



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 11th December 2024 at 7.17pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who was in attendance to deliver an update in relation to agenda item FC24/315. Cllr Bygraves moved this agenda item be heard after agenda item FC24/293 and all present were in agreement. There were no other members of the public or press present and so the meeting continued without adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Bygraves (in the chair in the absence of Cllr Lloyd), Hensher, Lincoln, Noakes, O'Dell, Randell, Richbell-Davies, Tyerman and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).				
Absent (no apologies received)	None.				
Agenda no	Agenda item title	Resolution	Action	Power	
FC24/290	Apologies for absence. Cllrs Kay, Lloyd (Cllr Lloyd arrived at 7.45pm), Swain and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.	
FC24/291	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC24/292	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.	
FC24/293	Report from outside organisations – for information only.				

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	To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for November 2024. (Appendix One a).	BBCllr Wheeler's report was delayed and would be added to the minutes if received before publication. No report was received from BBCllr Abood. No further comments received.	N/A. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/294	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.
FC24/295	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: 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 13th November 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 30th October 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 30th October 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 18th September 2024.	Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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		Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present.		
FC24/296	Matters arising from the minutes – for information only. - FC24/285 + FC24/308 – Community Centre at Berryfields. Refer to agenda item FC24/308. - FC24/285 + FC24/308 – 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 FC24/308. - 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. Triage information has since been responded to and the formal submission made. - 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. The Clerk has received pre-application advice (in relation to the building of the one wall) from Bedford Borough Council, which states the works will be covered (subject to all criteria meeting the relevant class) by a lawful development certification. An	No further comments received.	Clerk to keep on file.	N/A.

	initial proposal is awaited from an accredited potential contractor. • 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 and continues to chase for the same, alongside BBCLlr/CLlr Wheeler. • 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 draft Service Level Agreement was approved by Full Council on 9th October 2024 (FC24/260) and has now been signed by both parties. Works are likely to commence Q1 2025.			
FC24/297	Chairman's report – for information only.	In the absence of CLlr Lloyd, no report was available.	N/A.	N/A.
FC24/298	To receive, review and adopt a report from the (Advisory with the exception of the authorisation of payments) Finance and General Purposes 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.

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FC24/299	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 Four).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/300	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 Five).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/301	To receive a report from the (Executive) Planning Committee – for information only. (Appendix Six).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/302	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 Seven).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/303	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 Eight).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr 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.
FC24/304	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 Nine).	No amendments/updates were made since the last meeting of Full Council.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/305	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 Lincoln and Wallace. Proposed: Cllr Hensher.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.

		Seconded: Cllr Tyerman. Resolved by all present.		
FC24/306	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Ten).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/307	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 Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/308	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> No further update received. <u>Charitable Trust</u> Cllr Bygraves going well. Good funds held and full activities. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/309	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.	The Clerk detailed a request to extend the Christmas street lighting to include Cause End Road when the contract next renewed (after Christmas 2026). A request was also received that the Fun Fest budget be given to the Charitable Trust to cover its Street Food event in August 2025, if the Fun Fest event did not take place.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

		After discussion it was resolved to leave the Christmas street lighting on file for the time being and to take the Charitable Trust request forward to January's meeting of Full Council. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by majority vote.		
FC24/310	To consider a grant request from Wootton Methodist Church (£1,000) to assist with the purchase and installation of a defibrillator to the external wall of its premises and to resolve a suitable course of action.	Resolved to approve the grant request in full. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/311	To approve payments as per the attached schedule(s) and to resolve a suitable course of action. https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Resolved to approve all payments without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/312	To receive a recommendation from the (advisory) Leisure and Amenities Committee that any modification to Cllr Wallace's report (potential management plans for land identified as W10a within Wootton's Neighbourhood Development Plan) be ratified by Full Council before wider circulation and to resolve a suitable course of action.	Cllr Wallace confirmed he had spoken with the Forest of Marston Vale (FoMV) since the last meeting of the Leisure and Amenities Committee, following the discovery of nesting skylarks in the area and possible mitigating action that would be required by the Parish Council in relation to the land maintenance. The Clerk was instructed to formally write to the FoMV requesting guidance in this respect and to establish options in relation to woodland creation (covering both land parcels – W10a and W10b), ahead of any further correspondence with The Crown Estate or GS8.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Wallace. Seconded: Cllr Lincoln. Resolved by all present.		
FC24/313	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a meeting be arranged with Bedford Borough Council to discuss a land transfer business model (as part of potential management plans for land identified as W10a+b within Wootton's Neighbourhood Development Plan) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Wallace. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/314	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 press or public present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC24/315	To receive an update from Coloini & Lane Architects Ltd in relation to the Changing Rooms remodelling project (including the demolition of the adjacent toilet block) and to resolve a suitable course of action.	This agenda item was heard after agenda item FC24/293. A representative from Coloini & Lane Architects Ltd was present and detailed the latest position in relation to the remodelling/demolition project. The tender process would commence once the drawings, cost plan, covering letter and pack were finalised and the Clerk confirmed 'Contracts Finder' would be used as part of that process. After further discussion it was agreed the Clerk would contact Coloini & Lane Architects Ltd in the New Year to arrange a Teams meeting to finalise all details before moving forward with the tender process. The representative left the meeting at 7.35pm.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.02pm.

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Borough Councillor Report for December Full Council – John Wheeler

BBCllr Wheeler's report was delayed and would be added to the minutes if received before publication.

Borough Councillor Report for June Full Council – Sue Abood

No report received.

Appendix One A

FC24/293a November 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/61157/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	04/11/2024	
40/60194/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	30/10/2024	
40/62353/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	10/11/2024	
40/61841/24		VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	07/11/2024	Haycroft
40/60909/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	02/11/2024	
40/61471/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	05/11/2024	
40/60796/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	02/11/2024	Bedford Road
40/60848/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	02/11/2024	Roundel
40/63362/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	15/11/2024	Stewart Court
40/63529/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	16/11/2024	The Willows
40/65107/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	24/11/2024	Ashpole Avenue
40/63869/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	18/11/2024	Turland Close
40/65521/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	26/11/2024	Bedford Road
40/63570/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	16/11/2024	Turland Close

Appendix One A

40/63227/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	14/11/2024	
40/62946/24		VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	13/11/2024	Arthur Black Way
40/64778/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	22/11/2024	
40/63912/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	RACE OR RELIGIOUSLY AGG HARASS	18/11/2024	
40/64902/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	23/11/2024	
40/63835/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	18/11/2024	
40/66078/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	29/11/2024	
40/63578/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	THREAT INTENT TO COMMIT CRIM DAM	16/11/2024	Turland Close
40/65304/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	25/11/2024	Haycroft

FC24/294**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC24/294 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)
5.11.24	Magazine	War Memorials Trust	Bulletin No 103 November 2024
12.11.24	Email	Ron Bailey - Parliament UK	Update in relation to the Safety of Lithium-Ion Battery Campaign - November 2024
14.11.24	Letter	Triodos Bank UK Ltd	Notification of decrease to savings interest rates
14.11.24	Letter and attachments	Land Registry	Confirmation of completion of registration - Memorial Hall, Bedford Road

(Advisory ex. payments) Finance and General Purposes Committee Report

27th November 2024

Resolutions

FG24/102 – To approve payments as per attached schedule(s), resolve a suitable course of action and present to next Full Council as Receipts and Payments, for information.

Resolved to approve and present to next Full Council as Receipts and Payments, for information.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

FG24/103 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2025-26, ahead of Full Council's agreement/finalisation of the precept demand in January 2025 and to resolve a suitable course of action.

No further budget requirements were identified.

FG24/104 – To note the National Joint council for Local Government Services Pay Agreement 2024/25 – for information only.

The pay agreement was noted for the minutes.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
29th November 2024**

(Advisory) Leisure and Amenities Committee Report

27th November 2024

Resolutions

LA24/119 – 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.

The Clerk confirmed Cllr Wallace’s report (detailing management plans for the land identified as W10a within Wootton’s Neighbourhood Development Plan) had been forwarded to both The Crown Estate and GS8 (developer of Land between Potters Cross and Woburn Road – Policy W3). The Clerk had since provided a letter of intent to GS8 (for Bedford Borough Council’s Planning Officer), confirming the parish council’s wish to receive and manage that parcel of land. The Clerk then detailed a conversation with GS8, at which it was noted five pairs of nesting skylarks had been found within the land for development (Policy W3). It was likely Cllr Wallace’s report would require modifications to accommodate the nesting birds.

Cllr Wallace noted Bedford Borough Council would possibly need the report to be modified (the inclusion of more meadowland was an option) and Cllr Lloyd suggested a buffer of trees on the far edges, to maximise separation between parishes.

It was noted The Crown Estate were employing an environmentalist who would work on this area and assist the Parish council with a nature strategy.

After discussion, the following recommendations were made:

- Any report modifications would require Full Council approval;
- The Clerk arrange a meeting with Bedford Borough Council to discuss a business model in relation to the land transfer.

Resolved to accept the above and make the same recommendations to Full Council.

Proposed: Cllr Wallace.

Seconded: Cllr Swain.

Resolved by all present.

LA24/120 – To consider this committee’s budget requirements (including annual expenditure, capital and revenue projects) for 2025-26, ahead of Full Council’s agreement/finalisation of the precept demand in January 2025 and to resolve a suitable course of action.

No further budget requirements were identified.

LA24/121 – To consider emergency vehicle signage at the bottom of Harris Way (bridged access point to the sports pitches and play area) and to make recommendation to Full Council as necessary.

After discussion, it was agreed that yellow hash markings were required in the area, to keep it free for emergency service vehicles (costs to be met by either Bedford Borough Council or Persimmon Homes Ltd). Cllr Lloyd agreed to provide the necessary graphics.

Resolved to accept the above and make the same recommendation to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/122 – To receive an update from Cllr Bygraves in relation to a potential volunteer scheme to remedy maintenance issues between plots not accessible with a lawn mower at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Appendix Four

In the absence of Cllr Bygraves, it was agreed to hold this agenda item over to the next meeting of this committee.

LA24/123 – 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.

LA24/124 – To receive a report from the Clerk in relation to the purchase of cemetery mapping software and to make recommendation to Full Council as necessary.

After discussion it was agreed the Clerk would:

- Establish what software systems were in operation at cemeteries within Bedford;
- Establish what guarantees/future proofing arrangements were in place in relation to the quotations already received, before bringing this agenda item back to a future meeting of this committee.

No recommendation to Full Council was required at this stage.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

29th November 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

13th November 2024

Planning Applications – for resolution

[24/02052/FUL](#) – 9 Lorraine Road. One and two storey front, side and rear extensions.

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

- The proposal was an overdevelopment of the site.
- The proposed model for vehicle parking was unrealistic.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

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

24/01596/FUL – 52 Elmsdale Road. Single storey front and rear extension and first floor side extension.

This council previously raised NO OBJECTION.

No further comments received.

27th November 2024

Planning Applications – for resolution

[24/02116/FUL](#) – 6 The Cedars. First floor side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

[24/02148/FUL](#) – 19 Honeypot Lane. Garage conversion.

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

- The proposal would reduce the number of available parking spaces for the property.
- The reduction of available parking spaces would have an adverse impact on the number of available off-road parking spaces.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Resolutions

P24/226 – To consider a renewal application for street trading consent outside of Bedford Town Centre for James Ford T/A Mr Ice-Cream Man (ice-cream, lollies, dessert trays, cans, sweets) and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

Appendix Six

P24/227 – To consider feedback to GS8 in relation to its planning proposal (formal application as yet not received) for up to 50 dwellings (Policy W3 in Wootton’s Neighbourhood Development Plan) and to resolve a suitable course of action.

After discussion it was determined no feedback was necessary at this stage and members noted a full planning application would likely follow in the coming weeks.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
29th November 2024**

FC24/302**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 Seven

				<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. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales in relation to the full resurfacing works.	
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.	Cllrs Lloyd and O'Dell. BBC/Persimmon.

				Cllr O'Dell raised concerns over the zig zag markings by a lay-by on Folkes Road (near the pedestrian crossing), as the markings stopped short on one side. Department of Transport's Traffic Signs Manual notes a lay-by in such a controlled area should have markings along the back edge of that 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.	
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				<u>18th September 2024</u> BBC confirmed pedestrian lighting works have been completed, however this had yet to be checked by members of this steering group. The issue regarding zig zag markings had now been resolved. <u>20th November 2024</u> The pedestrian lighting works have been completed. BBC confirmed some areas had now been fitted with replacement LED lanterns, however those areas not yet adopted would not receive the same replacements until the adoption process was complete which could take several years. 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.

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				<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 <u>here</u>. 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.

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				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 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 9th October 2024 and would be questioned on the same issue. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to provide an update.	
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	BBC.

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				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. <u>20th November 2024</u> BBC confirmed it had no budget in this financial year to extend the existing pavement in this area but had programmed in a scheme to add dropped kerbing. As this was now with BBC, no recommendation to Full Council was necessary.	
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 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	BBC.

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				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. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.	
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 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.	Cllr O'Dell.

				<u>17th January 2024</u> BBC confirmed it would cost £1,500 to add yellow lining at the frontage of The Chequers PH car park but also stated it did not believe they were required at that location. Vehicles were parking over a dropped kerb, therefore if the owner notified BBC's Parking Services Department, a Civil Enforcement Officer would be able to issue a Penalty Charge Notice. The number for BBC's Parking Services was 01234 718359 – this was manned 24/7 and any updates would be discussed again at the next meeting of this steering group. <u>20th March 2024</u> In the absence of Cllr Bygraves, no further update was available. <u>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.	
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				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	
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				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 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).	
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				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. The resident then left the meeting at 7.18pm. <u>20th November 2024</u> <u>HALL END – OPPOSITE THE CHEQUERS PH</u> BBC had completed the extension of existing yellow lining opposite The Chequers PH. Move to close.	
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⁶ Bedfordshire Pilgrims Housing Association.
Full Council Minutes 11th December 2024

				<u>HALL END – ADJACENT TO THE CHEQUERS PH</u> WPC submitted a request for minor adjustments to the original proposal (following BBC's receipt of several public responses), however BBC responded stating a further consultation (at a further cost of £1.5k) would be necessary. Advice was to install the restrictions as originally proposed and monitor the impact to see if further restrictions were required. A sealed order had been made to move installation forward. <u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> The Clerk informed BBC there were no amendments required in relation to BBC's proposal for yellow lining at this junction (15th October 2024). <u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION</u> This proposal was placed on hold pending the outcome of proposed dropped kerbing/tactile paving works in the same area (see separate item under Fields Road/Summerfield Drive – dropped kerbs/tactile paving). Members agreed to continue with the request to install double yellow lining only, leaving the dropped kerbing for the time being. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u> The Clerk had been informed BBC did not have a budget currently to carry out these works. Were WPC to pay it would cost in the region of £1.5k. Members agreed to keep this proposal on file until further notice, in the hope one consolidated proposal could be made (potentially covering other areas).	
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				<u>VEHICULAR USE OF MANOR ROADS PAVEMENT – ACCESSING ONTO BEDFORD ROAD</u> 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 bpha⁷ who owned the land in question. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales. <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:	
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⁷ Bedfordshire Pilgrims Housing Association.
Full Council Minutes 11th December 2024

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				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 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	
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				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. <u>20th November 2024</u> <u>MANAGING PAVEMENT PARKING GOVERNMENT CONSULTATION</u> No further update received. <u>NO PARKING ON VERGES SIGNAGE – FIELDS ROAD PAVEMENT</u> BBC confirmed there was a 3–4-month lead time for the signage. Installation was expected by the end of this financial year (31st March 2025).	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>20th November 2024</u> Refer to Appendix Two. <u>ROADS</u> <u>20th November 2024</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<u>15th November 2023</u> BBCllr/Cllr Wheeler had chased BBC on the following outstanding works: Lorraine Road dropped kerbs – both the original works (now completed) that required the addition of tactile paving and the additional areas subsequently requested by WPC;	BBC.

				- Foster Road dropped kerb (requested by BBCllr Abood without reference to WPC). BBCllr/Cllr Wheeler subsequently requested the addition of bollards to stop the area being used as a car park. The need for the addition of bollards was reinforced at this meeting. <u>17th January 2024</u> Whilst it was noted works had commenced on both Lorraine Road and Foster Road, the following concerns were raised by Cllr O'Dell, who had spoken to the crew on site(s): - No job order had been raised to install bollards on Foster Road to prevent pavement parking (already happening before the dropped kerb installation); - No job order had been raised to install tactile paving on the original dropped kerbs installation (Lorraine Road), despite BBC previously acknowledging its omission was their error. - The crew had stated plans to install a dropped kerb on the service road adjacent to 3 Lorraine Road would not be carried out as it was too dangerous. It's omission would prevent access to Cause End Road by mobility scooter users. BBCllr Weir agreed to investigate the above issues. <u>20th March 2024</u> Issues with the works outside 30 Lorraine Road were raised and fed back to BBC's Highways Department.	
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				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;	
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				- 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, remained outstanding. BBCllr/Cllr Wheeler agreed to follow this up with BBC. <u>20th November 2024</u> BBC confirmed the outstanding tactile paving had been programmed and should be completed imminently.	
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.	Cllr Lloyd.

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				<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>17th July 2024</u> BBCllr/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). BBCllr/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 BBCllr/Cllr Wheeler agreed to follow this up with BBC. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.	
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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 BBCLr/Cllr Wheeler confirmed ahead of this meeting, this area been scored and programmed by BBC for works in 2024/25. <u>MEMORIAL HALL</u> BBCLr/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> BBCLr/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. <u>20th November 2024</u> COCK INN PH TO POST OFFICE – BOTH SIDES BBCLr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.
Cause End Road.	<u>18th September 2024</u>

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	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. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to provide an update.
Lorraine Road.	<u>15th November 2023</u> BBCllr/Cllr Wheeler confirmed this area had been scored by BBC and had been programmed for BBC's 2024/25 works. <u>17th January 2024</u> BBCllr Weir has been asked to confirm this area has been programmed for BBC's 2024/25 works. <u>20th March 2024</u> BBCllr/Cllr Wheeler confirmed patch works to this area had now been completed. <u>17th July 2024</u> Timescales for works were not yet known. <u>18th September 2024</u> No further update available. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.
Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
Bedford Road (95-189)	<u>20th November 2024</u> A resident reported the surface as undulating and slippery when wet. Vehicles were forced to drive towards the middle of the road (on a bend) to avoid patchworks and sunken drains – all of which have been exacerbated following recent mains gas works. BBC were aware of this issue and have requested Cadent return to re-do unsatisfactory patch works.
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

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	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. <u>17th July 2024</u> Timescales for works were not yet known. <u>18th September 2024</u> No further update available. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.
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.

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	<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. <u>20th November 2024</u> BBCllr/Cllr Wheeler was asked ahead of this meeting to chase for timescales.
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FC24/303**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>13th November 2024</u> Electrical works were carried out week commencing 16th September and a camera installation date is still awaited. BBCllr.Cllr Wheeler was asked to chase for an installation start date. <u>11th December 2024</u>	Cllrs Lloyd and Wheeler

Appendix Eight

							The Clerk confirmed they had been informed camera installation works would be completed by 18 th December 2024 and it was noted those works were now ongoing.	
Medium	Berryfields Roundabout Re-Design	2024			£23,000	£23,000	<u>11th September 2024</u> The Clerk confirmed no response had been received and given this would not impact on the proposed project in any event, it was agreed to move this item to close. <u>13th November 2024</u> The Clerk has since been requested by five councillors to re-visit this item. Cllr O'Dell stated whilst he accepted the project would not be taken forward, he would nonetheless still appreciate an answer from the Mayor's office, as to why there was such a delay in reaching that outcome, given earlier discussions on the proposal were positive. It was noted Cllr O'Dell had invested personal time to the project. After discussion it was resolved to remind the Mayor in writing that a response was still awaited. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by majority vote. <u>11th December 2024</u> The Clerk had received a response from the Mayor's office confirming a wider review of such structures had led to approval not being granted. An apology in relation to the confusion during the life of this project was made. Cllr O'Dell, as Project Manager, requested this item now be moved to close.	Cllr O'Dell.
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<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.	Working Group

							- 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. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender.	
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							<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. <u>13th November 2024</u> Coloini & Lane Architects Ltd were awaiting further information from their Quantity Surveyor. In light of ongoing delays, the Clerk was instructed to ask Coloini & Lane Architects Ltd to attend December's Full Council meeting. <u>11th December 2024</u> Refer to agenda item FC24/313.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>11th December 2024</u> Refer to agenda item FC24/308.	Cllr Bygraves
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.	Cllr Lloyd

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							<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. <u>13th November 2024</u> The Clerk was awaiting additional graphics from Cllr Lloyd in order to present a proposal to Canon Ackroyd for two lecterns in the area. One to detail the gaol/lockup and the other to detail the church. <u>11th December 2024</u> The Clerk had sent a proposal for two lecterns as detailed above (13th November 2024). The initial response from one churchwarden suggested they were considering a combined design and further input was awaited from Canon Ackroyd.	
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	Cllr Lloyd

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							ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	
Medium	Memorial Hall – ownership/ management clarification	2025	£2,000	£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.	Clerk

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							<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. <u>13th November 2024</u> The Clerk had received correspondence querying two issues which had been addressed with the Land Registry. <u>11th December 2024</u> The Clerk had received confirmation from the Land Registry that the registration of the Memorial Hall was complete. The Clerk confirmed they would consider next steps in the New Year to secure and recognise the building as a Parish Council asset. This would include insurance, liaising with the Charity Commission and Memorial Hall Committee, plus drafting a lease agreement with the latter.	
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	2023 (Bus Shelters)	£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	Cllr O'Dell

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	Passenger Information (Bus Shelters)	2024 (RTPI Units)	£15,672 (RTPI Units)				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 understanding all units will be assets of Bedford Borough Council.	
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							<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. <u>13th November 2024</u> Installation was delayed in part due to damage caused to the bus shelter on Cause End Road (now remedied). That shelter did not have a power source, so this was added at the time remedial works were completed. The Clerk had since been informed all installations were imminent. <u>11th December 2024</u> The Clerk confirmed all units were now installed. Bedford Borough Council had since queried whether all units would be their assets, however the Clerk had provided email evidence this was indeed the case (the original units were also BBC assets). No further response had been received from Saragh Fleckney (Manager for Passenger Transport and Sustainable Travel, BBC) and the Clerk recommended moving this project to close.	
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To be reviewed monthly at Full Council.

FC24/304

RISK ASSESSMENTS PLAN 2024-25

No amendments/updates were made since the last meeting of Full Council.

Please visit the following link:

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