refer to agenda item FC24/194. • FC24/148 + FC24/194 – 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 FC24/194. • 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	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 14th August 2024

Chairman.....

Page | 3

Date 11th September 2024

	it cannot be currently found to be sound. Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council. FC24/153 + FC24/201 – Community Use Agreement for the synthetic pitch at Wootton Upper School. The Clerk contacted Wootton Academy Trust to clarify a number of issues raised during February’s Full Council meeting and the newly appointed Executive Headteacher from Wootton Academy Trust attended a Planning Committee meeting on 26th June 2024, to discuss and observe discussions relating to the Community Use Agreement Discharge of Conditions Application. The Clerk was instructed to request a deferment on the discharge application until 25th September 2024, pending the outcome of ongoing talks between the parish council and Wootton Academy Trust, which has been granted. Refer to agenda item FC24/201.			
FC24/184	Chairman’s report – for information only.	In the absence of Cllr Lloyd, the Clerk was asked to inform all present the Parish Council’s website had been updated to reflect ongoing discussions with The Crown Estate in relation to both its proposed development and transfer of open green space to the Parish Council as detailed within the Neighbourhood Development Plan.	All to note.	N/A.
FC24/185	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 O’Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC24/186	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.
FC24/187	To receive a report from the (Executive) Planning Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/188	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.
FC24/189	To receive, review and adopt the (Full Council) Project Action Plan for 2024-25, to determine which projects will be taken forward during 2024-25, 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/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC24/190	To receive, review and adopt all Risk Assessments for 2024-25, 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 Noakes. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/191	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/192	To receive a schedule of receipts and payments as previously approved by the Finance and 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 2024.

FC24/193	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2024-25, 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 Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/194	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> A planned remote attendance by Joy Akah-Douglas, Solicitor Advocate and Dept. Head: Company, Commercial & Dispute Resolution at Hillary Cooper Law was delayed until September's meeting. <u>Charitable Trust</u> At March 2024's meeting of Full Council it was resolved the Charitable Trust would take over the requirement for Legionnaire's testing, however the contract with uRisk did not expire until July 2025. It was agreed the Parish Council would honour the contract until then, after which the Charitable Trust would be required to make its own arrangements. Cllr Bygraves confirmed all was set for this weekends' Food Fest event at Harris Way. <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 Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/195	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North	<u>Berryfields (FRN)</u> The Clerk was informed works to remedy the lighting issue (lack of pavement illumination	BBCLlr/Cllr Wheeler to oversee.	Town & Country Planning Act 1990 & subsequent.

Full Council Minutes 14th August 2024

Chairman.....

Date 11th September 2024

		Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.		
FC24/196	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	The Clerk had received confirmation from Bedford Borough Council which indicated the s106 funding would be spent by them rather than the Parish Council. Fuller details were awaited. After discussion it was resolved to put forward for inclusion Parish Council-chosen sites as part of that process, sites being car parks at both the Community Centre, Harris Way and Recreation Ground, Church Road. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/197	To consider a submission to the National Association of Local Councils in relation to an application for the accredited Local Council Award Scheme (Quality Gold) and to resolve a suitable course of action.	Resolved to receive, review and adopt all documentation drafted to accompany the application and to approve submission of the application to apply for the accredited Local Council Award Scheme (Quality Gold). Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/198	To consider a proposal from Bedford Borough Council that an additional clothes recycling bank (emptied by Bedford Borough Council's in-house collection team on a weekly basis) be sited within the Recreation Ground Car Park, Church Road and to resolve a suitable course of action.	After discussion it was agreed the Clerk would request unit graphics, to see what it looked like. It was also agreed likely revenue figures would be required to help make an informed decision.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/199	To receive a report from Cllr Lloyd detailing plans for an additional Memorial Wall (ashes interments only)	After detailed discussion it was resolved to accept the report which detailed an area for additional Memorial Walls and dedicated	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	at Lorraine Road cemetery and to resolve a suitable course of action.	wildflowers. It was further resolved a recommendation elsewhere on this agenda from the Leisure and Amenities Committee (FC24/206) would be incorporated within this agenda item – only one Memorial Wall would be constructed at this stage. Proposed: Cllr Lincoln. Seconded: Cllr Swain. Resolved by all present.		
FC24/200	To receive, review and adopt a revised Asset Register for 2024-25 and to resolve a suitable course of action.	Resolved to accept restated figures for both the MUGA (Harris Way) and War Memorial in line with the Joint Panel on Accountability and governance Practitioner’s Guide 2024. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/201	To revisit, review and approve a Community Use Agreement for the synthetic pitch (constructed on land at the Upper School) and to resolve a suitable course of action.	Resolved to approve the Community Use Agreement in relation to the synthetic pitch at Wootton Upper School without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr O’Dell. Resolved by majority vote (BBCllr/Cllr Wheeler did not take part in the voting process).	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/202	To consider a Discharge of Conditions Application (24/00499/AOC – 22/00522/MAF – Community Use Agreement – Synthetic Pitch, Wootton Upper School, Hall End Road), initially discussed by Wootton Parish Council’s Planning Committee on 12th June 2024 and to resolve a suitable course of action.	Resolved to permit the Discharge of Conditions Application in relation to the Community Use Agreement for the synthetic pitch at Wootton Upper School 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
FC24/203	To receive a recommendation from the (advisory) Leisure and Amenities Committee NOT to take forward further investigations into events or activities aimed at	Resolved to accept the recommendation without amendment. Proposed: Cllr Lincoln. Seconded: Cllr Randell.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	teenagers within the village and to resolve a suitable course of action.	Resolved by all present.		
FC24/204	To receive a recommendation from the (advisory) Leisure and Amenities Committee to erect four signs within the vicinity of the Recreation Ground Car Park entrance, Church Road, to signpost pedestrians towards the footway and away from the driveway and to resolve a suitable course of action.	CLlr O'Dell raised concerns the existing footway was too narrow to accommodate passing pedestrians. After discussion it was resolved CLlr O'Dell would provide existing and proposed new footway dimensions for the Clerk to seek quotations to widen the footway. The Clerk was given a financial limit to negate the need for this issue to be discussed again by Full Council. It was further resolved to accept the recommendation without amendment, but to delay implementation of the signage until the footway widening works were complete. Proposed: CLlr O'Dell. Seconded: CLlr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/205	To receive a recommendation from the (advisory) Leisure and Amenities Committee to forward a report received from the Forest of Marston Vale in relation to land to be transferred to the Parish Council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) to The Crown Estate and to resolve a suitable course of action.	After discussion it was resolved to forward the report to The Crown Estate and request a meeting to discuss and understand next steps. Proposed: CLlr Wallace. Seconded: CLlr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/206	To receive a recommendation from the (advisory) Leisure and Amenities Committee to take forward the build of one new memorial wall (for ashes interments only) at Lorraine Road cemetery and to resolve a suitable course of action.	This agenda item was covered under agenda item FC24/199.	CLlr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/207	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council be supported in its proposal to pipe and in-fill the remaining ditch along the Fields Road pavement (north) and to resolve a suitable course of action.	Resolved to support Bedford Borough Council's proposal, but to request the pavement be marked with cycle/pedestrian symbols on all sections, as necessary. Proposed: CLlr Lincoln. Seconded: CLlr Randell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC24/208	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that yellow lining be added at the junction of Fields Road and Summerfield Drive (both sides of Fields Road and the top of Summerfield Drive) and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Tyerman. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/209	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Fields Road (length from the junction with Bedford Road to the Berryfields roundabout (and all side roads) have 'no parking on verges' signage added and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/210	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Wootton Parish Council raise concerns with Bedford Borough Council over the illegal use of e-scooters on roads and pavements within the village and to resolve a suitable course of action.	Cllr O'Dell confirmed he had recently attended a Bedfordshire Police Priority Setting Meeting, raising the issue of E-Scooters being illegally and dangerously ridden on roads and pavements within the village. He was pleased to note it was already on their list of priorities. BBCllr/Cllr Wheeler confirmed the Police and Crime Commissioner, John Tizard, would be attending Bedford Borough Council's Full Council meeting on 9 th October and the illegal/dangerous use of E-Scooters was an agenda item for discussion. BBCllr/Cllr Wheeler confirmed he would note Wootton Parish Council's concerns in this respect within that agenda item. Proposed: Cllr Tyerman. Seconded: Cllr Noakes. Resolved by all present.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/211	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).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).

FC24/212	To review the Final Cost Plan in relation to the Changing Rooms/Toilet Block remodelling/demolition project and to resolve a suitable course of action.	Resolved to accept the final cost plan without amendment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
-----------------	--	--	---	--------------------------------

Meeting closed at 8.12pm.

Borough Councillor Report for August Full Council – John Wheeler

As always, I have been working closely with Wootton Parish Council and Bedford Borough Council to ensure works promised for Wootton are completed – a lot of which are Highways issues. There are a number of outstanding issues still, but progress is being made – not least the resurfacing of St. Mary's Road. A replacement street light column is now in place along Fields Road, a number of potholes in the village have been fixed and a new loading bay area has been marked on Bedford Road, adjacent to the Post Office.

Still to be done this year is the re-surfacing of part of Lorraine Road – from the Cause End Road junction to Lorraine Road cemetery. The pavement along Bedford Road between the Cock Inn PH and Post Office (both sides) is also scheduled for resurfacing works as is Lorraine Road pavement – I don't have timescales as yet. Plans are being drawn up to have the small section of open ditch along Fields Road piped and infilled which will remove the pitch point along that pavement and make access easier for all users (including those who make good use of the bus stop in that area).

I am frustrated at the length of time it has taken to get the remaining average speed cameras added – I am awaiting a start date following resolution of administration issues at the Borough Council.

As you will most likely be aware, building works have started at the lower school site on Bedford Road as part of the two-tier educational conversion. These should continue until the middle of next year. Works also took place during the summer holidays at Harris Way to replace a faulty drainage system under the lower school. Works for the upper school as part of its two-tier conversion remain on schedule for summer 2025, with a 2026 completion date. I am delighted the synthetic pitch has now been delivered and is open for use. Wootton Parish Council and the school have worked to ensure the community have priority use of this facility outside school opening hours – a big thank you to all involved.

A few weeks ago I was invited to tour the proposed canal route with officers from both Bedford Borough and Central Bedfordshire Council, plus representatives from the Forest of Marston Vale and Bedford & Milton Keynes Waterway Park. I was surprised to see that the River Ousel in Milton Keynes already has bridges to accommodate the canal in place. I saw plans detailing the section of canal proposed for Wootton which will pass the Amazon distribution warehouse and Harris Way play area before heading towards the woods and Kempston Mill. I am also pleased to confirm the long-awaited cycle path which will run along sections of the canal is scheduled for installation. At the time of writing this report the finalities are still being discussed so timescales are as yet unknown. When delivered however, this will finally join Wootton and Kempston and form part of National Cycle Route 51.

I have been busy with my Civic Duties as Speaker of Bedford Borough Council. It is a lovely opportunity to represent Bedford Borough and meet so many wonderful people, who do so much for the community. At the River Festival, I spent time with the Mayor meeting individuals and charities, plus school children at Bedford Market who had grown their own herbs and vegetables to raise money for the food bank. Their enthusiasm was such that you simply could not walk past without buying something!

I also unveiled a plaque for Sri Santha Sai, a multi faith group who were planting small areas of trees around Bedford with the aid of the Forest of Marston Vale and Bedford Borough Council. All were volunteers.

Remembrance Sunday this year will be on Sunday 10th November. As always, Wootton Parish Council will help organise the parade and service by the War Memorial on Church Road. Fuller details will be circulated nearer the time.

Bedford Borough Council Issues

- **Wixams Station**

The Council has been working with Network Rail, supported by Parish Councils, Residents Associations and Councillors in the Wixams & Wilstead area to push this project over the line. As a result of this pressure and money secured by the Council, Network Rail signed an Order to start the station contract at the Wixams.

- **New Homelessness and Rough Sleeper Strategy for Bedford Borough**

The Council last month, 10th June 2024, formally adopted a new Homelessness and Rough Sleeper Strategy for Bedford Borough. The new strategy which runs from 2024-2029 and was agreed after a process of internal/external consultation. The new strategy is based on three core strands which are:

- Prevent homelessness as early as possible,
- Increase the supply of housing for those who are homeless, and
- Provide support to those who need it

- **River Festival**

The River Festival has been incredibly successful for the Council this year with over 300,000 visitors over the weekend. Many changes were made to the festival based on feedback from residents who indicated they wanted the festival to be more family oriented. These changes included:

- An all-new family island at St. Mary's Gardens, complete with a diverse array of free activities that would keep even the most energetic little ones entertained from dance, storytelling, sensory activities, arts, crafts, fun science and interactive shows.
- Green Earth Village on Castle Mound became home to the Green Earth Kids area with workshops and talks on the environment.
- Schools being invited to play/sing on the community stages.

Feedback from residents and festival goers indicate that these changes went down very well with lots of incredibly positive feedback online, given to Officers/Councillors or given directly to the Mayor. The enhanced cleaning regime had also been successful with 93 volunteers and 25.86 tonnes of waste collected.

- **Town Centre vision**

The Council's Executive have adopted the Town Centres development programme for Bedford and Kempston with a range of projects to regenerate these centres. Harpur Square has benefitted from some recent investment by opening up and providing a more usable space. Improvements in St. Paul's Square are due shortly, and a developer is being sought for a major development of the Mayes Yard area, including the former Debenhams building. Regeneration of Greyfriars is also planned.

- **Telecare**

The Government's shift to the digital telephone network by 2025 and need to replace telecare units that are reaching end of life will place the Council under considerable financial strain, approximately £446k.

There was no money set aside for the shift to digital and no money set aside for the replacement of units reaching end of life service. As a result, in order to continue providing the service and meet the increasing financial pressure the Council had decided to implement a financially sustainable model which included a week £4.50 fee for some residents.

Appendix One

This charge is well below the average rate implemented by 32 comparative local Councils, and lower than our direct neighbours in Milton Keynes and Central Bedfordshire Councils. Additionally, the service would remain free for Bedford Borough's most vulnerable residents, those who have Care Act eligible needs.

On Monday, 29th July, the decision was called in and has now been referred to Full Council. This means it has not yet been implemented with no solutions put forward on how to meet the financial cost of the switch/replacement of units.

- **Bedford and Milton Keynes Waterway**

On the 11th July the Council officially launched the Bedford and Milton Keynes Waterway project's delivery phase. This phase will focus on constructing sections of the canal as funding opportunities become available. It is expected that, upon delivery, the canal will deliver economic growth through increased leisure opportunities and employment alongside environmental benefits by making it easier to manage the water here.

- **Leisure/Oasis**

In December 2023, the Council agreed to invest £4.9m across Bedford Borough's leisure facilities in order to address issues. The investment was primarily used to address urgent health and safety at our facilities with a wide range of essential replacement and repair works. Now that our facilities are back to a safe standard more work will be taking place to further redecorate existing sites to bring a brighter and more welcoming atmosphere. Additionally, there has been a lot of positive feedback regarding the new operator of the Council's leisure facility (GLL). At the Environment and Sustainable Communities Overview and Scrutiny Committee on the 18th July, the Council heard from GLL's partnership manager about the positive feedback on the facilities with further improvements coming down the line on further enhancing cleansing regimes etc.

- **Lurke Street Car Park**

Lurke Street's multi story car park will trialling a switch to cashless payments only from this month onwards to address ongoing reports of aggressive begging and ensure the safety of car park users. Users will be able to pay via card or phone and the Council will continue to monitor the car park, with regular patrols by staff to ensure its safety.

- **Bedford Academy**

The Council has awarded a contract to build 16 new state of the art classrooms at Bedford Academy to Ashe Construction. The project will take approximately 60 weeks to complete and will come with 16 classrooms constructed, along with changing rooms, a dining area and a community cafe.

- **Green Flag Awards**

Four of the parks in Bedford (Bedford Park, Addison Howard Park, Priory Country Park, and Harrold-Odell Country Park) have again been awarded the prestigious Green Flag Award for 2024. This internationally recognised quality mark celebrates well-managed and welcoming parks and open spaces.

BBCllr John Wheeler
August 2024

Borough Councillor Report for June Full Council – Sue Abood

No report received.

Appendix One A

FC24/180a June 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/32636/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	14/06/2024	Broadmead Road
40/29376/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	29/05/2024	St. Marys Road
40/31010/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	06/06/2024	Burgoyne Avenue
40/29555/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	30/05/2024	Keeley Lane
40/32451/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	13/06/2024	Church Road
40/32722/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	DEATH OR SER INJ BY DANGEROUS DRIVING	15/06/2024	Cranfield Road
40/29637/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	30/05/2024	Lorraine Road
40/30868/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	06/06/2024	Mephram Road
40/32427/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	13/06/2024	Hillcroft
40/29833/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	31/05/2024	Haycroft
40/30598/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	04/06/2024	Lorraine Road
40/30145/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	02/06/2024	
40/30266/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	03/06/2024	
40/32674/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	14/06/2024	Summerfield Drive

Appendix One A

40/31374/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	THREAT INTENT TO COMMIT CRIM DAM	08/06/2024	Butland Way
40/34488/24	Vehicle Crime	VEHICLE OFFENCES	AGGRAVATED VEHICLE TAKING	AGGRAVATED VEHICLE TAKING	23/06/2024	Haycroft
40/33597/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	19/06/2024	
40/35161/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	26/06/2024	Hall End
40/35884/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	29/06/2024	Manor Road
40/33828/24	Burglary	BURGLARY	RESIDENTIAL BURGLARY- HOME	RESIDENTIAL BURGLARY- HOME	20/06/2024	Folkes Road
40/35247/24	Other Theft	THEFT	OTHER THEFT	THEFT BY AN EMPLOYEE	27/06/2024	
40/35512/24	Other Theft	THEFT	OTHER THEFT	THEFT IN A DWELLING OTHER AUTO MACH	28/06/2024	Turland Close

FC24/180a July 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/37524/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	07/07/2024	Keeley Lane
40/38994/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	14/07/2024	Butland Way
40/39042/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	14/07/2024	Hall End
40/38146/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	10/07/2024	Moore Close

Appendix One A

40/36327/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	01/07/2024	Harris Way
40/36684/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	03/07/2024	Hall End Road
40/37173/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	05/07/2024	
40/37561/24	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	07/07/2024	Folkes Road
40/38226/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	10/07/2024	Bedford Road
40/41214/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	25/07/2024	Church Road
40/39915/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	19/07/2024	Turland Close
40/39916/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	19/07/2024	Turland Close
40/40372/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	21/07/2024	Juffs Lane
40/39911/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	19/07/2024	Turland Close
40/40006/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	19/07/2024	Tithe Barn Road
40/40007/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	19/07/2024	Tithe Barn Road
40/42025/24	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	29/07/2024	BURGOYNE AVE
40/39726/24		VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	18/07/2024	Haycroft
40/40620/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	22/07/2024	Bedford Road

Appendix One A

40/42245/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	30/07/2024	Bedford Road
40/39724/24	Burglary	BURGLARY	RESIDENTIAL BURGLARY- UNCONNECTED BUILD	RESIDENTIAL BURGLARY- UNCO BLD	18/07/2024	Bourne End
40/41959/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	29/07/2024	Burgoyne Avenue
40/40960/24	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	24/07/2024	Bedford Road
40/40284/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	21/07/2024	St. Marys Road

FC24/181**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC24/181 Schedule of correspondence (not circulated at time of receipt)			
Date received	Type	From	Brief details (please speak to the Clerk if you would like to see copies)
30.7.24	Letter	National Westminster Bank Plc	Business Account Terms and Conditions
30.7.24	Letter	E-on	Notification of end of Business Plan contract - Changing Rooms, Church Road
30.7.24	Email	Resident	Complaint about overgrown areas within the Recreation Ground, Church Road
31.7.24	Email	Office of the Police and Crime Commissioner	Hold the Date - Wednesday 6th November 2024 (OPCC and NFU Rural Crime Event 2024 - Scald End Farm, Thurleigh)
31.7.24	Email	Resident	Complaint about cars accessing the recreation ground car park after closing
31.7.24	Email	Resident	Complaint about the general unkempt state of the village, including overgrown hedgerows, lack of road sweepers and poor footpaths
1.8.24	Letter	Unity Trust Bank Ltd	Changes to current account
2.8.24	Email	Bedford Borough Council	Notification of a damaged bin liner - opposite the Cock Inn PH Bedford Road
6.8.24	Poster	Beds Prostate Support Group	Request to publicise a forthcoming testing event in October 2024
6.8.24	Email	Bedford Borough Council	Confirmation of Street Works Licence at Keeley Lane, permitting excavation of the highway in relation to the installation of a brick built village entrance sign
6.8.24	Email	Resident	Complaint re grass cutting - Mepham Road

(Advisory) Leisure and Amenities Committee Report

26th June 2024

Open Forum

Cllr O'Dell (not a member of this Committee) spoke under Open Forum to query why Cycle Route 51 was still not a continuous route between Wootton and Kempston. It was noted Cllr Lloyd had put forward a proposal to Bedford Borough Council on how best to join up this route and BBCllr/Cllr Wheeler confirmed he still had that correspondence, which he would forward to the relevant Bedford Borough Council department.

Resolutions

LA24/053 – To appoint Cllr Lincoln as a member of the Leisure and Amenities Committee.

Resolved to appoint Cllr Lincoln as a member of the Leisure and Amenities Committee.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

LA24/059 – 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.

No further update received.

LA24/060 – To consider and discuss issues raised at the previous meeting of this committee (under Open Forum) in relation to events or activities aimed at teenagers and to make recommendation to Full Council as necessary.

The Clerk informed all present that the resident who attended the previous meeting of this committee, was no longer unable to attend this meeting.

Prior to the meeting Cllrs Lloyd and Bygraves had researched activities aimed at teenagers that were available either within the village or locally and the following were identified:

Arts & Drama

Country Players

Dance Clubs

Kempston Youth Club

Sports

Athletics

Cricket

Cycling

Fishing

Gymnastics

Kayak/Canoe

Martial Arts

Orienteering

Rowing

Rugby

Sailing

Uniformed Organisations

Air Cadets
Army Cadets
Boys Brigade
Girls Brigade
Guides & Rangers
Scouts & Explorers
Sea Cadets

Young Farmers

Those who were intent on graffitiing the village were unlikely to attend (and it was again reiterated those graffitiing the acoustic fencing along the A421 were from further afield).

The parish council was not able to identify a target audience, nor did it have the resources to provide any activities in addition to those listed above and after discussion it was resolved to close this agenda item but revisit if necessary and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA24/061 – To receive a report from Cllr Lloyd detailing plans to remedy maintenance issues to the existing Memorial Walls (for ashes interments only) at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Cllr Lloyd's report was discussed in further detail, however as these Memorial Walls were both in use and contained reserved plots, a permanent solution to remedy the grass/weeds issue could not be found.

After detailed discussion it was agreed to investigate the possible use of volunteers (a 'Friends of the Cemetery' organisation or similar), to carry out more extensive maintenance on a periodical basis.

The Clerk agreed to investigate further (BBCllr/Cllr Wheeler agreed to provide a contact) and bring all findings back to a future meeting of this committee. No recommendation to Full Council was necessary at this stage.

LA24/062 – To receive a report from Cllr Lloyd detailing plans for an additional ashes interment area at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

After detailed discussion it was resolved Cllr Lloyd would provide fuller specifications which would be taken to Full Council to better determine how the wall would be used and a suitable plot reservation programme.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/063 – To consider the placement of signage at the recreation ground car park signposting pedestrian access in the vicinity of the Changing Rooms/Village Hall and to make recommendation to Full Council as necessary.

After discussion it was resolved that four signs be placed on the village hall to signpost pedestrians towards the footway and away from the driveway and to make the same recommendation to Full Council. Cllr Lloyd agreed to provide the necessary graphics. Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

Resolutions

LA24/072 – 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.

After detailed discussion it was resolved the report would be sent to The Crown Estate for feedback and to establish next steps in the land transfer process and to make the same recommendation to Full Council.

Proposed: Cllr Wallace.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/073 – To revisit a request for events or activities aimed at teenagers and to make recommendation to Full Council as necessary.

After discussion it was resolved not to revisit the previous resolution made by this committee, but to consider financial assistance were the Parish Council to receive a proposal for a suitable event or activity. The same recommendation would be made to Full Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Bygraves.

Resolved by all present.

LA24/074 – To receive, review and adopt documentation relating to a potential volunteer scheme to remedy maintenance issues with the existing Memorial Walls (for ashes interments only) at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

It was thought the upper school would be able to assist in relation to a volunteer scheme and Cllr Bygraves confirmed he would speak with them in this respect. The Clerk was instructed to bring this agenda item back to September’s meeting of this committee for a further update.

No recommendation to Full Council was necessary at this stage.

Cllr Lloyd then detailed proposals for the one remaining Memorial Wall (not yet in use but with one reserved plot) which would negate the need for intensive weeding/maintenance. As the proposal involved the loose pouring of ashes (not to everyone’s wish) it was agreed to investigate urn sizes and bring this proposal back to a future meeting of this committee.

No recommendation to Full Council was necessary at this stage.

Cllr Lloyd also detailed a proposal for additional Memorial Walls and graphics were shown to all present. After detailed discussion it was resolved to take the build of one wall only forward at this stage and to make the same recommendation to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Lincoln.

Resolved by all present.

LA24/075 – To receive a report from Cllr Wallace in relation to National Cycle Route 51 (Wootton to Kempston leg) following comments made by Cllr O’Dell made under Open Forum at a meeting of this committee on 26th June 2024 and to make recommendation to Full Council as necessary.

Cllr Wallace wished to address comments made by Cllr O’Dell at a previous meeting of this committee (under Open Forum).

Appendix Three

Cllr Wallace confirmed s106 funding (held by Bedford Borough Council) was available to link NCR51 between Wootton and Kempston. Works were likely to be delayed however due to the discovery of badger setts along the proposed route.

Cllr Lloyd noted the route at one point crossed the proposed canal, so BBCLr/Cllr Wheeler agreed to ensure Bedford Borough Council were aware of the same.

No recommendation to Full Council was necessary at this stage.

Proposed: Cllr Lloyd.

Seconded: Cllr Lincoln.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
6th August 2024

(Advisory) Neighbourhood Plan Steering Group Report

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

(Executive) Planning Committee Report

6th June 2024

Resolutions

P24/108 – To appoint Cllr Lincoln as a member of the Planning Committee.

Resolved that Cllr Lincoln be appointed a member of this committee.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

Report from outside organisations – for information only

Bedford Borough Council. Cotton End Parish Council has submitted its Neighbourhood Development Plan to Bedford Borough Council and in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations for a period of six weeks. Fuller information can be found [here](#). No further comments received.

Planning Applications – for resolution

24/01050/FUL – 36 Bedford Road. Two storey side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

24/01065/FUL – 12 Neale Way. Single storey extension to front to provide a shower room.

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

- Bedford Borough Council should ensure the proposed development does not encroach beyond the existing building line.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

24/01086/S73A – 17 Duncombe Drive. New boundary wall with new gate entrance to site (development already commenced).

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

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

24/00631/FUL – Land to the south of Vine Cottage. Change of use of existing agricultural land to private equestrian use and erection of steel framed building following demolition of existing stables.

This council previously raised NO OBJECTION but noted the right of way in the area should not be re-routed, stopped up or altered in any way.

No further comments received.

Open Forum

A representative from Wootton Academy Trust was in attendance to discuss and observe discussions on agenda item P24/123 (23/00499/AOC – Discharge of Conditions Application (22/00522/MAF – Community Use Agreement – Synthetic Pitch Wootton Upper School, Hall End Road). There were also several members of the public present who wished to discuss and observe discussions on agenda item P24/127. Cllr O'Dell moved both agenda items be heard after agenda item P24/118 in the order P24/127 then P24/123 and members present were in agreement.

Report from outside organisations – for information only

Bedford Borough Council. Public notice and plan confirming Bedford Borough Council has made a Traffic Regulation Order in relation to a new loading bay on Bedford Road (adjacent to the Post Office – Eastern Kerb, from a point approx. 24 metres south of the centre of Cause End Road for a distance of approx. 13 metres in a southerly direction). No further comments received.

Planning Applications – for resolution

24/00499/AOC – Discharge of Conditions Application (22/00522/MAF – Community Use Agreement – Synthetic Pitch, Wootton Upper School, Hall End Road).

This agenda item was heard after agenda item P24/127.

Mark Lehain introduced himself as the new Executive Headteacher for Wootton Academy Trust. He thanked members for welcoming him to the meeting and Cllr Lloyd then detailed the background behind the synthetic pitch installation and outstanding issues in relation to the Community Use Agreement.

Given Mark was new to the role and not yet fully appraised and after detailed discussion, it was resolved to request Bedford Borough Council agree to a deferment on this application until the Planning Committee meeting scheduled for 25th September 2024. This would enable talks to continue between the parish council and Wootton Academy Trust.

The Clerk agreed to forward Cllr Lloyd's notes to Mr Lehain.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

24/01156/FUL – Meadow View, 43 Cranfield Road. Erection of detached garage with accommodation at first floor.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

24/01172/FUL – 3 Lunniss Way. Garage conversion to home study.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Randell.

Resolved by all present.

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

21/03179/FUL – Land Opposite 26 Littlebrook Lane. Change of use of landscaped amenity land for the installation of a new turning head.

This council raised NO OBJECTION but made the following observation:

Full Council Minutes 14th August 2024

Appendix Five

- Members requested Bedford Borough Council ensure the new turning head be clearly demarked as such, to prevent it being used as an area for vehicular parking.

24/00700/FUL – 7 Stevenson Walk. Single storey front extension, single storey side extension and link to existing garage. Garage conversion to wet room and ancillary space with internal reconfiguration of the ground floor layout.

This council raised NO OBJECTION but made the following observation:

- Members were unable to determine whether the build would exceed the current building line and requested Bedford Borough Council ensure no encroachment was permitted.

No further comments received.

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

24/00488/S73A – 13 Butland Way. Retrospective Planning Permission Application (development already carried out). Raise the garden wall/fence by 0.3 metres with wooden panels to an overall height of 2.3 metres.

This council raised NO OBJECTION but made the following observation:

- Members requested Bedford Borough Council ensure any caveats/restrictions in the property deeds relating to garden fence height were adhered to.

No further comments received.

Resolutions

P24/126 – To consider a renewal application for street trading consent outside of Bedford Town Centre for Raffaele Picanza T/A Tony's Soft Whip (ice cream, lollies, slush and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

P24/127 – To consider a request from residents of Bedford Road (new development consisting of house numbers 16A, 16B, 18, 18A, 18B) that the development be given a new road name (Lavender Close or another name if required) in order to avoid ongoing postal delivery issues with existing adjacent dwellings and to resolve a suitable course of action.

This agenda item was heard after P24/118.

One resident in attendance provided fuller background behind the name change request and after detailed discussion it was resolved the parish council would support the request for the new development to be renamed Lavender Close.

The Clerk agreed to confirm the resolution via email with one resident in order to move the proposal forward.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

10th July 2024

Report from outside organisations – for information only

Bedford Borough Council. Notification of carriageway resurfacing works for St. Mary's Road. The entire length of road is to be resurfaced and works are programmed to start on 17th July 2024, finishing by 1st August 2024. Works are programmed to be completed between 8am and 6pm (weekdays only) and a local diversion route will be in place during the hours of road closure.

No further comments received.

Full Council Minutes 14th August 2024

Planning Applications – for resolution

24/00951/ADV – Unit 4B, Swallow Way. Installation of internally illuminated fascia signage. Amended/additional plans and new documents have been received.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

24/01249/FUL – 8 Buckworth Drive. Garage conversion with external alterations to front and side.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

31st July 2024

Report from outside organisations – for information only

Bedford Borough Council. Notification of carriageway resurfacing works for St. Mary's Road. The entire length of road was programmed for resurfacing works (now complete).

Bedford Borough Council. Notification of a Planning Contravention Notice served to 10 Hollies Walk (21/00233/UNAUTU) following the Planning Inspectorate's dismissal of a Lawful Development Certificate appeal. No further comments received.

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

24/00743/S73A – 14 Hillcroft. Retrospective Planning Permission Application – erection of fence in front of the garden wall to raise the height by 0.55 metres (development already carried out).

This council previously raised **NO OBJECTION**.

24/00951/ADV – Unit 4B, Swallow Way. Installation of internally illuminated fascia signage.

This council previously raised **NO OBJECTION**.

24/01050/FUL – 36 Bedford Road. Two storey side extension.

This council previously raised **NO OBJECTION**.

24/01065/FUL – 12 Neale Way. Single storey extension to front to provide a shower room.

This council previously raised **NO OBJECTION** but made the following observation:

- Bedford Borough Council should ensure the proposed development does not encroach beyond the existing building line.

24/00593/FUL – 22 Thorpe Way. Loft conversion with rear dormer following reconstruction of existing roof to increase ridge height.

This council previously raised **AN OBJECTION**.

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

24/00488/S73A – 13 Butland Way. An appeal has been made to the Secretary of State in respect of this application following refusal of planning permission by Bedford Borough Council. (Inspectorate No: APP/K0235/D/24/3345652. Appeal No: 24/00045/HASREF).

This council raised **NO OBJECTION** but made the following observation:

- Members requested Bedford Borough Council ensure any caveats/restrictions in the property deeds relating to garden fence height were adhered to.

No further comments received.

Resolutions

P24/148 – To consider a response to Bedford Borough Council in relation to its proposal to introduce a 20MPH speed limit on Burgoyne Avenue (from its junction with Cranfield Road extending in an easterly direction to a point approx. 55.5 metres west of the centre of the Riley Drive/Lomax roundabout) (and roads there off including Gilspenny Way, Butland Way, Buckworth Drive, Whitmore Close, Hephher Close, Terle Bank, Honeypot Lane, Little Brook Lane, Clew Grove, Roundel, Hillcroft, Johnson Avenue, Lovell Grange, Gilbert Walk, Duncombe Drive, Moore Gardens, Woodman Way and Lomax Gardens) and to resolve a suitable course of action.

Resolved to accept the proposal but to request the following amendment:

- The area along Riley Drive, including the 'Amazon roundabout' and spur leading to Burgoyne Avenue also be incorporated into the 20MPH speed limit proposal. The current proposal showed this area remaining a 30MPH zone.

Proposed: Cllr Noakes.

Seconded: Cllr Lincoln.

Resolved by all present.

P24/149 – To consider a response to Bedford Borough Council in relation to its proposed application to stop up part of a Highway at 22 Jenkyn Road and to resolve a suitable course of action.

Resolved to accept the proposal without amendment.

Proposed: Cllr Noakes.

Seconded: Cllr Lincoln.

Resolved by all present.

P24/150 – To revisit a request from residents of Bedford Road (new development consisting of house numbers 16A, 16B, 18, 18A, 18B) that the development be given a new road name (Lavender Close has been ruled out by Bedford Borough Council) in order to avoid ongoing postal delivery issues with existing adjacent dwellings and to resolve a suitable course of action.

After detailed discussion it was resolved to continue supporting residents' request that the development be renamed Lavender Close. It was further resolved to inform Bedford Borough Council the Parish Council was disappointed in the way they had handled this request.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

P24/151 – To consider an application from developers of Land South of Keeley Lane (Planning Application Ref: 23/01578/MAR – Pursuant to Outline Permission 22/01035/MAO) in relation to proposed new street names (developers have suggested Keeley Gardens and Crestwood Road) and to resolve a suitable course of action.

After discussion it was resolved not to accept either suggestion as Keeley Gardens was deemed too similar to Keeley Lane and Crestwood Road had no known links to the village. The Clerk had (some time ago) received requests for the names 'Beard' and 'Fuller' (both historic village family names) to be considered and it was further resolved to request these be used as alternatives.

Full Council Minutes 14th August 2024

Appendix Five
Proposed: Cllr Randell.
Seconded: Cllr Lincoln.
Resolved by all present.

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

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2024-25

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 BBC were in talks with the developer to bring the area up to a satisfactory standard. <u>17th January 2024</u> BBCllr/Cllr Wheeler has confirmed a temporary repair has been effected, however the developer still needs to resurface the area to make good. <u>20th March 2024</u> BBCllr/Cllr Wheeler has now confirmed BBC⁵ will effect 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.

Appendix Six

				<u>17th July 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, the repairs had been effected in part, however this section of pavement was scheduled for full resurfacing works as part of The Cock Inn to Post Office works. BBC will apportion the necessary charges to the developer.	
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	Cllrs Lloyd and O'Dell. BBC/Persimmon.

Appendix Six

				Manual notes a lay-by in such a controlled area should have markings along the back edge of that 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 has confirmed the existing lighting will be angled to better illuminate the area between the pedestrian crossing on Folkes Road and the lower school. BBCllr/Cllr Wheeler has had no further update regarding the zig zag markings. <u>15th May 2024</u> Tom Wootton, Mayor and Leader of Bedford Borough Council attended Full Council on 10th April 2024 and was asked to expedite the works to the pedestrian crossing. BBCllr/Cllr Wheeler had since confirmed these should be completed soon, however timescales were not given. <u>17th July 2024</u> At a meeting on 31st May 2024, BBC confirmed they would chase for the pedestrian works to be completed and the Clerk continued to chase.	
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.	Cllrs Lloyd and O'Dell.

Appendix Six

				<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this was part of an ongoing programme of works that would 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. <u>15th May 2024</u> BBCllr/Cllr Wheeler continues to chase. <u>17th July 2024</u> BBC confirmed it was reviewing street signs with a view to adding the parish council's logo. Move to close.	
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 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.	BBC.

Appendix Six

				<u>20th March 2024</u> No further update had been received regarding the road adoption, however BBC had informed BBCLr/Cllr 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. <u>15th May 2024</u> BBCLr/Cllr Wheeler has asked BBC for timescales in relation to the road adoption as this issue cannot be addressed until then. <u>17th July 2024</u> Members resolved this item should remain on the project action plan until the adoption process was complete – at which time this safety steering group would again lobby for additional speed measures and request the presence of Wootton’s Speed Watch group.	
E-Scooters.	Cllr O’Dell.	Ongoing.	N/A.	<u>17th July 2024</u> Cllr O’Dell requested this safety steering group record its concerns over the illegal use of e-scooters on roads and pavements within the village. A usage trial was currently in place in Milton Keynes however this only covered rented e-scooters. Non-rented devices could not be used on a public road, pavement or cycle lane without fulfilling strict criteria. Fuller details can be found here. Members resolved this safety steering group had concerns over illegal usage within the village and the same recommendation was made to Full Council.	Cllr O’Dell.

Appendix Six

				Cllr Tyerman and BBCllr/Cllr Wheeler agreed to raise this at BBC's Full Council meeting in September, at which Bedfordshire's Police and Crime Commissioner would be in attendance. Both also agreed to email North Bedfordshire's Rural Community Policing Team to make them aware of the same concerns. BBCllr/Cllr Wheeler was also requested to speak to the schools to request a ban on e-scooters being taken onto school land/property.	
Fields Road/ Summerfield Drive – dropped kerbs.	Cllr Hensher.	Ongoing.	BBC.	<u>17th July 2024</u> Cllr Hensher raised concerns that pedestrians crossing the top of Summerfield Drive or Fields Road (in the same area) had no dropped kerbs or tactile paving in either location. A request was made to bring this request back to the next meeting of this safety steering group.	BBC.
Fields Road pavement pinch point.	Bedford Borough Council.	Ongoing.	BBC.	<u>17th July 2024</u> Talks had resurfaced again in relation to the one area along Fields Road pavement (north) which was not piped or infilled during works to widen the pavement between Bedford Road and the Berryfields roundabout. Those works were to provide a three metre (or such width as could be achieved within the highway) footway/cycleway as detailed within a Planning Obligation by Deed of Agreement (s106 Agreement) dated 16th May 2018, between Bedford Borough Council and Goodman Logistics Bedford (GP) LLP (Acting as General Partner of Goodman Logistics Bedford (UK) LP), Goodman Logistics Bedford Nominee (UK) Ltd and Goodman Real Estate (UK) Ltd. Members were asked to support a proposal this area now be piped and infilled (costings to be borne by BBC) noting that:	BBC.

Appendix Six

				• The pavement was a designated safe route to school. • The pavement was detailed within the s106 agreement referenced above as a shared footway/cycleway. Removing the pinch point would provide safer access for all. • The adjacent bus stop was used by a significant number of bus users following changes to the bus route and removing the pinch point would provide a bigger and safer area for waiting. Members resolved to support the proposal, make the same recommendation to Full Council and inform BBC of the same.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<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. <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	ClIr O'Dell.

				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>15th May 2024</u> <u>HALL END</u> Cllr Bygraves explained BBC's Parking Services Department had been contacted on a number of occasions, however they had determined no dropped kerb was present. After discussion it was agreed WPC would fund the £1,500 costings from General Reserves. <u>LORRAINE ROAD GREEN</u> A request was made during the recent Annual Parish Meeting for yellow lining to be added along the road frontage by Lorraine Road Green. Residents were concerned that children playing on the green were at risk of being hit by these or passing vehicles. After discussion it was agreed not to take this proposal forward as children were on the green. The addition of yellow lining would add a further parking burden to adjacent roads.	
--	--	--	--	--	--

				<u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> A further request was made during the recent Annual Parish Meeting for yellow lines to be added at the junction of Lorraine Road and Cause End Road. Residents were concerned about the volume of vehicles parked in this area in contravention of the Highway Code. After discussion it was agreed to request BBC finance the addition of yellow lining at this junction. <u>17th July 2024</u> <u>HALL END</u> At a meeting on 31st May 2024, BBC confirmed they were liaising with the police in order to complete the yellow lining opposite The Chequers PH. The Clerk had chased for a further update. At this meeting it was noted a resident had attempted to remove part of the lining works immediately after installation and the Clerk agreed to bring this to the attention of BBC. It was noted BBC were taking forward the additional request for yellow lining along the frontage of The Chequers PH. <u>FIELDS ROAD/SUMMERFIELD DRIVE</u> Cllr Lloyd requested this area be considered for yellow lining and members resolved to support the request, making the same recommendation to Full Council. <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. <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. <u>17th July 2024</u> Cllr O'Dell detailed following a change of government it was unlikely the earlier consultation would be taken forward. After discussion, BBCLr/Cllr Wheeler was asked to request BBC's Parking Services Department attend the village on a regular basis to either place advisory warning notices, or ticket where possible, vehicles that were pavement parking. BBCLr/Cllr Wheeler was also asked to establish if tickets could be issued for pavement parking in areas where yellow lining was present.	
--	--	--	--	--	--

Appendix Six

				In light of confirmation received from Bedford Borough Council that the 'no parking on verges' signage at Kempston Rural was enforceable, Cllr Lloyd requested members consider adding the same along Fields Road pavement (and potentially other areas). Resolved the length of Fields Road from the junction with Bedford Road to the Berryfields roundabout (and all side roads) have 'no parking on verges' signage added (at a likely cost of £2.5k) and to make the same recommendation to Full Council.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th July 2024</u> Refer to Appendix Two. <u>ROADS</u> <u>17th July 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; • 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	BBC.

Appendix Six

				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. 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 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. <u>15th May 2024</u> BBCllr/Cllr Wheeler had emailed BBC for updates on the above issues, and the following remained outstanding: • The addition of tactile paving in relation to the original dropped kerb works – requested by WPC and omitted by BBC; • The addition of a missing dropped kerb to the service road adjacent to 3 Lorraine Road. The following works had now been completed:	
--	--	--	--	--	--

Appendix Six

				- Remedying the issues raised to works completed outside 30 Lorraine Road (to include WPC's request to rotate the grate by 90 degrees). It was noted the grate had been re-positioned. - The Clerk was requested to escalate the outstanding works with Mayor Wootton. <u>17th July 2024</u> Works to add tactile paving was expected to be completed by the end of July 2024 and timescales for the addition of the dropped kerb to the service road adjacent to no. 3 were awaited.	
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. <u>20th March 2024</u> BBCllr/Cllr has confirmed a June installation is still programmed by BBC. <u>20MPH SPEED LIMIT REQUEST</u> <u>15th May 2024</u> A report has been submitted to BBC requesting 20MPH speed reductions along several roads within the village and the following response has been received from Bedford Borough Council (costings would have to be covered by Wootton Parish Council):	Cllr Lloyd.

Appendix Six

				<i>The Government criteria states that 20mph limits are most appropriate for roads where average speeds are already low, and the guidance states below 24mph. The layout and use of the road must also give the clear impression that a 20mph speed or below is the most appropriate.</i> <i>There is no evidence that lowering a speed limit just by changing the signs, will lower the speed of traffic. Indeed there is evidence to show that when speed limit signs are changed without introducing other measures, the speed continues as before making the non-compliance even greater and leading to increased number of complaints from residents that behaviour has not changed.</i> <i>If the speeds are in excess of 24mph, then traffic calming measures should be installed to reduce speeds.</i> <i>It should be noted that Central Government updated their guidance on speed limit setting in March 2024, as result of the Welsh government's decision to install country wide 20mph limits. <u>Setting local speed limits - GOV.UK (www.gov.uk)</u>. The new guidance reiterates the need to install traffic calming measures to slow traffic in locations where speeds are currently above 24 mph.</i> <i>It may be possible to install 20mph limits on many of the roads indicated providing the existing speeds are 24mph or less. Assuming</i>	
--	--	--	--	--	--

Appendix Six

				<i>that all of the roads requested meet this criteria, then the likely cost of the scheme will be in the region of £20,000. It may be possible to reduce this cost by omitting cul de sacs such as Sherwood Close, Haycroft, Grovebury Court etc where the road length is relatively short making speeding highly unlikely.</i> After discussion it was agreed to take the proposal in full, to Full Council for ratification at an anticipated cost in the region of £20k. <u>17th July 2024</u> A report requesting formal costings for this proposal and timescales had been submitted to BBC. The Clerk had chased for a further update.	
--	--	--	--	---	--

To be reviewed at each Roads & Pavements Safety Steering Group meeting.

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.	<u>20th March 2024</u> BBCllr/Cllr Wheeler will request BBC score this area. <u>15th May 2024</u> <u>COCK INN PH TO POST OFFICE</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area been scored and programmed by BBC for works in 2024/25. <u>MEMORIAL HALL</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area would be scored by BBC and further confirmed on the morning of 16th May 2024 that patch/defect repairs were ongoing. Clarification on whether resurfacing works will follow the patch/defect works had been sought. <u>17th July 2024</u> <u>COCK INN PH TO POST OFFICE</u> Timescales for works were not yet known. <u>MEMORIAL HALL</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting that patch/defect repairs were complete and no additional resurfacing works were planned.
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>

Appendix Six

	BBCllr/Cllr Wheeler confirmed patch works to this area had now been completed. <u>17th July 2024</u> Timescales for works were not yet known.
Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
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. <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. <u>15th May 2024</u> BBCllr/Cllr Wheeler was informed Hilly Lane met BBC's inspection and risk-based criteria for resurfacing. BBC recognised other roads were better-used, however the surface was deemed so severe, resurfacing was a more cost-effective option than patching.

Appendix Six

	BBCllr/Cllr Wheeler confirmed ahead of this meeting, the area in the vicinity of the upper school had been scored and programmed by BBC for works but timescales were not known. <u>17th July 2024</u> Timescales for works were not yet known.
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 has confirmed BBC has programmed these works for 2024/25. <u>15th May 2024</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this area had been scored and programmed by BBC for works in 2024/25. <u>17th July 2024</u> Timescales for works were not yet known.

FC24/189**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

Appendix Seven

							<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. <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. <u>12th June 2024</u> Bedford Borough Council has confirmed all cameras should be in situ by the end of this month. <u>14th August 2024</u> Delays were now being experienced due to Bedford Borough Council's need to make an addition to its Capital Programme for Average Speed Cameras (despite this project being fully funded by Wootton Parish Council). Whilst that decision had been approved, an installation date was still unknown despite the best efforts of BBCllr/Cllr Wheeler and the Clerk in chasing.	
Low	Beacon Placement	2024			£23,000	£23,000	<u>14th August 2024</u> As Bedford Borough Council has ruled out the beacon's placement on the Berryfields roundabout, members agreed the placement of the beacon (likely within the	To be determined

Appendix Seven

							grounds of the Recreation Ground) be taken to the next meeting of the Leisure and Amenities Committee for detailed discussion. Move to close.	
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. <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	Cllr O'Dell

							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 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. <u>8th May 2024</u> Additional advice on the quotations referenced above had been requested by the Clerk (via BBCllr/Cllr Wheeler) from Bedford Borough Council, however advice received was not clear (and other issues had, as a result, been raised). After detailed discussion and given the Clerk had emailed Mayor Wootton on this issue after April's Full Council meeting it was agreed the Clerk would chase Mayor Wootton again in order to get the guidance	
--	--	--	--	--	--	--	--	--

							needed in relation to the quotations and where best to source the Road Traffic Management survey. <u>12th June 2024</u> Cllr O'Dell drafted a response ahead of this meeting to Bedford Borough Council's latest correspondence which stated they would not grant planning permission for the beacon on the Berryfields roundabout. This was read to all present. What followed was a very detailed discussion on how best to move forward and a proposal was made by Cllr O'Dell as follows: - To request a meeting with Bedford Borough Council representatives to ascertain whether there was a way forward for this project. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. A recorded vote was requested and all present were in agreement. In favour of the proposal: Cllrs O'Dell and Noakes. Against the proposal: Cllrs Bygraves, Lincoln, Lloyd, Swain and Wheeler. Abstained: Cllr Hensher. Resolved the proposal not be taken forward. A further proposal was made by Cllr Bygraves (with amendments by Cllrs O'Dell and Swain) as follows: - To email Bedford Borough Council acknowledging the project could not be taken forward and enquire why there was such a delay in determining the same. Cllr Swain requested information on the reason for delay and Cllr O'Dell requested input as Project Manager in drafting the email. Proposed: Cllr Bygraves. Seconded: Cllr Swain. Resolved by all present the proposal be taken forward. A further proposal was made by Cllr Wheeler to site the beacon in the grounds of the Community Centre in order it	
--	--	--	--	--	--	--	---	--

Appendix Seven

							be used (lit) for future significant occasions. This was amended by Cllr Bygraves to include the possible use of the recreation ground and after discussion it was agreed this would be brought back to a future meeting of Full Council. It was further agreed to include an update on the cessation of the project in September's edition of the Wootton newsletter. <u>14th August 2024</u> The email had been sent and a response awaited. The Clerk confirmed they would chase accordingly.	
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	Working Group

Appendix Seven

							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. <u>8th May 2024</u> Refer to agenda item FC24/130. <u>12th June 2024</u> Coloini & Lane Architects Ltd had passed the relevant information to an appointed Quantity Surveyor. <u>14th August 2024</u> Refer to agenda item FC24/212.	
Low	Church Road signage	2024	£0	£0	£0	Funded from BBCllr Wheeler's Ward Funding	<u>12th June 2024</u> Resolved at Full Council on 11th October 2024 (FC23/244) to site a brown sign on a lamp post on Church Road denoting directions to 'playing fields'. Bedford Borough Council has confirmed the sign is on order and a delivery/installation date is awaited. <u>14th August 2024</u> A sign was installed however, it was the wrong type of	Bedford Borough Council

Appendix Seven

							sign and in the wrong location. A new order had been placed and Bedford Borough Council had apologised for its error.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£5,178.33	£5,000	<u>14th August 2024</u> Refer to agenda item FC24/194.	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, however a litter bin is not. The	Cllr Lloyd

Appendix Seven

							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. <u>8th May 2024</u> Wording for the lectern in addition to graphics is currently being prepared before being passed to the churchwardens. <u>12th June 2024</u> Cllr Hensher had provided the wording which Cllr was transferring to Publisher. Once complete, this would be passed to the churchwardens for approval/comments. <u>14th August 2024</u> The wording had been provided to the churchwardens for approval/comments along with a map showing a suggested location.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd

Appendix Seven

							<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 confirmation that the registration can or has been completed.	Clerk

Appendix Seven

							<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>8th May 2024</u> No further update received.	Clerk
Low	Real Time Passenger Information (Bus Shelters)	2023 (Bus Shelters) 2024 (RTPI Units)	£40,772 (Bus Shelters)		£25,000	£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. <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	Cllr O'Dell

							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. 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. <u>8th May 2024</u> The Clerk confirmed she had emailed Mayor Wootton on this issue after April's Full Council meeting. After detailed discussion it was agreed the Clerk would email Mayor Wootton again for an update, expressing disappointment that this issue remained unresolved. Bus users without smart phones (and therefore access to an app), had no means of accessing any bus information whilst using the parish council's bus shelters. <u>12th June 2024</u> Bedford Borough Council confirmed it could only finance two of the roof-positioned Real time Passenger Information Units. The Clerk was informed unit costings would be £7,536.00 per unit (possibly subject to small amendments) and will provide a purchase order when requested. The Clerk has stipulated this is on the	
--	--	--	--	--	--	--	--	--

Appendix Seven

							understanding all units will be assets of Bedford Borough Council. <u>14th August 2024</u> The Clerk had received an email from Bedford Borough Council ahead of this meeting confirming costings were being finalised before a request to the Parish Council for a purchase order to cover its contribution (to recap – Bedford Borough Council would finance two of the new units and the Parish Council would finance the remaining two units.	
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. <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	Cllr O'Dell

							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 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.	
--	--	--	--	--	--	--	--	--

Appendix Seven

							<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. <u>8th May 2024</u> Cllr O'Dell confirmed one potential contractor had completed the accreditation training but was experiencing a 12 week delay in receiving the confirmatory documentation. <u>12th June 2024</u> Phil Magovern was appointed as the preferred contractor. <u>14th August 2024</u> Bedford Borough Council have issued a Street Works Licence to excavate within the highway and Cllr O'Dell confirmed works were estimated to commence the week commencing 2nd September. Works were expected to be completed within one week.	
--	--	--	--	--	--	--	--	--

To be reviewed monthly at Full Council.

FC24/190RISK ASSESSMENTS PLAN 2024-25

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 2024-25 (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	15.5.24			
Car Parks	SP	15.5.24			
Cemeteries	JW and SP	15.5.24		18.6.24 – the Clerk and Cllr Wheeler have completed topple testing works at all sites. A report (containing graphics) of all issues has been sent to Wrighton & Barker for their professional consideration	
Changing Rooms and Toilet Block	SP	15.5.24	Left on file for now pending extensive remodelling works (and the demolition of the toilet block) – works are expected to commence in 2024		

⁶ Wootton Parish Council
Full Council Minutes 14th August 2024

Appendix Eight

Christmas Street Lighting	SP	15.5.24			
Christmas Tree (including Switch On Event)	SP	15.5.24			
Defibrillators	SP	15.5.24	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		12.6.24 SP
Fun Fest	SP	15.5.24	The event for 2024 has had to be cancelled		12.6.24 SP
Generator	GL	15.5.24	Device will not be used during 2024		14.8.24 GL
Keeley End Pond	GL	15.5.24			
Litter Picking (and caretaker)	SP	15.5.24			
Lone & Isolated Working	SP	15.5.24			
Marquee	SP	15.5.24	Structure will not be used during 2024		14.8.24 SP
Memorial Hall Play Area	SP	15.5.24			
MUGA – Church Road	SP	15.5.24	31.7.24 – A number of RoSPA issues raised in July 2024 have already been remedied. Remedial works have been requested for all other RoSPA issues		
Office PAT testing	SP	17.5.23	17.4.24 – all appliances passed without issue		8.5.24 SP
Outdoor Film/Cinema Event	SP	15.5.24	No event planned for 2024		12.6.24 SP

Appendix Eight

Recreation Ground Gate Duty including volunteers	SP	15.5.24	Risk assessment no longer required following installation of an automated bollards system		14.8.24 SP
Recreation Ground Play Area	SP	15.5.24			
Remembrance Sunday Parade	SP	15.5.24			
Skate Park	SP	15.5.24			
Sports Pitches – Church Road	SP	15.5.24			
Sports Pitches – Harris Way	SP	15.5.24			
Street Furniture	SP	15.5.24			
Trees	SP	15.5.24			
Village Sign	SP	15.5.24			
War Memorial	JN	11.1.24	2.5.24 – Cllr Noakes has inspected the War Memorial and other than routine, minor cracking in the base can find no issues. The War Memorial is sound and in good condition and does not pose a health and safety issue		12.6.24 JN
Work Station (Clerk) – to include the parish office within the community centre	GL	15.5.24	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		12.6.24 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	14.5.24			
Community Centre General	Charitable Trust	14.5.24	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action (none reported as at 15.5.24) Portable Appliance Testing (PAT) testing (save for items in the parish office which were last inspected in April 2024) were carried out by the Charitable Trust in May 2023 and are valid for two years		15.5.24 GB (on behalf of the Charitable Trust)
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Records are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six monthly and annual inspections (carried out by uRisk)		Ongoing
Community Centre Scaffold Tower	Charitable Trust	14.5.24			
MUGA – Harris Way	Charitable Trust	14.5.24	The Charitable Trust carried out an inspection on 15 th May 2024 and no issues were reported. It has been recommended these checks be		

Appendix Eight

			carried out weekly and monthly (in line with Wootton Parish Council's checks at all other sites) and a suggestion for RoSPA-accredited training has also been made		
--	--	--	--	--	--

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>