



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 9th October 2024 at 7.10pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Lincoln, O'Dell, Randell and Tyerman.			
Absent (no apologies received)	Cllr Kay.			
Agenda no	Agenda item title	Resolution	Action	Power
FC24/241	Apologies for absence. Cllrs Bygraves, Noakes, Richbell-Davies, Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/242	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/243	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

Full Council Minutes 9th October 2024

Chairman.....

Page | 1

Date 13th November 2024

FC24/244	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 September 2024. (Appendix One a).	No further comments received. No report was received from BBCllr Abood. In the absence of the Clerk, figures in part only were circulated. No further comments received.	N/A. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/245	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.
FC24/246	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 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 28th August 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 28th August 2024.	Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 9th October 2024

Chairman.....

Page | 2

Date 13th November 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 17 th July 2024.	Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr O'Dell. Resolved by all present.		
FC24/247	Matters arising from the minutes – for information only. • FC24/230 + FC24/258 – Community Centre at Berryfields. Refer to agenda item FC24/258. • FC24/230 + FC24/258 – 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 FC24/258. • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Public Hearings in relation to the examination of BBC's Local Plan 2040 have recently concluded and the Planning Inspectorate has raised concerns that it cannot be currently found to be sound. Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council. • FC24/197 – National Association of Local Councils application for the Local Council Award Scheme (Quality Gold) accreditation. The Clerk has submitted all documentation and is awaiting triage information. • FC24/199 – Erection of additional memorial wall at Lorraine Road cemetery. Resolved 14th August 2024 (FC24/199) to dedicate an area within the cemetery for additional memorial walls – starting with one wall only and including an area for wildflowers.	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 9th October 2024

Chairman.....

Page | 3

Date 13th November 2024

	- FC24/201 – Community Use Agreement for the synthetic pitch at Wootton Upper School. Resolved 14th August 2024 (FC24/201) to approve the final draft version as sent by Wootton Academy Trust on 25th July 2024. The Clerk has informed Bedford Borough Council the corresponding Planning Condition may now be discharged and has signed the final document alongside Wootton Academy Trust. A representative from Bedford Borough Council's signature is awaited after which this item can be moved to close. - FC24/232 – Electric Vehicle Charging Points. The car parks at the Community Centre, Harris Way and Recreation Ground, Church Road have been put forward by the parish council to Bedford Borough Council, who have appointed an officer to allocate the s106 funding. The Clerk has been promised fuller information. - FC24/234 + FC24/260 – Request from Bizzy Bees that an area of grass land at the Memorial Hall Play Area be placed under the control of the pre-school for exclusive use by their children. Resolved 11th September 2024 (FC24/234) to approve the request on the understanding Bizzy Bees were responsible for all security requirements and caveats as detailed within a Service Level Agreement. The Clerk has drafted a Service User Agreement – refer to agenda item FC24/260.			
FC24/248	Chairman's report – for information only.	Cllr Lloyd noted he and the Clerk had worked over the weekend of 28 th /29 th September to complete the Local Council Award Scheme (Quality Gold Status) submission.	All to note.	N/A.

FC24/249	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 Lincoln. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/250	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.
FC24/251	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.
FC24/252	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 Hensher. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/253	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 Lincoln. Seconded: Cllr Randell. 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.
FC24/254	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 updated risk assessment for Remembrance Sunday. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/255	To receive and approve the attached bank reconciliation(s) – to include statements from all	In the absence of the Clerk, no statements were available.	N/A.	Joint Panel on Accountability and Governance for Smaller

Full Council Minutes 9th October 2024

Chairman.....

Page | 5

Date 13th November 2024

	banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.			Authorities in England 2024.
FC24/256	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.
FC24/257	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.
FC24/258	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 (now Joint Use Agreement)</u> Members requested the removal of ‘exclusive’ from parental use of the Community Centre car park spaces during school hours. <u>Charitable Trust</u> No updates received. <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 Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/259	To receive and approve Mazars LLP external audit findings for the financial year ended 31st March 2024 and to resolve a suitable course of action.	Resolved to receive and approve Mazars LLP’s findings without further comment. Proposed: Cllr Tyerman. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC24/260	To receive, review and adopt a Service Level Agreement between Wootton Parish Council and Bizzy Bees Pre-School in relation to an area of grass land at the Memorial Hall Play Area to be placed under the control of the pre-school for exclusive use by their children and to resolve a suitable course of action.	Resolved to accept the first draft and share with Bizzy Bees Pre-School ahead of formal sign-off. Proposed: Cllr Randell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/261	To re-consider a grant request from Wootton Community Centre Charitable Trust (£1,000) to assist with its annual Street Food and Music Festival, held in August 2024 and to resolve a suitable course of action.	Resolved to approve the grant request on the understanding this would not set any precedent for future events. Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/262	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2025-26, ahead of agreeing/finalising the precept demand in January 2025 and to resolve a suitable course of action.	Resolved to ringfence £5k annually in relation to replacement flooring for the MUGA (Multi Use Games Area) at Church Road. Proposed: Cllr Hensher. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC24/263	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Parish Council's beacon be placed on land owned by Greenbelt in the vicinity of the Community Centre and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/264	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council's proposal for additional double yellow lining adjacent to The Chequers PH at Hall End be extended slightly and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/265	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council's proposal for double yellow lining at the junction of Cause End Road and Lorraine Road (near Tesco) be approved without amendment and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/266	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that a request be made to Bedford Borough Council to extend existing double yellow lining in the vicinity of the Bedford Road/Cause End Road junction (from the roundabout to the bus lay-by Bedford-bound) 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.
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Meeting closed at 7.39pm.

Borough Councillor Report for October Full Council – John Wheeler

- **Flooding**

The Council is working closely with National Highways regarding the flooding on the A421. To address the flow of traffic the Council has suspended several schemes around the Borough to help ease congestion and aid traffic flow. Additionally, once the water has cleared the road will need to be inspected and any repairs made, more information will be shared on this in due course.

The new flood reserve has also been deployed and local flood groups can access this funding to help alleviate the impacts of flooding. Council staff and teams have also been working round the clock to assist residents and address any flooding issues in the Borough.

If flooding is occurring, please contact the Council on:

Tel: 01234 267422

Email: floodrisk@bedford.gov.uk

- **EWR**

The Mayor met with the new Chief Executive in September to discuss the project.

The project is essentially on hold until the next budget when the Government can either decided to no longer proceed with the project or give it the green light.

- **Town Update**

Earlier this year the Council purchased the historic former Debenhams store which represents progress towards the Councils plans to regenerate and rejuvenate the Town Centre and create meaningful change.

The ground floor is available for rent for two to three years until the wider development have been decided.

- **Free Parking**

To encourage visitors to the Town Centre and assist the local economy, Lurke Street Multi Storey Car Park will be free for 4 hours every day, starting from 1st October until the end of January 2025.

This will run alongside the 4 hours free parking at Allhallows and the first 2 hours free at Queen Street Car Park.

- **CIL**

On the 4th March 2020, the Council had been made aware of £532,458.37 in funding for unparished areas. The money has been left unspent until now.

The Administration held a CIL meeting on the 11th September where it was formally recognised that these funds were available with the committee agreeing to distribute them under the headings already agreed for unparished areas which include funding for:

Appendix One

- Average Speed Cameras
- Grass Verge protection
- Parking measures
- Cyle infrastructure
- **Customer Hub**

The Bedford Borough Customer Hub has officially opened its doors and will serve as an in-person one stop shop for residents needing face to face assistance with Council Services.

This will enable the Council to offer a tailored service to residents who prefer face to face contact or are not comfortable with online forms of communication, ensuring all residents have equal access to the advice and services they need.

The opening hours for the Bedford Borough Customer Hub are:

- Monday, Tuesday, Thursday, and Friday: 9am-5pm
- Wednesday: 10am-5pm

The Bedford Borough Hub can be found at:

2 Horne Lane
Bedford
MK40 1RA

Tel: 01234 267422

- **Virtual Parking Permits**

Bedford Borough Council announced its transition to a fully virtual parking permit system which would mean there will be no need to display a physical permit. To apply for this please visit: www.bedford.gov.uk/parking-permits.

For residents that are unable to access the online form, the Council encourages them to visit the Customer Service Team at The Bedford Borough Hub, 2 Horne Lane. Staff will be able to answer any queries and assist them through the process.

- **Jubilee Skate Park**

The Council completed the refurbishment of Jubilee Skate Park on the 12th September (funded by S106 contributions) which included installing new railings, adding a new grind rail and installing a new surface that provides better grip and durability for our avid young skaters.

This sees another community asset improved.

- **PWC Building Control Services Ltd (PWC)**

With the unexpected closure of PWC Building Control Services Ltd (PWC), residents can contact the Bedford Borough Council's building control services for assistance if needed.

The Building Control Team can be contacted on:

Full Council Minutes 9th October 2024

Tel: 01234 718081

Email: buildingcontrol@bedford.gov.uk

- **Winter Wonderland**

A planning application has been submitted for this year's Winter Wonderland event which would grant temporary permission.

If the application is approved the event is expected to run from November 23rd 2024 to January 5th 2025.

More information can be found on Bedford Borough Council's planning portal, reference 24/01668/MAF.

- **New Active Adults courses**

On the week commencing the 30th September the Council have unveiled a new selection of Active Adult courses.

There will be a total of 36 courses and 18 activities which include yoga, archery, woman's boxing, Jazzumba and much more. The courses will run for 8 weeks running from September to November and are aimed at over 35 year olds, to foster a healthier lifestyle.

Bookings will open at 12.30pm on Tuesday 3 September 2024 and more information can be found here: <https://www.bedford.gov.uk/leisure-parks-and-sport/sports-and-physical-activity/activities-adults>.

- **Oasis**

Oasis Beach pool has welcomed more than 10,000 visitors in August, increasing substantially over previous months since its re-opening. More information on visitor numbers can be seen in the table below.

(Please note the participation data below for May is only for the last part of May, not the full month)

OASIS	May	June	July	Aug
	1,765	2,723	6,324	10,323

On the civic side I have been very busy representing the Borough Council around Bedfordshire including attending the High Sheriff's Justice Service at St. Pauls, Bedford plus officially opening the Bedford Beer fest! Hopefully by now you will have received your invitation to my Civic Carol Service at St. Mary's, Wootton on 8th December 2024 with a buffet afterwards at Wootton Blue Cross. Please reply to the Borough Council if you wish to attend as numbers are limited.

The Clerk and myself have been very busy this month dealing with lots of resident issues around the village and chasing up on action points raised at Parish Council meetings and I am glad to say we are nearly there. The electrical works have been completed ahead of the average speed camera installations and the replacement real time passenger information units are on order (bus shelters on Cause End Road and Bedford Road).

The Remembrance Day Parade is on 10th November this year, with the same format as previously with one exception. Due to a lack of members, there will be no leading band. Cllr Lloyd can provide fuller information if needed. I will be attending the Armistice Service in Bedford on the 11th November in Bedford representing Wootton and Kempston Rural.

Appendix One

Finally, on 10th October I have been invited to the Houses of Parliament by Blake Stephenson MP. Any questions you would like me to ask – please let me know asap.

Cllr John Wheeler
October 2024

Borough Councillor Report for June Full Council – Sue Abood

No report received.

Appendix One A

FC24/244a September 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/49965/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	07/09/2024	Johnson Avenue
40/49218/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	03/09/2024	Denny Street
40/49331/24		SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	04/09/2024	
40/53690/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	26/09/2024	Folkes Road
40/53333/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/09/2024	Hepher Close
40/54375/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	30/09/2024	Hepher Close
40/53845/24	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	27/09/2024	
40/54305/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	29/09/2024	Church Road
40/54343/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	29/09/2024	Haycroft
40/54351/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	29/09/2024	Haycroft
40/53762/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	26/09/2024	
40/51749/24	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	16/09/2024	Haycroft

FC24/245**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC24/245 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)
4.9.24	Email	CCLA Investment Management Ltd (Public Sector Deposit Fund)	Notification of a supplemental payment to rectify income earned in August 2024 not being included in the original payment
5.9.24	Email	Resident	Concerns raised about the road surface (gaps) on the roundabout (Fields Road) before accessing the bridge over the A421 into Wootton. The resident and a second family member both spun cars in recent weeks despite not travelling at speed. This sits within the parish of Stewartby and has been passed on accordingly
6.9.24	Email	Unity Trust Bank Ltd	Notification of reduction in interest rates
12.9.24	Magazine	Institute of Cemetery and Crematorium Management	The Journal Autumn 2024
20.9.24	Magazine	The Clerk	SLCC publication September 2024

(Advisory) Leisure and Amenities Committee Report

25th September 2024

Resolutions

LA24/097 – 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.

Cllr Wallace detailed a meeting which had taken place earlier in the day between the Parish Council, The Crown Estate and The Forest of Marston Vale. The Crown Estate were looking to appoint in-house ecologists and it was likely this land transfer could be passed to them to take forward. More would be known in early 2025 and Cllr Wallace agreed to provide notes ahead of the next meeting of this committee.

LA24/098 – To consider next steps in relation to the placement of the Parish Council’s beacon and to make recommendation to Full Council as necessary.

Cllr Lloyd provided to suggestions as to the beacon’s placement on land owned by Greenbelt in the vicinity of the Community Centre. After discussion, it was resolved to recommend to Full Council, the beacon be placed at a point south of the Community Centre (Appendix One), after which a more detailed approach could be made to Greenbelt in order to secure the necessary statutory licence.

Proposed: Cllr Wallace.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/099 – To revisit 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.

Cllr Bygraves had yet to liaise with the upper school in this respect, so it was agreed to bring this agenda item back to the next meeting of this committee.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
27th September 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

11th September 2024

Report from outside organisations – for information only

- Bedford Borough Council. Confirmation of its proposal to introduce a 20MPH speed limit on various minor roads within the village including:
 - Barnes Road.
 - Beauchamp Road.
 - Bellamy Road.
 - Browns Lane.
 - Canons Close.
 - Church Row.
 - Cynthia Court.
 - Dimmock Road.
 - Elmsdale Road.
 - Farrell Road.
 - Foster Road.
 - Frossell Court.
 - Grovebury Court.
 - Halegate.
 - Haycroft.
 - Hollies Walk.
 - Jenkyn Road.
 - Lorraine Road.
 - Manor Road.
 - Mepham Road.
 - Monoux Road.
 - Neale Road.
 - Oak Close.
 - Old School Gardens.
 - Payne Road.
 - Riley Drive.
 - Russell Way.
 - Sherwood Close.
 - Squires Road.
 - St Marys Road.
 - Stewart Court.
 - Studley Road.
 - Summerfield Drive.
 - The Willows.
 - Tithe Barn Road.

The Clerk stated they would confirm the same with Bedford Borough Council.

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

[23/01846/MAF](#) – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works (amended/additional plans and new documents have been received).

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

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

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

This council previously raised NO OBJECTION.

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

This council previously raised NO OBJECTION.

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

24/01531/NMA – Land on the South of Keeley Lane. (23/02636/MAR) All reserved matters for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban drainage systems and associated infrastructure, pursuant to outline permission 22/01035/MAO. Non-Material Minor Amendment for additional storage space and usable internal area within existing attic space to a number of plots within the application site.

This council was not previously consulted on this NMA application.

25th September 2024

Planning Applications – for resolution

24/01740/FUL – 76 Cause End Road. Single storey front entrance porch, loft conversion with a new dormer to the front roof aspect, internal reconfiguration, external changes to include externally insulating and rendering all external walls of the property.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

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

24/01156/FUL – Meadow View, 43 Cranfield Road. Erection of detached garage with accommodation at first floor. This council raised NO OBJECTION.

24/01461/FUL – 1 Barnes Road. Single storey front porch extension.

This council raised NO OBJECTION.

Appendix Five

24/01483/TPO – The Bungalow, 65 Cause End Road. T6 8m Height Corkscrew Willow. Veteran tree pruning. Reduce the likelihood of storm damage on historical pollarding points – reduce tree crown by 1.5 to 2 metres to reduce weight on unions. To leave a finish height of six meters.

This council raised NO OBJECTION.

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

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

This council raised NO OBJECTION.

Resolutions

P24/195 – To consider a response to a speculative planning notification (formal application as yet not received) notified to Wootton Parish Council by Gladman Developments Ltd in relation to up to 90 dwellings including 30% affordable housing on land east of Hall End Road and to resolve a suitable course of action.

Cllr Lloyd provided background to both Bedford Borough Council's Local Plan 2030 and draft Local Plan 2040 process and the Parish Council's Neighbourhood Development Plan. The land in question was initially put forward for development consideration as part of Bedford Borough Council's Call for Sites process (Local Plan 2030) but was not taken forward.

The three residents in attendance were opposed to developing this land, with one noting they had tried to comment online via Gladman's online portal unsuccessfully (they had been directed to development sites elsewhere in the country).

After detailed discussion it was resolved the Clerk would respond to Gladman's, declining their offer to meet and informing them the land in question did not accord with either the Local Plan 2030 or 2040 (draft), nor the Neighbourhood Development Plan.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

27th September 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 would 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	Cllrs Lloyd and O'Dell. BBC/Persimmon.

				side. Department of Transport's Traffic Signs Manual notes a lay-by in such a controlled area should have markings along the back edge of that 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 BBC 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. <u>18th September 2024</u> BBC confirmed pedestrian lighting works have been completed, however this had yet to be checked by	
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Appendix Six

				members of this steering group. The issue regarding zig zag markings had now been resolved.	
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. <u>20th March 2024</u> No further update had been received regarding the road adoption, however BBC had informed BBCllr/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> BBCllr/Cllr Wheeler has asked BBC for timescales in relation to the road adoption as this issue cannot be addressed until then.	BBC.

Appendix Six

				<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 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. <u>18th September 2024</u> Cllr O’Dell had the opportunity to raise this issue at a Police Community Priority Setting meeting on 26th	Cllr O’Dell.

Appendix Six

				July 2024 and was informed this was already a concern they were monitoring. BBCllr/Cllr Wheeler confirmed the Police and Crime Commissioner would be attending BBC's Full Council meeting on 9 th October 2024 and would be questioned on the same issue.	
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. <u>18th September 2024</u> A proposal for dropped kerbs and tactile paving as detailed above was discussed at this meeting. After discussion, BBCllr/Cllr Wheeler agreed to request a site visit with engineers from BBC's Highways Department to better discuss options for this area. No recommendation was made to Full Council at this stage.	BBC.
Fields Road pavement pinch point.	BBC.	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 BBC and Goodman Logistics Bedford (GP) LLP (Acting as General Partner of Goodman Logistics	BBC.

Appendix Six

				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: • 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. <u>18th September 2024</u> BBCllr/Cllr Wheeler confirmed BBC was securing funding to take this proposal forward.	
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/Cllr Wheeler was asked to	Cllr O'Dell.

				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 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.	
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				<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.	
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				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>18th September 2024</u> <u>HALL END</u> The Clerk continued to chase for an update in relation to outstanding yellow lining opposite The Chequers PH and had been informed by BBC that the police had been approached to help bring this issue to a close. BBC's proposal for additional yellow lining adjacent to The Chequers PH received several public responses (one against and five in favour but requesting amendments). The Clerk read comments received from CB who was unable to attend this meeting. After discussion it was agreed to request minor adjustments to the original proposal and to make the same recommendation to Full Council. <u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> BBC's proposal for yellow lining at this junction was received by the Clerk on 17th September 2024. The Clerk read comments received from CB who was unable to attend this meeting. After discussion it was agreed to accept the proposal without	
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Appendix Six

				amendment and to make the same recommendation to Full Council. <u>FIELDS ROAD/SUMMERFIELD DRIVE</u> The Clerk had yet to take this proposal forward with BBC, pending the outcome of Cllr Hensher's proposal for dropped kerbs/tactile paving in the same area (see separate item under Fields Road/ Summerfield Drive – dropped kerbs/tactile paving). Cllr Lloyd confirmed amendments to the proposal may now be necessary depending on the outcome of the site visit referenced under the Fields Road/Summerfield Drive – dropped kerbs/tactile paving item. <u>BEDFORD ROAD</u> A resident was in attendance to raise concerns about vehicles parking on Bedford Road (area between the Cause End Road roundabout and bus shelter Bedford-bound). After detailed discussion, a vote for single yellow lines with time restrictions was not carried. A second vote for double yellow lines was carried and the same recommendation would be made to Full Council. During discussions it became apparent vehicles were using a footpath opposite the Bedford-bound bus shelter to exit onto Bedford Road from Manor Road. BBCllr/Cllr Wheeler agreed to take this forward with bpha⁶ who owned the land in question.	
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⁶ Bedfordshire Pilgrims Housing Association.
Full Council Minutes 9th October 2024

				The resident then left the meeting at 7.18pm. <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, BBCllr/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. BBCllr/Cllr Wheeler was also	
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Appendix Six

				asked to establish if tickets could be issued for pavement parking in areas where yellow lining was present. In light of confirmation received from BBC 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. <u>18th September 2024</u> There had been no further correspondence from Central Government in relation to the (now closed) consultation on managing pavement parking. The website continued to state feedback was being analysed with an addition 'this was published under the 2019 to 2022 Johnson Conservative government'. Members had previously approved the proposal from BBC in relation to the installation of 'no parking on verges' signage for the length of Fields Road, with the same recommendation being made to Full Council in August 2024.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>18th September 2024</u> Refer to Appendix Two.	BBC.

Appendix Six

				<u>ROADS</u> <u>18th September 2024</u> Refer to Appendix Two.	
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 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	BBC.

				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	
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				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: • 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. <u>18th September 2024</u> The dropped kerb and tactile paving were now added to the service road adjacent to 3 Lorraine Road, however the additional of tactile paving to those areas where dropped kerbs were initially added,	
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Appendix Six

				remained outstanding. BBCLr/Cllr Wheeler agreed to follow this up with BBC.	
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> BBCLr/Cllr has confirmed a June installation is still programmed by BBC. <u>17th July 2024</u> BBCLr/Cllr Wheeler confirmed ahead of this meeting that delays had occurred due to the need for BBC to invoice WPC ahead of installation (WPC had not previously been made aware). BBCLr/Cllr Wheeler agreed to chase for invoicing timescales. <u>18th September 2024</u> The Clerk had been informed electrical works would commence this week after which the camera installation date would be known. It was unclear whether those works had started however, so BBCLr/Cllr Wheeler agreed to follow this up with 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	Cllr Lloyd.

				the village and the following response has been received from BBC (costings would have to be covered by WPC): <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</i>	
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Appendix Six

				<i>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 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. <u>18th September 2024</u> A draft proposal was ratified by the (Executive) Planning Committee on 11th September 2024. Move to close.	
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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>15th May 2024</u> COCK INN PH TO POST OFFICE 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> COCK INN PH TO POST OFFICE 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. <u>18th September 2024</u> COCK INN PH TO POST OFFICE No further update available.
Cause End Road.	<u>18th September 2024</u> A resident had requested Cause End Road be considered for resurfacing, including the area adjacent to no. 6, where the pavement was reported to be subsiding. BBCLlr/Cllr Wheeler agreed to request BBC score the area.
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>

Appendix Six

	BBCllr Weir has been asked to confirm this area has been programmed for BBC's 2024/25 works. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed patch works to this area had now been completed. <u>17th July 2024</u> Timescales for works were not yet known. <u>18th September 2024</u> No further update available.
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 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. 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.

Appendix Six

	<u>17th July 2024</u> Timescales for works were not yet known. <u>18th September 2024</u> No further update available.
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>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. <u>18th September 2024</u> No further update available.

FC24/253**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>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. <u>11th September 2024</u> Bedford Borough Council confirmed electrical works were programmed for 16th September and those works were expected to take five days. They would work alongside Cadent Gas who had booked road space in the same area(s). Once electrical works were complete, the camera installation programme would be confirmed. <u>9th October 2024</u> Electrical works were carried out week commencing 16th September and a camera installation date is awaited.	Cllrs Lloyd and Wheeler
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:	Working Group

							- Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. - Resultant findings will form part of the tender packs/process. - Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. - Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023.	
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Appendix Seven

							<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. <u>11th September 2024</u> The Clerk and Cllr Lloyd were awaiting further details in relation to the tender process.	
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 sign and in the wrong location. A new order had been placed and Bedford Borough Council had apologised for its error.	Bedford Borough Council
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£5,178.33	£5,000	<u>9th October 2024</u> Refer to agenda item FC24/258.	Cllr Bygraves

Appendix Seven

Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<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. <u>11th September 2024</u> The Clerk confirmed she had spoken with Canon Ackroyd briefly, who was in support of the proposal but wished to incorporate information on the Church also. Canon Ackroyd had confirmed he would email with fuller information.	Cllr Lloyd
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension. <u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is	Cllr Lloyd

Appendix Seven

							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. <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	Clerk

Appendix Seven

							was received on 31 st 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>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.	Cllr O'Dell

Appendix Seven

							<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 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. <u>11th September 2024</u> An order for four units had been made by Bedford Borough Council. Two would be financed by them; two by the Parish Council.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£10,246.85	£15,000	<u>11th October 2023</u> Cllr O'Dell confirmed planning permission had been granted; with the proviso a highways licence was needed	Cllr O'Dell

							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. <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	
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Appendix Seven

							confirmed works were estimated to commence the week commencing 2nd September. Works were expected to be completed within one week. <u>11th September 2024</u> The Clerk and Cllr Lloyd met on site with Phil Magovern ahead of this meeting. The structure was complete save for the stone “Wootton” insert which was on order and was expected to take six weeks to deliver. Phil confirmed no road signage would be required to enable him to complete the works, and he would inform Bedford Borough Council as a precaution.	
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To be reviewed monthly at Full Council.

FC24/254RISK ASSESSMENTS PLAN 2024-25

WPC⁷ assigns all Risk Assessments in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions. WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Some, but not all, risk assessments can be viewed via the following link: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 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 completed topple testing at all sites and a report was sent to Wrighton & Barker for their professional consideration. This was considered by the Leisure & Amenities Committee on 28 th August 2024 (LA24/087) and actions were ratified	

⁷ Wootton Parish Council
Full Council Minutes 9th October 2024

Appendix Eight

				by Full Council on 11 th September 2024	
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		
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		

Appendix Eight

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
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			9.10.24 SP
Skate Park	SP	15.5.24	11.9.24 – The RoSPA inspection for 2024 raised low risk issues only		11.9.24 SP
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		12.6.24 GL

Appendix Eight

			checks will be undertaken and any significant issues recorded		
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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			

Appendix Eight

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 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		
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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>