



WOOTTON PARISH COUNCIL



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

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

DRAFT Minutes of the **Full Council** meeting held on Wednesday 12th February 2025 at 7.21pm 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), Bygraves, Hensher, Noakes, O'Dell, Randell, Richbell-Davies and Wheeler (arrived 7.34pm) Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/024	Apologies for absence. Cllrs Lincoln, Swain and Wallace. 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.
FC25/025	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/026	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 12th February 2025

Chairman.....

Page | 1

Date 12th March 2025

FC25/027	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 January 2025. (Appendix One a).	BBCllr Wheeler’s report was circulated ahead of this meeting. No further comments received. 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.
FC25/028	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.
FC25/029	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/ . Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 8 th January 2025. Members of Full Council are asked to receive the minutes of the (advisory with the exception of payment authorisation) Finance and General Purposes Committee meeting held on 27 th November 2024. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27 th November 2024.	Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received. Proposed: Cllr O’Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received. Proposed: Cllr Hensher. 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 12th February 2025

Chairman.....

Page | 2

Date 12th March 2025

	Members of Full Council are asked to receive the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 20 th November 2024.	Minutes were received. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
FC25/030	Matters arising from the minutes – for information only. • FC25/019 + FC25/042 – Community Centre at Berryfields. Refer to agenda item FC25/042. • FC25/019 + FC25/042 – 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 FC25/042. • 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 currently working on a request for additional information needed to secure the accreditation. Refer to agenda item FC25/044. • 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	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 12th February 2025

Chairman.....

Page | 3

Date 12th March 2025

	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. The Clerk has submitted a fuller specification to a number of potential contractors. • 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. Refer to agenda item FC25/045. • 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 11 th 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 9 th October 2024 (FC24/260) and has now been signed by both parties. Works are likely to commence Q1 2025.			
FC25/031	Chairman's report – for information only.	Cllr Lloyd reminded all present of the need to remain GDPR compliant when sharing data and requested the completion of outstanding biographies as soon as possible. It was noted the Fun Fest would run again this year. It was also noted that Cllrs Kay and Tyerman were intending to resign from the council but neither had officially informed Cllr Lloyd in writing (a legal requirement).	All to note.	N/A.
FC25/032	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/033	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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/034	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.

	resolve a suitable course of action on any issues or recommendations arising. (Appendix Five).			
FC25/035	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.
FC25/036	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 O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/037	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 Bygraves. Seconded: Cllr Hensher. 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.
FC25/038	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).	Resolved to receive, review and adopt the updated risk assessments for 3 Tier Flower Planters and Keeley End Pond. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/039	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 Randell and Richbell-Davies. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC25/040	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only.	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.

Full Council Minutes 12th February 2025

Chairman.....

Page | 6

Date 12th March 2025

	(Appendix Ten).			
FC25/041	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 O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC25/042	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> The Clerk was informed by Joy Akah-Douglas on 8th January 2025 she was engaging with the lower schools newly-appointed solicitors (Browne Jacobson) and would revert accordingly. <u>Charitable Trust</u> It was noted the building had passed a recent legionella test and that the latest account were being audited. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/043	To receive, review and adopt the interim Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2024/25 and to resolve a suitable course of action.	Resolved to receive, review and adopt the interim Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2024/25 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC25/044	To receive, review and adopt a Risk Management and Internal Control Statement and additional submissions as part of the National Association of Local Councils application for the Local Council Awards Scheme (Quality Gold) accreditation and to resolve a suitable course of action.	Cllr O'Dell thanked the Clerk and Cllr Lloyd for their efforts in reaching this stage. Cllr Richbell-Davies confirmed she would submit her biography to the Clerk as soon as possible. Resolved to receive, review and adopt a Risk Management and Internal Control Statement and additional submissions as part of the National Association of Local Councils application for the Local Council Awards Scheme (Quality Gold) accreditation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/045	To consider locations for four Electric Vehicle Charging Points within the Burgoyne Avenue Estate (Fields Road South) as requested by Bedford Borough Council (who have received Community Infrastructure Levy Funding for the same) and to resolve a suitable course of action.	Resolved to respond to the Borough Council stating it was for them to source suitable locations, ahead of the s106 spend deadline. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/046	To consider the placement of the Parish Council beacon on land owned by Greenbelt Holdings Ltd (in the vicinity of the Harris Way pitches) in celebration of VE Day 80 – 8th May 2025.	Resolved not to use the beacon for VE celebrations but to still push for its permanent erection in the vicinity of the Harris Way pitches. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/047	To receive a recommendation from the (advisory with the exception of payments) Finance and General Purposes Committee that Earmarked Reserve Headings for 'Village Entrance Signs' and 'Berryfields Roundabout' be equally shared between 'MUGA Replacement Fencing' and 'Memorial Hall Upgrade Works' and to resolve a suitable course of action.	Resolved to received and accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC25/048	To receive a recommendation from the (advisory) Leisure and Amenities Committee that hash markings be added to the Harris Way bridge access point (adjacent to the Community Centre) and to resolve a suitable course of action.	Resolved to received and accept the recommendation without further comment. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/049	To receive a recommendation from the (advisory) Leisure and Amenities Committee that: • The focus for W10a (area of land adjacent to Policy W3 as detailed within Wootton's Neighbourhood Development Plan) be meadowland with a tree buffer; • Suggested measures (by The Crown Estate and GS8 – developers of Policy W3) to relocate skylarks currently residing within Policy W3 be accepted, subject to any issues raised by the Borough Council's Planning Officer; • Members of the Leisure and Amenities Committee await The Crown Estate's guidance in best effecting the transfer of land areas W10 a/b as referenced within Wootton's Neighbourhood Development Plan, to the Parish Council; • Members of the Leisure and Amenities Committee await The Crown Estate's guidance in producing an ecological study in relation to land areas designated W10a/b as referenced within Wootton's Neighbourhood Development Plan; and to resolve a suitable course of action.	Resolved to received and accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/050	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council be requested to install additional tactile paving at the junction of Lorraine Road and Farrell Road and to resolve a suitable course of action.	Resolved to received and accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.51pm.

Full Council Minutes 12th February 2025

Chairman.....

Page | 9

Date 12th March 2025

Borough Councillor Report for December Full Council – John Wheeler

I apologise for a short report, but I have only been partly in action for a few weeks since my enforced break at Bedford Hospital (mind you I had a room with a view, overlooking Borough Hall!) Hopefully I should be back to normal (whatever that is) in about six weeks or so. I have done the relevant call ins for the planning applications relating to both Studley Road and Hall End and have chased overdue highway issues with the Borough Council.

I am pleased to say the re-surfacing of Lorraine Road (From Cause End Road to Canons Close) has started. Also, the Highways team at the Borough Council has confirmed the dropped kerbs in Lorraine Road should soon be completed as will the pavement on Cause End Road from Tesco to Bedford Road. Bad weather has caused delays. Discussions are still ongoing re the proposed doctor's surgery. There were problems with the Real Time Passenger Information Units within the village which have now been resolved. We are still awaiting two shelters and RTPI units for Burgoyne Avenue.

The two-tier conversion for both Wootton schools is still on track with work at the Bedford Road Lower School site well under way and plans for the Upper School soon to be taken forward. I received many positive comments regarding the Christmas lighting and was asked to pass them to the Parish Council.

My Civic duties were curtailed due to my ill-health, however I did officiate at the opening of the new Boots Opticians in Bedford recently. I was also humbled to attend the Holocaust Memorial Day at the Ann Frank tree in Bedford. This was well-attended by the Mayor, dignitaries and multi faith members.

- **Parking Error**

An error on the fees and charges report that showed a £2 charge for Sunday parking had not been spotted by any Council members before the new year.

The error has now been corrected to show no charge as originally intended.

- **East West Rail**

At the January 15th 2025 Full Council meeting, a majority of Councillors voted down the motion to withdraw support for EWR's chosen route. You can find a record of the votes here:
<https://councillorsupport.bedford.gov.uk/mgAi.aspx?ID=46519>.

- **Capital Programme**

At the January 15th 2025 Full Council meeting, the Council voted unanimously to support the Capital Programme that balances fiscal responsibility with ambition.

The revised plan included a strategic reduction in projected borrowing from £125 million to £88.2 million. Additionally, many "invest-to-save" projects are tied to tangible, revenue-generating assets, such as Wixams Station ensuring that the programme is financially sustainable.

The report also applies a 15% discount rate to anticipated capital receipts, acknowledging the risks of over-reliance on this source of funding and mitigating overestimation. Additionally, the Executive has committed to ensuring expenditures are only made when receipts are guaranteed, or alternative funding is secured.

Appendix One

- **5-Year Land Supply/Local Plan 2040**

Until December 2024, Bedford Borough Council had been able to use the housing target in its Local Plan 2030, of 970 per year to maintain its 5-year land supply.

In order to replenish its land supply, the Council needed to refresh its Local Plan, which it started in 2020 with the Local Plan 2040. However, the Planning Inspector rejected the former Mayor's Local Plan 2040 twice, with the last rejection on 23rd November 2023 over "fundamental concerns about the soundness of the Plan."

Due to the plan being rejected twice and the introduction of new planning regulations and housing targets by central Government in late December 2024, which has increased the Borough's housing target to 1,202 per year – an increase of almost 25%. Bedford Borough Council has had to announce that it no longer has a five-year supply of land for new housing.

The impact of the planning changes and rejection of the former Mayor's Local Plan 2040 on Bedford is that the council can now only identify a 3½-year forward supply of housing land.

What that means is that, until the number of permissions is increased to reach five years under the new regime, a "tilted balance" will apply for the determination of planning applications.

In effect, less weight can now be given to the council's policies on where development can take place, and developers are likely to submit applications for sites which are not supported by the council's Local Plan. The government will expect these to be approved unless there are very strong technical reasons why they should not be (such reasons might include flooding, highway or heritage impacts, for example).

This change may potentially put pressure on rural areas of the Borough to accept new housing proposals that would previously have been resisted as not being in conformity with the council's plans.

Additionally, the Council is looking to address the Planning Inspector's concerns regarding the Local Plan 2040. However, improving this plan will cost an additional £1 million for the current Council to put right.

- **Ending Double Taxation**

For many years the residents of Kempston West and Great Denham were charged an additional £120 annually to maintain Borough owned land. No where else in the Borough does the Council charge its residents a second time for maintaining Council owned land. This inequitable situation has resulted in these residents paying £2.2m over the years as a result of this charge.

Despite the unfairness, the Council's plans to end this charge have been called in on three separate occasions as some members argued in favour of maintaining this double tax. On all three occasions the call in was lost and the Council will be proceeding with its plans to drop the additional tax to zero by the 2025/26 budget.

- **Improvements to Children's Services**

The Bedford Borough Council Children's Services have made significant updates and improvements following the MacAlister Review and the revised Working Together 2023 guidance.

These included:

Appendix One

- Creation of the Conect Team – A new multi-disciplinary unit combining social workers, mental health practitioners, and family support workers to provide early and tailored intervention for families in need.
- Stronger family networks – A significant increase in Special Guardianship Orders, ensuring children remain within extended family settings whenever possible.
- Better support for care leavers – Expansion of the Staying Put initiative, allowing young people to stay in stable homes beyond 18, improving life outcomes.
- Enhanced safeguarding structures – Establishment of Lead Safeguarding Partners (LSPs) across agencies to improve decision-making and accountability.
- Greater collaboration – Introduction of multi-agency child protection units to streamline support and prevent crises.

Borough Councillor Report for June Full Council – Sue Abood

No report received.

FC25/027a January 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/461/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	03/01/2025	Goff Place
40/2450/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	14/01/2025	Manor Road
40/112/25		SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	01/01/2025	
40/1470/25		SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	09/01/2025	
40/251/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	02/01/2025	Winded
40/3984/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	22/01/2025	Hall End
40/4758/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	26/01/2025	Cause End Road
40/4064/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	22/01/2025	Emerton Way
40/4555/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	25/01/2025	Arthur Black Way
40/3126/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	18/01/2025	
40/4705/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	25/01/2025	Bedford Road
40/3832/25	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	21/01/2025	Green Lane
40/3942/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	22/01/2025	Hide Close

FC25/028**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/028 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)
7.1.25	Email	Resident	Complaint about the addition of double yellow lines - Cause End/Lorraine Road junction
7.1.25	Email	Canon Ackroyd	Highlighting the appearance of a 'sink hole' near a tomb within St. Mary's churchyard
7.1.25	Email	Resident	Complaint about works within Crown Estate land behind Lorraine Road which have resulted in a slippery surface
7.1.25	Email	Resident	Request for information on when the average speed cameras become operational
7.1.25	Email	uRisk	Confirmation of legions testing dates for 2025
7.1.25	Email	Resident	Speculative planning application at Studley Road
7.1.25	Email	Resident	Speculative planning application at Studley Road
7.1.25	Email	Wootton Rangers FC	Request to consider amending the layout of the pitches at Harris Way
7.1.25	Email	Resident	Request to cut back the hedgerow at Hall End allotments
7.1.25	Email	Resident	Tree works within the Summerfield Drive estate
7.1.25	Email	Resident	Complaint regarding dog mess along the Right of Way between Hall End and Lorraine Road cemetery
7.1.25	Email	Resident	Request for information on advertising in the Wootton newsletter
7.1.25	Email	Resident	Complaint about an advertisement in the Wootton newsletter
7.1.25	Email	Wootton Rangers FC	Notification of a break-in at the Changing Rooms, Church Road

Appendix Two

7.1.25	Email	Resident	Speculative planning application at Studley Road
7.1.25	Email	Resident	Request for an allotment at Hall End
7.1.25	Email	Resident via Wootton Community Centre	Request for CCTV footage following an incident in the car park (denied)
8.1.25	Email	Wootton Rangers FC	Request for remodelling works - Harris Way pitches (Clerk is awaiting a response from BBC's Grounds Maintenance Team)
9.1.25	Email	Resident	Correspondence relating to the paddock rent and lease
9.1.25	Email	Miracle Design and Play Ltd	Continued correspondence in relation to 2024's RoPSA play equipment inspection findings
14.1.25	Email	Resident	Complaint regarding construction traffic leaving mud on the road - Keeley Lane
14.1.25	Email	Ron Bailey - researcher to Lord Redesdale	Request for the Local Authority (Bedford Borough Council) to add its support to the Lithium-ion battery safety campaign (forwarded to BBCIrr Wheeler)
14.1.25	Email	Resident	Request to meet at Lorraine Road cemetery to discuss tree planting
16.1.25	Email	Resident	Request to meet at Lorraine Road cemetery to discuss tree planting (separate to above)
16.1.25	Email	Resident	Request to meet at Lorraine Road cemetery to select a plot
17.1.25	Email	Dura-Sport Leisure Care Ltd	Confirmation of quarterly maintenance service - Multi Use Games Area surface, Church Road
21.1.25	Phone/Email	A R Worboys Ltd	Discussions relating to hedgerow - Hall End allotments
21.1.25	Email	Resident	Speculative planning application at Hall End
21.1.25	Email	Canon Ackroyd	Community Liaison lunch invitation
21.1.25	Email	Resident	Follow-up communication in relation to the speculative planning application at Studley Road
22.1.25	Email	Resident	Request for information relation to the grant application from Wootton Methodist Church to purchase a defibrillator
23.1.25	Email	Redwood Bank Ltd	Notification of decrease in 35 day Business Savings Account savings rate

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

29th January 2025

Resolutions

FG25/009 – To assess Earmarked Reserves provisions for 2025/26 and to make recommendation to Full Council as necessary.

Resolved to close earmarked budget headings for 'Village Entrance Signs' and 'Berryfields Roundabout' and equally share the balances between the 'MUGA Replacement Fencing' and 'Memorial Hall Upgrade Works' earmarked budget headings and to make the same recommendation to Full Council.

Proposed: Cllr Bygraves.

Seconded: Cllr Lincoln.

Resolved by all present.

FG25/010 – 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 Bygraves.

Seconded: Cllr O'Dell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

31st January 2025

(Advisory) Leisure and Amenities Committee Report

29th January 2025

Resolutions

LA25/004 – To appoint Cllr Randell as a member of the Leisure and Amenities Committee.

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

Matters arising from the minutes – for information only

- LA24/085 – RoSPA inspections of all play equipment. Remedial works as agreed at a meeting of this Committee on 28th August 2024 are all complete save for Miracle Design and Play Ltd's equipment – they have ongoing issues trying to source replacement parts.
- LA24/087 – Topple Testing undertaken at both closed churchyards and Lorraine Road cemetery. The Clerk is in the process of publicising all findings.
- LA24/088 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). Cllr Bygraves was asked to take this forward with Greenbelt Management Ltd (who have agreed in principle with the proposal) as a licence agreement will be necessary.

LA24/088 – Cllr Bygraves confirmed he was awaiting a response from Greenbelt Management Ltd in relation to the licence agreement.

Resolutions

LA25/010 – 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 circulated reports from Cllrs Lloyd and Wallace ahead of this meeting.

After discussion it was agreed the focus for W10a (area of land adjacent to Policy W3 as detailed within Wootton's Neighbourhood Development Plan) should be meadowland with a tree buffer, as detailed within Cllr Lloyd's report. Members also agreed to:

- Accept the skylark mitigation in relation to Policy W3, subject to any issues raised by Bedford Borough Council's Planning Officer;
- Await The Crown Estate's guidance in relation to best effecting the land transfer to the Parish Council;
- Await The Crown Estate's guidance in relation to the ecological study (to be undertaken by them) in relation to both W10a and W10b (area of land south of Keeley Lane, east of Hall End Road and west of Lorraine Road).

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

Proposed: Cllr Lincoln.

Seconded: Cllr Lloyd.

Resolved by all present.

LA25/011 – 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.

Cllr Bygraves confirmed Wootton Upper School was seeking to use students participating in the Duke of Edinburgh's Award programme and requested the Clerk leave this as a rolling agenda item until further information was known.

Appendix Four

LA25/012 – To receive a report from the Clerk in relation to the upcoming termination of the paddock lease agreement and to make recommendation to Full Council as necessary.

After discussion it was agreed to establish how many were on the allotments waiting list before determining how best to use the paddock now it had been vacated.

LA25/013 – 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.

LA25/014 – 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.

The Clerk had omitted to send a report with this agenda so after discussion it was agreed to bring this agenda item back to the next meeting of this committee and canvas other local burial authorities as to their cemeteries record-keeping in the meantime.

LA25/015 – To consider a request from Persimmon Homes Ltd that the parish council take on maintenance responsibility for grassed areas and trees (not including the drainage ditch and associated hedgerow/trees) within the Summerfield Drive estate and to make recommendation to Full Council as necessary.

The Clerk had omitted to send a report with this agenda so after discussion 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

31st January 2025

(Advisory) Neighbourhood Plan Steering Group Report

No report as this committee had not met since 28th April 2022.

(Executive) Planning Committee Report

8th January 2025

List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only

Bedford Borough Council. Confirmation of an application to Luton and South Bedfordshire Magistrates' Court for the stopping up of part of a highway at 22 Jenkyn Road, Wootton.

Planning Applications – for resolution

[24/02421/FUL](#) – 19 Fields Road. Single storey side and rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

[24/02226/FUL](#) – Land Off and Adjacent to 61 Studley Road. Erection of one detached house with associated parking and amenity spaces.

All residents present confirmed their intent to object to the proposal and a number listed pertinent points they intended to include in those objections. After detailed discussion it was resolved **TO OBJECT** using the following material considerations:

- The footpath crossing the proposed site was adopted Bedford Borough Council land and formed a safe route to school (Wootton Upper School and buses to Kimberley College) by students from the north of the village. It was also well used by other pedestrians and housed three borough council-owned street lighting columns, one of which was installed by the borough council in response to concerns the safe route to school was dark in winter months;
- Highways safety concerns were raised with the proposed use of the turning bay by vehicles entering or leaving the proposed dwelling. Ingress/egress would be severely hampered (likely at all times) as the bay was already regularly used as a parking spot for other vehicles;
- The proposal was an over development of the site;
- The proposal would adversely affect the existing street scene;
- In 1989, the-then North Bedfordshire Borough Council approved Baydrake Investments Ltd's application for an outline residential development with conditions including the provision of a pedestrian route to the western boundary of the site (the land on which this application relates to). Further conditions included provision of public open space (the land on which this application relates to) and the need to keep the development to the same scale and character as the surrounding area. There were no indicators detailing why these conditions should not still apply;
- In 1991, the-then North Bedfordshire Borough Council approved Cowlgrove Ltd's application for housing with conditions including the preservation of existing trees (TP/91/1168). There were no indicators detailing why these conditions should not still apply;
- Two Bedford Borough Council Highways Officer submissions were made in relation to this application. The first dated 2nd January 2025 (Mr Chad Nwanosike). The letter was headed no objection, however the conclusion stated Highways Development Control (HDC) could not support this application, referencing the applicant's submission for a stopping up order in relation to the footpath. The officer stated HDC generally found the loss of pedestrian routes unacceptable. A second submission dated 7th January 2025 by the same officer was also headed no objection but made no reference to the footpath stopping up order and concluded with no objection. This anomaly required urgent clarification;

Appendix Six

- Proposed on-site parking was unrealistic, unachievable and covered too small an area. It would exacerbate existing cramped parking conditions on the highway;
- The plans provided limited detail relating specifically to 59 Studley Road which was considered misleading as the property would be directly affected by the proposal.

In addition, the following was also noted:

- The application form referenced a three-bedroom property however the plans detailed a two-bedroom property.
- The land in question was a strategic area used to prevent coalescence between the older and newer developments within Studley Road. Were it fit for development it would have been used during the original development processes.

In addition, the following objectives and policies from Wootton's Neighbourhood Development Plan required consideration when determining the application:

- The Neighbourhood Development Plan referenced low-density development and the accompanying Village Design Statement specified 20 dwellings per hectare;
- Objectives (Housing). This application was not in the right location (given the safe route to school) and did not protect the village from poorly placed development;
- Objectives (Housing). This application was not sympathetic to the area;
- Objectives (Environment). This application did not protect, improve or enhance community open space;
- Objectives (Environment). This application did not protect the ecological corridor between Studley Road and Latimer Close;
- Objectives (Sustainable Community). This application did not ensure the continuation of a safe route to school, nor did it consider the needs of pedestrians or cyclists.
- Objectives (Sustainable Community). This application did not seek to reduce traffic congestion in the area;
- Policy W1 (New Residential Development). This application would affect and compromise an area of open land which had great significance to the form and character of the village, given it was used as a safe route to school;
- Policy W1 (New Residential Development). This application did not seek to protect or enhance the existing corridor for local habitats or wildlife;
- Policy W2 (Housing Delivery). Wootton's Neighbourhood Development Plan identified sites for up to 105 homes and did not include this site;
- Policy W7 (Local Housing Needs). This policy identified a need for starter/affordable housing or bungalows aimed at (for sale or rent) young people and/or the elderly. This proposal did not accord with that policy;
- Policy W8 (Residential Parking in New Developments). This policy stated proposals should provide sufficient parking to meet assessed need and noted that additional on-street parking should not result in congestion for other road users, nor cause a serious threat to road safety. The proposed use of a turning circle was misleading as the existing bays were in constant use for vehicular parking.
- Policy W12 (Development Design Criteria). This application did not protect or enhance the existing street scene, nor would it protect adjacent properties from being overlooked or loss of daylight and sunlight. It would create both visual bulk and noise pollution.

Should Bedford Borough Council be minded to approve the application, the following planning condition was requested:

- Developers during construction and afterwards must maintain and keep clear the existing safe route to school (as adopted by Bedford Borough Council). There could be no diversions, obstructions or endangerment to anyone using it. The pavement must remain clean at all times to avoid pedestrians facing health and safety issues with a muddy surface.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Appendix Six

All residents present were thanked for attending the meeting and left at 7.20pm.

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

24/02052/FUL – 9 Lorraine Road. One and two storey front, side and rear extensions.

This council previously raised **AN OBJECTION**.

No further comments received.

24/02116/FUL – 6 The Cedars. First floor side extension.

This council previously raised **NO OBJECTION**.

No further comments received.

24/02148/FUL – 19 Honeypot Lane. Garage conversion.

This council previously raised **AN OBJECTION**.

No further comments received.

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

24/01878/S73A – 17 Duncombe Drive. New boundary wall with new gate entrance to site (development already commenced – revised scheme).

This council previously raised **NO OBJECTION**.

Resolutions

P25/009 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved planning application 24/02226/FUL be considered by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

P25/010 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Cllr O'Dell expressed his wish to represent Wootton Parish Council at the appropriate Full Planning Committee meeting of Bedford Borough Council.

Resolved to note the above.

Proposed: Cllr Noakes.

Seconded: Cllr Lincoln.

Resolved by all present.

P25/011 – To consider a renewal application for street trading consent outside of Bedford Town Centre for Nirmal Jumar Badhan T/A Dave's Snax (hot and cold food, breakfast baps, burgers, sandwiches, hot dogs, snacks and drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

P25/012 – To consider the automatic prohibition of street trading consent within areas of Wootton (to be determined) and to resolve a suitable course of action.

After discussion it was resolved not to take this proposed initiative forward.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

29th January 2025

Planning Applications – for resolution

[24/02426/MAF](#) – Land Off Bedford Road. Development of 50 residential units (Use Class C3) with provision of access, landscaping, vehicle and cycle parking, sustainable urban drainage systems and other associated works.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

[24/02439/MAO](#) – Outline application with all matters reserved except for means of access for the erection of up to 90 dwellings with public open space, landscaping and sustainable draining system and vehicular access point.

All residents present confirmed their intent to object to the proposal and a number listed pertinent points they intended to include in those objections. After detailed discussion it was resolved **TO OBJECT** based on the following material considerations:

Bedford Borough Council Local Plan 2040/National Planning Policy Framework

- In addition to Wootton's Neighbourhood Development Plan, this site did not feature within Bedford Borough Council's Local Plan 2040. Although not yet adopted, the Local Plan 2040 sought to retain Policy 7S from Bedford Borough Council's Local Plan 2030. This policy considers development within the countryside, noting development proposals should respond to a community need, have identifiable community support and contribute positively to its surroundings. This proposal did not provide that evidence nor accord with that policy.
- Policy DS5(S) of Bedford Borough Council's Local Plan 2040 denoted the distribution of growth within the Borough, referencing the completion of sites previously allocated in Local Plans and Neighbourhood Development Plans. This proposal did not feature in either and so did not accord with that policy.
- The proposal sought to use land which sat within open, rural landscape rather than the built form of the village and would encroach harmfully into the rural landscape, resulting in a significant and permanent visual alteration to the surroundings.
- The proposal conflicted with NPPF Policy 124 which sought to make as much use as possible of brownfield land, whilst considering the economic and other benefits of agricultural land, such as this.
- The proposal conflicted with NPPS Policy 154 in that it did not meet any of the exceptions listed thereunder.

Wootton Neighbourhood Development Plan

- The proposal did not sit within Wootton's designated Settlement Policy Area;
- Policy W2 (Housing Delivery). Wootton's Neighbourhood Development Plan identified sites for up to 105 homes and did not include this site;
- The Neighbourhood Development Plan referenced low-density development and accompanying Village Design Statement specified 20 dwellings per hectare. This application referenced 35 dwellings per hectare

Appendix Six

and given this was an outline application only, concerns were raised the dwelling style when known would also not accord with the Neighbourhood Development Plan;

- Objectives (Housing). This application was not sympathetic to the area;
- Objectives (Environment). This application did not protect, improve or enhance community open space;
- Objectives (Sustainable Community). This application did not seek to reduce traffic congestion in the area;
- Policy W1 (New Residential Development). This application would affect and compromise an area of open land which had great significance to the form and character of the village;
- Policy W1 (New Residential Development). This application did not seek to protect or enhance the existing corridor for local habitats or wildlife;
- Policy W12 (Development Design Criteria). This application did not protect or enhance the existing street scene, nor would it protect adjacent properties from being overlooked or loss of daylight/sunlight. It would create both visual bulk and noise pollution.

Further Material Considerations

- Existing dwellings at Hall End, Studley Road and the 'Little Wootton' development would be adversely affected by loss of light and privacy;
- Hall End Road (a well-used route for vehicles and some pedestrians into the village and upper school) was recognised as a narrow country lane, already suffering from severe congestion and parking issues (not least during school pick-up and drop-off times). The increase in traffic (following delivery of the proposed development sites within Wootton's Neighbourhood Development Plan) – including construction traffic – would maximise the road's capabilities. A large section of Hall End Road (from Keeley Lane) had no pavement meaning pedestrians were forced to walk in the road (with no available remedy). This proposal was therefore contrary to Paragraph 109 of the National Planning Policy Framework.
- The proposal was an overdevelopment of the site and not in keeping with the current street scene.
- Current infrastructure would be unable to cope with the demands of this proposed application.
- Ongoing flooding issues would be exacerbated were this proposal permitted. The 'Little Wootton' development was erected using concrete piles¹ due to drainage/flooding issues on site. Further works to properties affected by damp/flooding issues have since been necessary. Concerns were raised that these properties and those at Studley Road and Hall End (many of which were already subject to flooding) would be further affected by flooding issues due to this proposal.

BBCllr/Cllr Wheeler spoke as Governor of Wootton Upper School to confirm the school had lodged an objection, citing concerns relating to the adverse effect this proposal would have on drainage and traffic/road safety.

Were Bedford Borough Council minded to approve the application, the following planning conditions were necessary:

- The point of ingress/egress from Hall End Road must include tactile paving;
- All roads must be regularly cleaned to ensure all traffic have safe passage. Given the proximity of Wootton Upper School, timings to include: 7:30-8:30am, 12-1pm and 2:30-4:30pm;
- Surface water within the development must not be permitted to flow onto Hall End Road or into adjoining developments,
- Construction traffic access to the site required careful management. Such traffic should not be permitted to access the site during school core drop-off and pick-up hours and must be routed via Ridge Road and Keeley Lane to Hall End Road to avoid Fields Road – a known safe route to school.

Cllr O'Dell referenced the Borough Council's Right to Speak scheme for members of the public who were considering attending the Planning Committee meeting of Bedford Borough Council at which this application would be determined and the Clerk agreed to provide the relevant link [here](#).

¹ Pre-cast or cast-in-place concrete columns – used to anchor and support structures by transferring the weight of those structures to deeper ground.

Appendix Six

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

All residents present were thanked for attending the meeting and left at 7.40pm.

Resolutions

P25/021 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved planning application 24/02439/MAO be considered by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Lloyd.

Resolved by all present.

P25/022 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Cllr O'Dell expressed his wish to represent Wootton Parish Council at the appropriate Full Planning Committee meeting of Bedford Borough Council.

Resolved to note the above.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

P25/023 – To receive a report from Cllr O'Dell following his attendance at the Full Planning Committee meeting of Bedford Borough Council on 20th January 2025, to reinforce Wootton Parish Council's objection to the removal of condition 8 attached to Planning Application 23/02636/MAR – allowing permitted development rights to be reinstated (Planning Application 24/01842/M73 – Land on the South of Keeley Lane. Major S73 Variation of Condition Application. 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).

Cllr O'Dell detailed his attendance at the Full Planning Committee meeting on 20th January 2025, noting he was unable to overturn the case officer's recommendation to remove condition 8 – thus allowing permitted development rights to be reinstated. Cllr O'Dell argued not enough weight had been given to the relevant policies within Wootton's Neighbourhood Development Plan, however the case officer argued to the contrary. Cllr O'Dell recommended permitted development rights be a focus when next reviewing the Neighbourhood Development Plan.

P25/024 – To receive a report from Cllr O'Dell regarding the status of Wootton's Neighbourhood Development Plan and to resolve a suitable course of action.

Cllr O'Dell detailed an online briefing he had attended with Cllrs Lloyd, Wheeler and the Clerk at which Jon Shortland, Bedford Borough Council's Chief Officer for Planning, Infrastructure & Economic Growth had provided an update in relation to changes to the National Planning Policy Framework (NPPF) and ongoing review of the Borough Council's Local Plan 2040. The Local Plan 2040 review was held up not least because of speculation over the potential arrival of Universal Studios to the area and the number of dwellings to be delivered by the Borough Council.

During the presentation Wootton's Neighbourhood Development Plan (NDP) was held as an example for other parishes who had yet to consider one, or who were currently drafting one – not least, as Wootton's NDP had a housing allocation. The Parish Council was heavily criticised during the NDP production process for including such a provision, however the allocation was providing protection against speculative applications. A NDP review was needed before March 2027 and Cllr O'Dell noted councillor workshops were being held by Bedford Borough Council in April/May 2025.

Appendix Six

BBCllr/Cllr Wheeler wished to record his thanks to all involved in the NDP process, including planning professionals.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

31st January 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2024-25

WPC³ publishes a BAP⁴ annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG⁵ 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 2024 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.	2025.	BBC/ Developer to finance.	<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 ⁶ would apportion the necessary charges to the developer. <u>15th January 2025</u> BBC confirmed full resurfacing works should be completed by the end of this financial year.	Cllr O'Dell.
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. <u>17th July 2024</u>	BBC.

² Project Action Plan.

³ Wootton Parish Council.

⁴ Business Action Plan.

⁵ Roads & Pavements Safety Steering Group.

⁶ Bedford Borough Council.

Appendix Seven

				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 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	Cllr O’Dell.

Appendix Seven

				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>15th January 2025</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, this was an ongoing issue and Bedfordshire Police should be contacted when known and persistent offenders were seen (via 101 or online), as they could intervene and potentially destroy the scooters. Move to close.	
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. <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.	BBC.

Appendix Seven

				<u>15th January 2025</u> Cllr Lloyd stated dropped kerbs had been added on one side of Summerfield Drive (south to north/north to south of Fields Road). Move to close.	
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 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.	BBC.

Appendix Seven

				<u>18th September 2024</u> BBCllr/Cllr Wheeler confirmed BBC was securing funding to take this proposal forward. <u>15th January 2025</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBC funding had been allocated to this project, which was likely to be completed in Spring 2025.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>Summary of 2024</u> <u>HALL END – FRONTAGE OF THE CHEQUERS PH CAR PARK</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.	Cllr O’Dell.

				<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). <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/ClIr Wheeler agreed to take this forward with bpha⁷ who owned the land in question. <u>15th January 2025</u> <u>HALL END – FRONTAGE OF THE CHEQUERS PH CAR PARK</u> Yellow lining had been completed in part, however a parked vehicle was obstructing completion of those works in full. <u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> Works were completed. The Clerk informed members a resident had emailed to complain about the extent of the lining and lack of publicity ahead of the scheme being implemented. The resident was informed whilst WPC requested the scheme	
--	--	--	--	--	--

⁷ Bedfordshire Pilgrims Housing Association.
Full Council Minutes 12th February 2025

				following a request from other residents, the proposal and publicity was taken forward by BBC. The resident was also invited to attend this meeting but declined. Move to close. Members agreed on 20th November 2024 to save costs on public notices to pool all outstanding/further requests for yellow lining into one request to be taken to BBC at a future stage (within a three=six month period, numbers depending). Outstanding potential schemes included: • Fields Road/Summerfield Drive junction; • Bedford Road/Cause End Road roundabout (Bedford-bound). Cllr Kay had received a request for a yellow lining scheme at the junction of Mephram Road/Bedford Road but was informed this had previously requested and not taken forward by BBC. He had also been requested to take forward a yellow lining scheme at a further location and agreed to provide fuller details at a future meeting of this safety steering group. <u>VEHICULAR USE OF MANOR ROADS PAVEMENT – ACCESSING ONTO BEDFORD ROAD</u> BBCllr/Cllr Wheeler confirmed bpha had spoken to a client who agreed to stop using this non-vehicular access point in future. Members agreed to keep this issue open to ensure the same. <u>PAVEMENT PARKING</u> <u>Summary of 2024</u>	
--	--	--	--	--	--

Appendix Seven

				No further update was received in relation to Central Government's consultation on pavement parking: https://www.gov.uk/government/consultations/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'. <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>15th January 2025</u> Refer to Appendix Two. <u>ROADS</u> <u>15th January 2025</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<u>Summary of 2024</u> The Clerk and BBCllr/Cllr Wheeler continued to chase in relation to outstanding tactile paving in areas along Lorraine Road. <u>15th January 2025</u> Cllr O'Dell requested ahead of this meeting that, in addition to chasing BBC for a further update on these outstanding works, a request be made (in light of the severe delay) to add tactile paving to the existing pair of dropped kerbs at the junction of	BBC.

Appendix Seven

				Lorraine Road and Farrell Road. Members agreed to make this recommendation to Full Council.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2024</u> All outstanding areas should have cameras installed by the end of 2024. <u>15th January 2025</u> It was noted all cameras were now installed. Move to close.	Cllr Lloyd.

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.	<u>15th January 2025</u> COCK INN PH TO POST OFFICE – BOTH SIDES BBC confirmed full resurfacing works should be completed by the end of this financial year.
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. <u>15th January 2025</u> In relation to the request for resurfacing to include the area adjacent to no. 6 Cause End Road, BBCllr/Cllr Wheeler had requested an update from BBC ahead of this meeting and had been told a start date had been requested. A resident requested the length of Cause End Road pavement be considered for resurfacing, as they were struggling with mobility scooter issues when travelling along it. BBCllr/Cllr Wheeler suggested ahead of this meeting that members consider a full programme of pavement works for 2025/26 which he would pass to BBC. It was agreed the Clerk would email members requesting each cover an area of the village to ensure all pavements deemed in need of remedial works were scored at the earliest opportunity by BBC – for potential inclusion within BBC’s programme of works for 2025/26.
Lorraine Road.	<u>15th January 2025</u> BBC confirmed full resurfacing works should be completed by the end of this financial year.
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. <u>15th January 2025</u> BBCllr/Cllr Wheeler confirmed Cadent had attended and undertaken all remedial works to defective areas. BBC carried out an inspection in December 2024 and no further defects were found. Move to close.

Appendix Seven

Cause End Road.	<u>15th January 2025</u> A resident requested consideration be given to installing an island at the top of Cause End Road (junction with Church Road) as they (as a mobility scooter user) had safety concerns when using that junction. A response received from BBC ahead of this meeting confirmed a previous feasibility study carried out before the development known as Little Wootton commenced, had determined there was insufficient room to install a central island without compromising the ingress/egress of larger vehicles including refuse vehicles. Move to close.
Hall End Road (adjacent to the upper school).	<u>15th January 2025</u> BBCllr/Cllr Wheeler had received no further update.
Lorraine Road (top of Cause End Road closest to St. Mary's Church to Lorraine Road cemetery entrance).	<u>15th January 2025</u> BBC notified WPC ahead of this meeting, that resurfacing works were programmed between 10th-20th February 2025 (top of Cause End Road closest to St. Mary's Church to the junction with Canons Close).

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

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	Timesca	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.	Cllrs Lloyd and Wheeler

Appendix Eight

							<u>11th December 2024</u> The Clerk confirmed they had been informed camera installation works would be completed by 18th December 2024 and it was noted those works were now ongoing. <u>12th February 2025</u> All cameras were now installed – move to close.	
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. • 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.	Working Group

Appendix Eight

							<u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender. <u>8th May 2024</u> Refer to agenda item FC24/130. <u>12th June 2024</u> Coloini & Lane Architects Ltd had passed the relevant information to an appointed Quantity Surveyor. <u>14th August 2024</u> Refer to agenda item FC24/212. <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.	
--	--	--	--	--	--	--	--	--

Appendix Eight

							<u>8th January 2025</u> The Clerk had contacted Coloini & Lane Architects Ltd to make the final arrangements before commencing the tender process.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>12th February 2025</u> Refer to agenda item FC25/042.	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. <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

Appendix Eight

							<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. <u>8th January 2024</u> The Clerk confirmed Canon Ackroyd was seeking advice from St. Albans Diocese.	
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 liaising with Crown Estate representatives regarding the proposed extension.	Cllr Lloyd
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'	Clerk

Appendix Eight

							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 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	
--	--	--	--	--	--	--	--	--

Appendix Eight

							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. <u>8th January 2024</u> The Clerk had contacted the Memorial Hall's management committee with a view to meeting to discuss next steps and was awaiting a response. <u>12th February 2025</u> Cllrs Lloyd, Randell and the Clerk met with members of the Memorial Hall's Management Committee on 3rd February 2025 to discuss latest developments. The Management Committee agreed to share all relevant documentation with the Clerk to enable her to resolve all outstanding tasks and confirmed they would provide a list of all outstanding issues/works required to the building – to enable the Parish Council to budget and plan accordingly.	
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. <u>12th February 2025</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the Clerk attended an online presentation hosted by Jon Shortland	Cllr Hensher

Appendix Eight

							Bedford Borough Council's Chief Officer for Planning, Infrastructure & Economic Growth on 21st January 2025 at which it was confirmed examination of Borough Council's Local Plan 2040 by the Planning Inspectorate had been paused until January 2025 to allow for further works with National Highways on highway infrastructure and the identification of additional site allocations. Those works had been disrupted further by the subsequent Universal proposal for Kempston Hardwick. The Universal decision had a direct bearing on the Local Plan 2040 and it remained the case that, until the Local Plan 2040 had been adopted, there was little value in reviewing Wootton's Neighbourhood Development Plan at this time. Latest, it would need to be reviewed before February 2027. As an aside, Jon Shortland highlighted Wootton's Neighbourhood Development Plan as a good example, not least as it had made a housing allocation which strengthened its standing within the planning process.	
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	8th May 2024 No further update received.	Clerk

To be reviewed monthly at Full Council.

FC25/038**RISK ASSESSMENTS PLAN 2024-25**

WPC⁸ 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	All planters are inspected by Warner's of Bedford Ltd when undertaking planting or maintenance		12.2.25 SP
Car Parks	SP	15.5.24	All car parks inspected for issues week commencing 27 th January 2025. The Clerk has requested a revised Risk Assessment from Bedford Borough Council's Highways Department (as the Church Road car park is gritted by them)		
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	

⁸ Wootton Parish Council
Full Council Minutes 12th February 2025

Appendix Nine

				August 2024 (LA24/087) and actions were ratified 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	None		13.11.24 SP
Christmas Tree (including Switch On Event)	SP	15.5.24	None		13.11.24 SP
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			12.2.25 SP
Litter Picking (and caretaker)	SP	15.5.24	29.1.25 – Clerk is awaiting updates from staff members		
Lone & Isolated Working	SP	15.5.24	29.1.25 – Clerk is awaiting updates from staff members		
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.		

Appendix Nine

			Remedial works have been requested for all other RoSPA issues		
Office PAT testing	SP	17.5.23	17.4.24 – all appliances passed without issue		8.5.24 SP
Outdoor Film/Cinema Event	SP	15.5.24	No event planned for 2024		12.6.24 SP
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

Appendix Nine

Work Station (Clerk) – to include the parish office within the community centre	GL	15.5.24	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic checks will be undertaken and any significant issues recorded		12.6.24 GL
---	----	---------	--	--	------------

To be reviewed monthly at Full Council.

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	14.5.24			
Community Centre General	Charitable Trust	14.5.24	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action (none reported as at 15.5.24) Portable Appliance Testing (PAT) testing (save for items in the parish office which were last inspected in April 2024) were carried out by the Charitable Trust in May 2023 and are valid for two years		15.5.24 GB (on behalf of the Charitable Trust)
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Records are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six monthly and annual inspections		Ongoing

Appendix Nine

			(carried out by uRisk)		
Community Centre Scaffold Tower	Charitable Trust	14.5.24			
MUGA – Harris Way	Charitable Trust	14.5.24	The Charitable Trust carried out an inspection on 15 th May 2024 and no issues were reported. It has been recommended these checks be carried out weekly and monthly (in line with Wootton Parish Council's checks at all other sites) and a suggestion for RoSPA-accredited training has also been made		

To be reviewed monthly at Full Council.

FC25/040

Schedule of Receipts and Payments

Please visit the following link:

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