

2026



WOOTTON PARISH COUNCIL UNAUTHORISED ENCAMPMENT ACTION PLAN



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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council meeting of Wootton Parish Council on 13 th May 2020	Full Council meeting of Wootton Parish Council on 13 th May 2020
Version 1.0	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.0	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.0	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.0	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.0	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.0	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

Unauthorised Encampment Action Plan

The following areas are highlighted as potentially vulnerable locations to unauthorised incursions within the Parish of Wootton:

- Allotments (near Berry Wood).
- Allotments/Paddock Area (Hilly Lane).
- Car Park and Recreation Ground, Bedford Road.
- Car Park and Recreation Ground, Church Road.
- Car Park (Berry Wood).
- Community Centre Car Park, Harris Way.
- Lorraine Road Cemetery.
- Lorraine Road Green.
- Popes Way Green.
- St. Mary's Churchyard, Church Road.
- St. Mary's Churchyard Extension, Cause End Road/Church Road.
- Sports Pitches (Berryfields).

Ownership of Areas

Potential Vulnerable Area	Landowner/Responsible Body
Allotments (near Berry Wood)	Developer/Management Entity (Remus Management Ltd)
Allotments/Paddock Area (Hilly Lane)	Wootton Poor's Land Charity/Wootton Parish Council
Car Park and Recreation Ground, Bedford Road (Memorial Hall)	Wootton Parish Council/Sweet Peas and Memorial Hall Committee
Car Park and Recreation Ground, Church Road	Wootton Parish Council
Car Park (Berry Wood)	Bedford Borough Council
Community Centre Car Park, Harris Way	Wootton Parish Council/Community Centre Charitable Trust
Lorraine Road Cemetery	Wootton Parish Council
Lorraine Road Green	Bedford Borough Council/Wootton Parish Council
Popes Way Green	Wootton Parish Council
St. Mary's Churchyard, Church Road	St. Mary's Church/Wootton Parish Council
St. Mary's Churchyard Extension, Cause End Road/Church Road	St. Mary's Church/Wootton Parish Council
Sports Pitches (Berryfields)	Wootton Parish Council (adjacent land falls under the remit of Greenbelt Holdings Ltd)

Process for Dealing with Unauthorised Incursions

Identification of Landowner/Responsible Body

The Clerk to the Council will identify the landowner/responsible body and advise of the unauthorised encampment. If the Clerk to the Council cannot be contacted or is unavailable, a nominated councillor should undertake the same:

- Bedford Borough Council: 01234 267422.
- Community Centre/Charitable Trust: Clerk@Wootton-PC.gov.uk and woottoncommunitycentre@gmail.com.
- Greenbelt Holdings Ltd: 08450 940940.
- Remus Management Ltd: <https://www.remus.uk.com/contact>.
- St. Mary's Church: office@stmaryswootton.org.uk or Tel: 01234 765375.
- Sweet Peas Pre-School/Memorial Hall Committee: admin@sweetpeascio.org or Tel: 01234 767785 or the appropriate parish councillor representative.
- Wootton Parish Council: Clerk@Wootton-PC.gov.uk or Tel: 07531 930788.
- Wootton Poor's Land Charity: 07977 341861.

Next Steps

The Clerk to the Council or a nominated councillor will be asked to undertake the following:

- Establish that the unauthorised encampment is still there. This should always be carried out in a manner which will not put any individual at risk.
- Count the number of vehicles on site (including caravans if appropriate).
- Notify the landowner. If the land is privately owned, the landowner will have to take the remaining steps forward (also see under Additional Information*).
- If Bedford Borough Council owns the land, notify Bedford Borough Council (Tel: 01234 718358).
- If Wootton Parish Council owns the land, notify Bedford Borough Council (Tel: 01234 718358) and Bedfordshire Police (101).
- If Wootton Parish Council owns the land, ensure guidance is sought and followed before approaching any private bailiff.

Additional Information

Bedford Borough Council works with Bedfordshire Police and other partners to take action in the event of an unauthorised encampment and to prevent further unauthorised encampments on public land. In addition to using the contact details above, an unauthorised encampment may be reported online via this link:

<https://www.bedford.gov.uk/housing/gypsies-and-travellers/unauthorised-sites/>

*If the unauthorised encampment is made on private land, Bedford Borough Council can provide advice to landowners on their options. Only Bedford Borough Council have responsibility for the welfare of vulnerable people and children within the borough, and it has a legal duty to treat all communities fairly and equally. Bedford Borough Council has legal powers to remove encampments that other landowners do not have. Fuller details may be found via the following link: <https://www.bedford.gov.uk/housing/gypsies-and-travellers/unauthorised-sites/>

*Private landowners should contact Bedfordshire Police on 101. Under Section 61 of the Criminal Justice & Public Order Act, police can take enforcement action for any one of the following reasons:

- There are six or more vehicles (this can include caravans).
- Damage has been caused to the land/property or
- Threatening, abusive or insulting behaviour has been used against the owner or their agent.

In the event a private bailiff company is needed (after advice has been sought from Bedford Borough Council) contact:

- Constant & Co Tel: 01234 340091 or email: admin@constantandco.com or
- Bryan Lecoche Ltd Tel: 01234 824570 or 07803 402160.

Check how much they will charge and how soon they are available.