



LOCAL COUNCIL
AWARD SCHEME
GOLD

2026

WOOTTON PARISH COUNCIL

Terms of Reference

Leisure and Amenities Committee



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th October 2018	Full Council Meeting of Wootton Parish Council on 10 th October 2018
Version 2.00	Annual Council meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Council meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 3.00	Full Council Meeting of Wootton Parish Council on 13 th September 2023	Full Council Meeting of Wootton Parish Council on 13 th September 2023
Version 3.00	Annual Council meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 3.00	Annual Council meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 3.00	Annual Council meeting of Wootton Parish Council on 13 th May 2026	Annual Council meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

1. Membership of the Leisure and Amenities Committee

Membership of the Committee will be as decided at the Annual Council Meeting each year and will always include the Chairman and Vice-Chairman of the Parish Council.

The Committee shall be subject to a quorum of three.

Members of the public are permitted to join this Committee.

2. Chairman

The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

3. Conduct of Meetings

All meetings of the Leisure and Amenities Committee will be convened in accordance with the parish council's standing orders.

Meetings will be minuted by the Clerk to the Parish Council, another member of staff or a member of the Committee.

Members of the public are permitted to attend meetings.

4. Powers of the Leisure and Amenities Committee

The Leisure and Amenities Committee is an advisory Committee (with the exception of all issues and decisions relating to the Changing Rooms and Toilet Block refurbishment/demolition project¹) and cannot make decisions on behalf of the parish council. Recommendations will be made to Full Council for approval.

The Leisure and Amenities Committee has executive powers for all issues and decisions relating to the Changing Rooms and Toilet Block refurbishment/demolition project. All such issues and decisions will be reported to Full Council at the earliest opportunity.

5. Responsibilities and Areas of Operation of the Leisure and Amenities Committee

To oversee the management and maintenance of the Parish Council's leisure facilities including:

- Church Road recreation ground (sports pitches, enclosed children's play area, Jubilee Gardens, MUGA², skate park).
- Harris Way MUGA.
- Harris Way sports pitches.

¹ As of May 2026, this project is almost complete, subject to minor snagging issues and lease requirements.

² Multi Use Games Area.

- Memorial Hall recreation ground (field, enclosed children's play area).

To oversee the maintenance and any agreed development of public open space for which the parish council has a designated responsibility including the management of any associated contracts, including grass cutting.

To oversee the management and maintenance of the Parish Council's allotments and paddock area at Hall End.

To oversee the management and maintenance of all village (public) defibrillators³.

To consider any matters relating to the maintenance of the War Memorial.

To oversee the management and maintenance of all burial grounds for which the parish council has a designated responsibility.

To oversee the management and maintenance of all trees within the village for which the parish council has a responsibility, including:

- Church Road recreation ground.
- Hall End Road allotments.
- Keeley End Pond.
- Lorraine Road cemetery.
- Memorial Hall recreation ground.
- Popes Way Green.
- St. Mary's Churchyard and Churchyard extension.
- War Memorial.

To oversee the management and maintenance of Keeley End Pond.

To oversee the management and maintenance of street furniture including benches, bins⁴, bus shelters (not including those within the Berryfields and Berrywood Estates), noticeboards, planters (including the village entrance sign on Bedford/Wootton Road and The Pound opposite The Cock Inn PH on Bedford Road) and two street lights (one at Hall End and one at Potters Cross – both are on privately-owned land).

To work in partnership with other councils, agencies and groups within the village and beyond to determine future requirements in terms of additional/improved leisure facilities and community activities and to prepare proposals/business plans for recommendation by Full Council.

To seek to address and assist in the delivery the following Wootton Neighbourhood Development Plan objectives:

- *"To protect the place defining characteristics of Wootton's special local environment and enriched countryside, including the existing local green spaces, and to ensure that new development creates new space and contributes to the open space needs of the local community, including the preservation of the natural features in the distinctive landscape".*
- *"To protect and improve¹ local facilities, amenities and services with provide a community focus and help sustain the vitality, health and quality of life of all residents".*

³ All village/public defibrillators are currently maintained by a member from the Wootton Community First Responders.

⁴ All bins on the public highway are emptied by Bedford Borough Council.

- *“To promote infrastructure and access improvements (such as improved traffic management, car parking, pedestrian and cycle routes) needed to support new development and to encourage safe and accessible movement for pedestrians, cyclists, motorists and public transport”.*

To seek to address and assist in the delivery the following Wootton Neighbourhood Development Plan policies:

- Policy W9 – Local Green Spaces. Residents were concerned for protecting existing green space and open spaces within Wootton.
- Policy W10 – Other Important Green Spaces. Residents were concerned to designate the following areas as Other Important Green Spaces.
- Land between Wootton Road and Bedford Road, Wootton (comprising 3.56ha), forming part of Policy W3 relating to new housing provision. This land should be allocated and retained for the provision of a valuable green space and woodland and should provide a significant landscape buffer between Wootton and immediate surrounding areas.
- Land between Keeley Lane and Hall End Road, Wootton (comprising 15.97ha). This land should be allocated as a significant, valued and popular area of green space which will be retained and made accessible to the local community (developed to incorporate community managed facilities and community areas such as nature trails, community garden, community orchard, picnic and performance areas and/or wild British meadows).

(See Appendix One for Policies Map).

To manage, prepare and submit to annual budget figures, estimates and proposed fees and charges either to the Finance and General Purposes Committee ahead of formal approval by Full Council, or direct to Full Council as part of annual precept determinations.

APPENDIX 1 – POLICIES MAP

