



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 14th May 2025 at 7.38pm 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, Lincoln, Noakes, O'Dell and Randell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Richbell-Davies.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/101	Apologies for absence. Cllrs Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/102	Disclosure of local and/or disclosable pecuniary interests. Cllr Hensher disclosed a local interest in agenda item FC25/126 as he was a near neighbour of the chosen contractor.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC25/103	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.

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FC25/104	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 April 2025. (Appendix One a).	BBCllr Wheeler’s report was not 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.
FC25/105	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.
FC25/106	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 9 th April 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 26 th March 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 26 th March 2025.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received. Proposed: Cllr O’Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/107	Matters arising from the minutes – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC25/097 + FC25/119 – Community Centre at Berryfields. Refer to agenda item FC25/119. • FC25/097 + FC25/119 – 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 FC25/119. • 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. • FC24/199 + FC25/126 – Erection of additional memorial wall at Lorraine Road cemetery. Resolved 14th August 2024 (FC24/199) to dedicate an area within the cemetery for additional memorial walls – starting with one wall only and including an area for wildflowers. The Clerk has received pre-application advice (in relation to the building of the one wall) from Bedford Borough Council, which states the works will be covered (subject to all criteria meeting the relevant class) by a lawful development certification. The Clerk has submitted a fuller specification to a number of potential contractors and the deadline has been extended to allow a number to finalise quotations. Refer to agenda item FC25/126. • FC24/201 – Community Use Agreement for the synthetic pitch at Wootton Upper School.			
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	Resolved 14 th August 2024 (FC24/201) to approve the final draft version as sent by Wootton Academy Trust on 25 th 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.			
FC25/108	Chairman's report – for information only.	Given Cllr Lloyd was newly-appointed as Chairman, no report was delivered.	N/A.	N/A.
FC25/109	To receive, review and adopt a report from the (Advisory with the exception of the authorisation of payments) Finance and General Purposes Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Three).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/110	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/111	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Five).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/112	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.
FC25/113	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.	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	(Appendix Seven).	Resolved by all present.		
FC25/114	To receive, review and adopt the (Full Council) Project Action Plan for 2025-26, to determine which projects will be taken forward during 2025-26, 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 Randell. Seconded: Cllr Lincoln. 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.
FC25/115	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 Cemeteries, Memorial Hall Play Area, MUGA – Church Road, MUGA – Harris Way, Recreation Ground Play Area, Sports Pitches – Church Road, Sports Pitches – Harris Way and Street Furniture. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/116	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Lincoln and Noakes. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/117	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Ten).	No further comments received.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/118	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2025-26, to consider any budget heading virements and to resolve a suitable course of action.	To follow when the year-end accounts for 2024/25 had been closed down.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/119	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	<u>Car Park Heads of Terms (now Joint Use Agreement)</u>	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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	Community Centre and to resolve a suitable course of action.	The Clerk provided the latest update received from Hillary Cooper Law and no further comments were received. <u>Charitable Trust</u> Cllr Bygraves confirmed the Charitable Trust was looking to appoint a new Legionnaire's testing contractor and requested plans of the building which Cllr Lloyd agreed to supply. Cllr Bygraves then noted all electrical appliances were due to be PAT tested and it was agreed to include the Parish Council office equipment. Cllr Bygraves would supply dates when known. It was also noted, the Charitable Trust was amending its terms and conditions to confirm that any items left in the fridge at the end of the day, would be disposed of. This followed repeated incidents where food items were left to rot. <u>Lease</u> No further update received in relation to the lease. Resolved to accept the above agreements and findings. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.		
FC25/120	To monitor Bedford Borough Council's delivery of Electric Vehicle Charging Points at sites within the village and two Bus Shelters along Burgoyne Avenue (to include Real Time Passenger Information Units) as part of s106 funding for the Berry Wood Development and to resolve a suitable course of action.	After detailed discussion it was agreed Cllr Hensher would provide photographic evidence of the locations initially recommended by Bedford Borough Council, after which BBCllr/Cllr Wheeler would be asked to follow up on delivery of the same.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

		It was noted BBCLlr/CLlr Wheeler was continuing to chase Bedford Borough Council for delivery of the Bus Shelters with Real Time Passenger Information Units for Burgoyne Avenue. Resolved to note the above. Proposed: CLlr Bygraves. Seconded: CLlr Randell. Resolved by all present.		
FC25/121	To receive an update from the Clerk in relation to matters arising following the recent Local Council Award Scheme Gold accreditation and to resolve a suitable course of action.	The Clerk and CLlr Lloyd were thanked for their efforts in securing the accreditation and delivering on all outstanding issues raised as a consequence.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/122	To receive, review and adopt the final and completed 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 completed Risk Management and Internal Control Statement (including Risk Register and Strategy Document) without further comment. Proposed: CLlr Lincoln. Seconded: CLlr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/123	To consider a grant application from Wootton Community Centre in the sum of £1,000 (to aid with the Wootton Food & Music Festival, Harris Way) and to resolve a suitable course of action.	Resolved to approve the grant request in full (£1,000). Proposed: CLlr Lincoln. Seconded: CLlr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/124	To receive the following recommendations from the (advisory) Leisure and Amenities Committee in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to resolve a suitable course of action: • A sum of £35k be requested as part of the s106 agreement, to enable the Parish Council to upgrade a Right of Way within land referenced as Policy W10a within Wootton's	Resolved to 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.

	Neighbourhood Development Plan * (as requested by Bedford Borough Council). • The Parish Council would provide a Landscape and Environmental Management Plan (or similar) in relation to the skylark habitat within the same area of land *. • The Parish Council would source a District License in relation to Great Crested Newts, subject to the nature of works proposed within the same area of land *. • The Parish Council would provide a Landscape and Environmental Management Plan (or similar) in relation to tree planting within the same area of land *.			
FC25/125	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.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC25/126	To receive a recommendation from the (advisory) Leisure and Amenities Committee that Terry Ellingham be appointed to construct a new memorial wall within the grounds of Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.14pm.

Borough Councillor Report for May Full Council – John Wheeler

- **Universal Developments/Wixams Station**

Bedford Borough has successfully secured a major international investment: Universal Destinations & Experiences will build Europe's first Universal Studios theme park and resort at Kempston Hardwick. This multi-billion-pound development will create approximately 20,000 jobs during the construction phase and 8,000 permanent roles in tourism, hospitality, and the creative industries. Alongside the resort, the area will benefit from significant infrastructure improvements, including plans for a larger Wixams train station.

The project is the result of close collaboration between Bedford Borough Council, Universal's global team, and various Government departments.

The development has received formal recognition from central Government. The Prime Minister has sent a letter of thanks to the Mayor and Council, highlighting Bedford's critical role in securing this investment and encouraging continued partnership as the project progresses. Additionally, the Department of Culture, Media and Sport has confirmed plans, in principle, to expand the Wixams station to four platforms, significantly enhancing transport links for the area.

Looking ahead, Bedford Borough Council is working to ensure that local people can benefit directly from the opportunities this project will create. Meetings are being arranged between Universal and local education providers, including sixth forms and Bedford College, to align training and courses with the skills Universal will require. Further business engagement sessions will also take place to help local enterprises prepare for growth alongside this development.

The Universal Studios resort is scheduled to open in 2031.

- **Paddington Pub**

Bedford Borough Council has formally agreed to surrender its leasehold interest in the Paddington property, located at 157 Midland Road, Bedford. The building, which had been leased in April 2022 prior to the local elections, was intended to reduce the cost of temporary accommodation for the Borough. However, subsequent detailed assessments revealed significant structural and fire safety issues that made the property unsuitable for occupation.

Initial surveys and fire risk assessments commissioned at the outset identified some required improvements, but further, more detailed inspections carried out in 2022 and 2024 exposed major safety concerns. These included serious issues with fire compartmentalisation, means of escape, ventilation, and drainage. As a result, the property was deemed unfit for use, and residents were relocated by early 2023. An intrusive survey later confirmed that parts of the building had not been constructed according to approved standards, necessitating extensive remedial works estimated at between £750,000 and £860,000.

Faced with high repair costs and ongoing financial liabilities associated with holding a vacant and unsafe property that would have cost an estimated £614,000, the Council negotiated lease surrender at a cost of £313,333 - approved on 4th April 2025 to minimise further financial exposure.

The surrender of the lease is funded through existing Council revenue budgets and removes a significant financial risk.

- **Stability Plan 2025/26**

Bedford Borough Council has launched a new Stability Plan 2025–2030 to address the financial pressures facing the Borough and a sustainable future. The Council is facing a projected £33 million funding gap over the next five years with significant increases in service demand, particularly in Adult and Children's Social Care, inflation, rising contractual costs, and the upcoming Government-mandated Business Rates Reset in 2026, which alone is expected to reduce the Borough's income by £10 million annually.

The Stability Plan sets out five main areas of focus: modernising service delivery to make services more efficient and resident-focused; ensuring value for money through comprehensive service reviews; maximising income and

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commercial potential; strengthening financial governance around projects and reserves; and investing in prevention and workforce development to reduce long-term costs. Key steps include reviewing non-statutory service charges, reassessing procurement and commissioning practices, and investing in technology to drive efficiencies.

The MTFS outlines the financial forecast through to 2030, confirming that while the situation is serious, it is manageable with disciplined action. Expert advice, including advice from Theresa Grant OBE, has helped to shape these plans to align with national best practices.

- **GPs**

Bedford Borough Council has approved plans to build a new, purpose-designed GP surgery in Great Barford to meet the needs of the growing local community and improve healthcare access in rural parts of the Borough. The new facility will be constructed on Silver Street, on the site of the former primary school, and will replace the existing surgery, which currently operates from a converted bungalow that is no longer fit for purpose.

The new GP surgery will be able to accommodate a larger patient list and offer modern, accessible facilities, including space specifically intended for training future GPs. The project is part of a wider programme aimed at upgrading primary care services across Bedford Borough, with similar developments progressing in Kempston, Wixams, and Wootton.

The estimated total cost of the Great Barford project is £3.43 million.

- **Commercial Services**

Bedford Borough Council has launched a new commercial food waste collection service to help local businesses comply with Simpler Recycling legislation. Starting in March 2025, the service enables businesses to separate food waste from general waste, supporting environmental sustainability.

Collected food waste will be processed at a local anaerobic digestion plant, generating green energy for the National Grid and producing organic fertiliser. This service helps reduce landfill use and carbon emissions, while offering businesses a more cost-effective waste solution.

- **Investment in the Corn Exchange and Town Centre Regeneration**

Bedford Borough Council has approved a £2.5 million investment to refurbish the Corn Exchange, one of the town's key cultural venues. This work forms part of a wider programme aimed at revitalising the town centre and supporting Bedford's economic and cultural growth.

The refurbishment, scheduled from early 2026 to March 2027, will include full interior redecoration, upgrades to the Harpur Suite and Howard Room, installation of modern acoustic and sound systems, and improvements to toilets and flooring. These enhancements aim to modernise the venue, support a wider range of events and performances, and improve the visitor experience.

This cultural investment complements other recent developments in the town centre, including a £750,000 retail investment by Europe's largest shoe retailer, Deichmann, which is opening a new store in the former Next building.

- **Converting Agency Staff**

Over the past decade, the Council's reliance on agency staff to fill vacant positions has placed a significant financial strain on its budget. As part of a broader strategy to improve service delivery and reduce costs, the Council is working to convert agency staff into permanent, full-time employees.

In line with this approach, Adult Services has successfully transitioned 37 agency staff in-house, helping to ease the financial pressure on the service area.

- **Free School meals**

The Council has been piloting a new scheme in which parents of children eligible for free school meals are identified using information the council has on benefits and housing claims. They will then be automatically registered as eligible rather than currently where the family has to apply for free school meal provision for their child.

This approach has proven successful, identifying an additional 750 eligible children and generating an extra £900,000 per year in pupil premium funding for our schools.

Going forward, parents will need to actively opt out if they do not wish to receive the free school meal offer.

- **Family Hubs**

Changes are underway in Bedford Borough to better support children and families through the expansion and transformation of Family Hubs.

From April 2025, services that were previously delivered separately through Children's Centres and other providers will come together under a single, more coordinated Family Hubs model.

These Family Hubs will offer easier access to a wide range of services – including parenting support, early years development, health advice, mental wellbeing, and community activities – all in one place or through digital and outreach support.

With seven main hubs and local 'spokes' across the borough, plus a dedicated web site, families will be able to get help close to home and when they need it most. These hubs will be located at Pine Cones, Queens Park, Eastcotts, Cherry Trees, Daisy Hill, and Bluebells (Bromham).

The changes reflect a focus on making services more efficient, effective, and accessible. The number of available services will be increased by 21% across the Borough.

During the summer term a brand new Family hub designed for young people and their families will be opened in the old Nat West building on Allhallows. This has been co designed with young people and will be a hub for teen aged children and their families.

- **Consultation on Public Space Protection Order (PSPO)**

The Council has begun its consultation on the proposed new Public Spaces Protection Order that aims to tackle anti-social behaviour in the Town Centre with a particular focus on drinking alcohol, aggressive begging, spitting and littering in public spaces, and using these places as toilets.

The consultation period will run from Monday 17th March to 11.59pm, Sunday 13th April, 2025. If you wish to share your thoughts, please visit: www.bedford.gov.uk/PSPO.

- **Town Centre cleaning**

The Council continues to focus on extra cleaning, washing, and tidying up in the town centre to keep it looking sharp. This forms a small part of the Council efforts to encourage more visitors and businesses into the Town Centre with teams out daily, sweeping the high street.

However, littering and antisocial behaviour remain key concerns for the Council and its leadership is continuing pressure Bedfordshire Police to get these issues sorted alongside its PSPO.

- **Foster carer initiatives**

Bedford Borough Council, in partnership with GLL (BETTER), has shown its appreciation for the Borough's foster carers by offering free gym and swim access to them, their household members, and foster children at local leisure centres. This initiative aims to support foster carers by promoting their health and wellbeing it is hoped the scheme will positively impact carers and their families.

Borough Councillor Report for May Full Council – Sue Abood

No report received.

Appendix One A

FC25/104a May 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/17267/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	29/03/2025	Grovebury Court
40/18005/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	02/04/2025	Turland Close
40/18663/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	05/04/2025	Harris Way
40/20207/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	13/04/2025	
40/20162/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	12/04/2025	Tithe Barn Road
40/20312/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	13/04/2025	Manor Road
40/17800/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	DEATH OR SER INJ BY DANGEROUS DRIVING	01/04/2025	Manor Road
40/18911/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	06/04/2025	
40/18973/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	06/04/2025	
40/20239/25	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	13/04/2025	Manor Road
40/17610/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	31/03/2025	Turland Close
40/20173/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	12/04/2025	Tithe Barn Road
40/20175/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	12/04/2025	Tithe Barn Road

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40/17381/25	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	29/03/2025	Folkes Road
40/16955/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	27/03/2025	
40/16733/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	26/03/2025	Swallow Way
40/17609/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	31/03/2025	Turland Close
40/23607/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	29/04/2025	Church Road
40/23228/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	28/04/2025	Fields Road
40/21272/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE S HARM	18/04/2025	Bedford Road
40/21277/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	18/04/2025	Bedford Road
40/23229/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	28/04/2025	Fields Road
40/21150/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	17/04/2025	
40/22058/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	22/04/2025	
40/22964/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	26/04/2025	
40/22701/25	Drugs	DRUG OFFENCES	TRAFFICKING OF DRUGS	TRAFFICKING OF DRUGS	25/04/2025	Tithe Barn Road

FC25/105**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/105 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)
1.4.25	Letter	Nationwide Building Society	Notice of rate decrease to Business 45 Day Saver account
1.4.25	Email	Forvis Mazars LLP	External audit documentation for 2024/25
1.4.25	Email	A R Worboys Ltd	Grass cutting correspondence
1.4.25	Emails (several)	Non residents	Fun Fest 2025
1.4.25	Email	Bedford Borough Council	Confirmation of succesful prosecution for Fly Tipping at the Recreation Ground, Church Road
1.4.25	Email	Wootton Rangers FC	Recreation Ground storage correspondence
1.4.25	Email	Bedford Borough Council	Confirmation of completion of yellow lining works at Hall End
1.4.25	Email	Office of Blake Stephenson MP	Confirmation of WPC's request to push forward with the closed Parking on Pavements consultation (completed under the Johnson Government)
1.4.25	Email	Resident	Complaint concerning fencing fly tipped at the Recreation Ground, Church Road
1.4.25	Email	Non resident	Upcoming cemetery interment correspondence
2.4.25	Email	Non resident	Changing Rooms remodelling works correspondence

Appendix Two

2.4.25	Email	Neville Funeral Directors	Instruction to remedy untidy plot preparation works
2.4.25	Emails (several)	Non residents	Fun Fest 2025
3.4.25	Email	Sweet Peas Pre-School	Enquiry regarding possible tree watering - Memorial Hall field adjacent to the play area
4.4.25	Email	Neville Funeral Directors	Upcoming cemetery interment correspondence
8.4.25	Email	Resident	Query regarding building works at Keeley Lane
8.4.25	Email	Resident	Request for information relating to councillor vacancies
8.4.25	Email	Resident	Follow-up information in relation to the speeding article in the Wootton newsletter
8.4.25	Emails (several)	Non residents	Fun Fest 2025
8.4.25	Email	Clear Channel UK	Query relating to the cleaning of bus shelters
8.4.25	Email	Resident	Information relating to vandalism at the Jubilee Gardens play area, Church Road
8.4.25	Email	Coloini & Lane Architects Ltd	Changing Rooms remodelling works correspondence
8.4.25	Email	Resident	Complaint regarding missed grass cutting
8.4.25	Email	Resident	Request for a coffee shop within the village
9.4.25	Email	Resident	Expression of thanks for chasing Bedford Borough Council to full complete resurfacing works at Lorraine Road
9.4.25	Email	Clarabut & Plumbe Funeral Directors	Upcoming cemetery interment correspondence

Appendix Two

10.4.25	Email	Neville Funeral Directors	Upcoming cemetery interment correspondence
11.4.25	Email	Resident	Query regarding the location of yellow lining works on Cause End Road
15.4.25	Email	Bedford and Milton Keynes Waterway Park	April 2025, Volume 23, No 1 newsletter
15.4.25	Email	Non resident	Complaint regarding a booking for the village hall
15.4.25	Email	Resident	Request for assistance with a parking violation
15.4.25	Emails (several)	Non residents	Fun Fest 2025
15.4.25	Email	Bedford Borough Council	Query relating to fly tipping at the Recreation Ground, Church Road
15.4.25	Email	Non resident	Information relating to upcoming interment at Lorraine Road cemetery
15.4.25	Email	Resident	Request for an update on the speculative planning application at Hall End
15.4.25	Email	Bedford Borough Council - Case Officer	Information relating to the GS8 planning application - land between Bedford Road/Potters Cross
15.4.25	Email	Non resident	Tender process - Changing Rooms/Toilet Block project
17.4.25	Email	Non resident	Tender process - Changing Rooms/Toilet Block project
17.4.25	Emails (several)	Non residents	Fun Fest 2025
17.4.25	Email	Bedford Giving Youth Panel	Request for assistance with publicity
22.4.25	Email	Non resident	Information relating to topple testing findings at Lorraine Road cemetery

Appendix Two

22.4.25	Email	Resident	Information relating to ongoing fly tipping issues at the Recreation Ground, Church Road
22.4.25	Email	Resident	Update relating to the removal of the 20MPH at The Willows
22.4.25	Email	Community First Responder	Information relating to village defibrillators
22.4.25	Email	Non resident	Information relating to upcoming interment at Lorraine Road cemetery
23.4.25	Email	Charitable Trust	Risk Assessments update
23.4.25	Email	Clarabut & Plumbe Funeral Directors	Information relating to upcoming interment at Lorraine Road cemetery
23.4.25	Emails (several)	Non residents	Fun Fest 2025
23.4.25	Email	Wootton Rangers FC	Update relating to bookings for the synthetic pitch and use of pitches by another team
24.4.25	Email	Resident	Information relating to potential bonfires at Lorraine Road green
24.4.25	Email	Resident	Information relating to mis-matched road signage at Burgoyne Avenue
24.4.25	Email	Clerk to Cublington Parish Council	Request for information relating to average speed cameras
24.4.25	Email	Tom Hamer electrician	Information relating to a new pole required to lower the defibrillator at Hall End
25.4.25	Email	Non resident	Information relating to upcoming interment at Lorraine Road cemetery
25.4.25	Email	Caretaker	Reporting several fires at the Recreation Ground, Church Road which have damaged MUGA (Multi Use Games Area) surface and fencing
25.4.25	Email	Community First Responder	Reporting the use of the defibrillator at the Memorial Hall, Bedford Road and request for replacement pads x2

Appendix Two

25.4.25	Email	Graffit Ltd	Request for new signage - Harris Way MUGA
25.4.25	Email and meeting	Residents	Request to bring vehicles to the Fun Fest
26.4.25	Email	Cllr Noakes	Information relating to a police incident which was wrongly directed to the Parish Council
29.4.25	Email	Resident	Congratulating the Parish Council on its Local Council Award Scheme Gold Award
29.4.25	Email	Hillary Cooper Law	Update relating to the Joint Use Agreement - Community Centre car park
29.4.25	Email and phone call	Resident and Bedford Borough Council	Request for assistance with a potential planning breach - Keeley Lane
29.4.25	Email	Bedfordshire Police	Reporting of arson - Recreation Ground
29.4.25	Email	AL & G Abbott Funeral Directors	Information relating to upcoming interment at Lorraine Road cemetery
30.4.25	Email	Forest of Marston Vale	Request for information relating to hedgerow planting

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

30th April 2025

Resolutions

FG25/037 – 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 Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd May 2025

(Advisory) Leisure and Amenities Committee Report

30th April 2025

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. All letters are now in situ on headstones/memorials and the findings are being monitored by the Clerk.
LA24/088 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). Cllr Bygraves has requested Greenbelt Management Ltd provide the necessary licence agreement, following their previous agreement in principle to the proposal. The Clerk continues to chase for the relevant paperwork.

Resolutions

LA25/052 – To consider next steps in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to make recommendation to Full Council as necessary.

Cllr Lloyd detailed a recent meeting held with the Borough Council Case Officer, dealing with the planning application along Bedford Road (Policy W3 as detailed within Wootton's Neighbourhood Development Plan).

After detailed discussion it was resolved to make the following recommendations to Full Council:

- A sum of £35k would be requested as part of the s106 agreement, to enable the Parish Council to upgrade a Right of Way within land referenced as Policy W10a within Wootton's Neighbourhood Development Plan * (as requested by Bedford Borough Council).
- The Parish Council would provide a Landscape and Environmental Management Plan (or similar) in relation to the skylark habitat within the same area of land *.
- The Parish Council would source a District License in relation to Great Crested Newts, subject to the nature of works proposed within the same area of land *.
- The Parish Council would provide a Landscape and Environmental Management Plan (or similar) in relation to tree planting within the same area of land *.

The Clerk was also instructed to chase The Crown Estate for an update on the ecological surveys for both parcels of land referenced as Policies W10a and W10b within Wootton's Neighbourhood Development Plan.

Proposed: Cllr Wallace.

Seconded: Cllr Lincoln.

Resolved by all present.

LA25/053 – 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.

No further update received.

LA25/054 – 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.

Appendix Four

LA25/055 – To appoint a contractor to build a new memorial wall within the grounds of Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Resolved to make the following recommendation to Full Council:

- To appoint Terry Ellingham to construct a new memorial wall within the grounds of Lorraine Road cemetery.

Proposed: Cllr Randell.

Seconded: Cllr Lincoln.

Cllr Hensher abstained from voting.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd May 2025

(Advisory) Neighbourhood Plan Steering Group Report

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

(Executive) Planning Committee Report9th April 2025Planning Applications – for resolution

24/02439/MAO – Land North of Hall End Road. 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.

Amended/Additional plans have been received (this council previously raised AN OBJECTION).

The resident present asked what changes had been made, since the last application was lodged. Cllr Lloyd confirmed the original design had two proposed play areas – one central and one on the periphery. The periphery proposal had been relocated within the central proposal.

Furthermore, a spur road had been removed from the original proposal.

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 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.

Appendix Six

- 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.
- The proposal made no provision for pedestrian integration into the rest of the village – either via 'Little Wootton' or FP35 (recently upgraded, but to a sufficient standard) – rendering it isolated as a result.
- Proposed play equipment included timber items, known to have a limited life span. Equipment choice was limited and the proposal made no provision for open green space, permitting ball games, or similar.
- 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. It was nonsensical to state flooding of the site and potential risk of flooding to elsewhere will not increase, as detailed within online document 24+02439+MAO+V09A.

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.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

The resident left the meeting at 7.15pm.

25/00391/FUL – Wootton Upper School. Erection of two storey school building to provide 7 no. additional classrooms, dining block/eatery and ancillary facilities.

Resolved NO OBJECTION.

Proposed: Cllr Noakes.

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
Seconded: Cllr Lloyd.
Resolved by all present.

25/00475/COU – 10 Hollies Walk. Change of use of the existing bungalow (Use Class C3) to residential care home (Use Class C2) for up to 4 persons between the ages of 18-65 years.

Resolved NO OBJECTION.

Proposed: Cllr O'Dell.

Seconded: Cllr Hensher.

Resolved by all majority vote (Cllr Bygraves wished it recorded for the minutes he voted against the proposal).

25/00532/FUL – 22 Granby Way. Demolition of existing detached garage and erection of new detached double garage and outbuilding.

Resolved NO OBJECTION.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

25/00603/S73A – Unit 4a, Swallow Way. Erection of an ancillary storage building, anchored to existing hardstanding (retrospective application).

Resolved NO OBJECTION.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

25/00622/FUL – Oak Cottage, 6 Church Road. Demolition of rear conservatory and erection of single storey rear extension, replacement of French doors and windows, removal of shower room window and insertion of a roof window on the rear slope.

Resolved NO OBJECTION.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

25/00623/LBC - Oak Cottage, 6 Church Road. Demolition of rear conservatory and erection of single storey rear extension, replacement of French doors and windows, removal of shower room window and insertion of a roof window on the rear slope.

Resolved NO OBJECTION.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

25/00675/FUL – 30 Potters Cross. Two storey side and rear extensions, single storey rear/side extension.

Resolved NO OBJECTION.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

25/00690/FUL – 39 Cause End Road. One and two storey front, side and rear extensions, loft conversion and flat roof verandah link to proposed garage conversion.

Resolved TO OBJECT using the following material consideration:

Appendix Six

- The proposed changes from a bungalow to a two-storey dwelling would have an adverse effect on the street scene.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

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

23/01846/MAF – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works.

This council previously raised NO OBJECTION but requested a number of planning conditions. Please note, the decision notice will only be available once the s106 agreement has been signed.

BBCllr Wheeler was asked to request his inclusion as a party to the s106 agreement, in order to ensure the planning conditions were considered/taken forward.

25/00289/FUL – 59 Bedford Road. Front porch and single storey side and rear extension.

This council previously raised NO OBJECTION.

No further comments received.

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

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

This council previously raised **AN OBJECTION**.

No further comments received.

25/00142/FUL – 39 Cause End Road. Two storey front extension, single storey rear extensions and first floor roof extension to existing bungalow to form 2 storey dwelling. Conversion of existing detached single garage with flat roof verandah style link to main dwelling. Erection of detached garage block to front, with storage over and new landscaping throughout.

No further comments received.

Planning (other – including Bedford Borough Council and the Secretary of State)

25/00005/COND – 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, including removal of condition 8 attached to 23/02636/MAR to allow for permitted development rights to be reinstated. 24/01842/M73 Major S73 Variation of Condition.

Resolved to make the following submission to the Secretary of State:

- Wootton Parish Council requests that no permitted development rights be sanctioned, in order to ensure the development accords with Wootton's Neighbourhood Development Plan.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

Resolutions

P25/079 – To request the above application(s) be considered by Bedford Borough Council's Planning Committee (rather than an appointed Bedford Borough Council Case Officer).

Resolved planning application 24/02439/MAO be considered by Bedford Borough Council's Planning Committee.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Appendix Six
Resolved by all present.

P25/080 – To consider representation of Wootton Parish Council at Bedford Borough Council’s Planning Committee meeting at which the above application(s) will be determined.

Resolved Cllr O’Dell would represent Wootton Parish Council at the appropriate Bedford Borough Council Planning Committee meeting.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

30th April 2025

Meeting cancelled – no business to transact.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
7th May 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 (2024/25).	Cllr O'Dell.
Burgoyne Avenue speed measures.	Residents.	2024.	BBC.	<u>17th January 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

				Concerns had been raised that existing speed cushions did not restrict vehicles to 20MPH – speeding remained an issue. <u>17th July 2024</u> Members resolved this item should remain on the project action plan until the adoption process was complete – at which time this safety steering group would again lobby for additional speed measures and request the presence of Wootton's Speed Watch group.	
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.	BBC.

Appendix Seven

				The adjacent bus stop was used by a significant number of bus users following changes to the bus route and removing the pinch point would provide a bigger and safer area for waiting. Members resolved to support the proposal, make the same recommendation to Full Council and inform BBC of the same. <u>18th September 2024</u> BBCllr/Cllr Wheeler confirmed BBC was securing funding to take this proposal forward. <u>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.	
Fields Road pedestrian crossing (request for additional)	Resident.	Ongoing.	BBC.	<u>19th March 2025</u> Request was made for an additional pedestrian crossing to be installed on Fields Road, possibly in the vicinity of the newly installed dropped kerbs at the junction of Fields Road and Summerfield Drive. BBC had responded to the request, stating the site would be assessed and prioritised. At the present time, a budget heading had yet to be identified by Bedford Borough Council and timescales were unknown.	
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	Cllr O'Dell.

				restrictions as originally proposed and monitor the impact to see if further restrictions were required. A sealed order had been made to move installation forward. <u>LORRAINE ROAD/CAUSE END ROAD JUNCTION</u> The Clerk informed BBC there were no amendments required in relation to BBC's proposal for yellow lining at this junction (15th October 2024). <u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION</u> This proposal was placed on hold pending the outcome of proposed dropped kerbing/tactile paving works in the same area (see separate item under Fields Road/Summerfield Drive – dropped kerbs/tactile paving). Members agreed to continue with the request to install double yellow lining only, leaving the dropped kerbing for the time being. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u> The Clerk had been informed BBC did not have a budget currently to carry out these works. Were WPC to pay it would cost in the region of £1.5k. Members agreed to keep this proposal on file until further notice, in the hope one consolidated proposal could be made (potentially covering other areas). <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	
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				Road. BBCllr/Cllr 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 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 (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).	
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⁷ Bedfordshire Pilgrims Housing Association.
Full Council Minutes 14th May 2025

				Cllr Kay had received a request for a yellow lining scheme at the junction of Mepham 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>19th March 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. BBCllr/Cllr Wheeler and the Clerk continued to chase for completion. <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. No further update received. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u>	
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				AND <u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION</u> AND <u>FIELDS ROAD/MONOUX ROAD JUNCTION</u> Following comments made at the meeting of this safety steering group in November 2024, it was agreed to recommend to Full Council, the three double yellow lining proposals above be taken to Bedford Borough Council for consideration. <u>PAVEMENT PARKING</u> <u>Summary of 2024</u> No further update was received in relation to Central Government's consultation* on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The website continued to state feedback was being analysed with an addition 'this was published under the 2019 to 2022 Johnson Conservative government'. <u>19th March 2025</u> Cllr O'Dell reported ahead of this meeting that Marsha de Cordova MP (Labour) addressed the House of Commons on 29th January 2025, resulting in her Pavement Parking Bill having its first reading. The point was made that pavement parking bans existed in London and Scotland and should be extended to England and Wales. Reference was also made to the Central Government consultation as referenced above. The second reading was scheduled for 16th May 2025. The Clerk added she and Cllr Lloyd had recently met with Blake Stephenson MP who agreed to raise the issue of	
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Appendix Seven

				pavement parking (and lack of movement since the consultation noted above*) with the Department of Transport. <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>19th March 2025</u> Refer to Appendix Two. <u>ROADS</u> <u>19th March 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/Clr Wheeler continued to chase in relation to outstanding tactile paving in areas along Lorraine Road. <u>15th January 2025</u> Clr 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 Lorraine Road and Farrell Road. Members agreed to make this recommendation to Full Council. <u>19th March 2025</u> BBC confirmed the additional request (15th January 2025) would be added to outstanding works for the financial year 2025-26.	BBC.

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/ClIr 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/ClIr 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/ClIr 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 – now moved to the 2025/26 section below.
Lorraine Road.	<u>15th January 2025</u> BBC confirmed full resurfacing works should be completed by the end of this financial year.
Pavements – TO BE requested by WPC for programming by BBC in 2025/26 – please note this is still an ongoing list and will need to be prioritised at the meeting on 19th March 2025	
Area	Comments
Bedford Road: - Cause End Road to Elmsdale Road, both sides. - Keeley Farm Court to the village boundary with Kempston Rural).	
Canons Close.	<u>19th March 2025</u>

Appendix Two

	See attached report – Appendix Three.
Cause End Road – entire length, both sides.	<u>19th March 2025</u> As per resident request from 2024/25.
Church Road.	<u>19th March 2025</u> See attached report – Appendix Three.
Farrell Road.	<u>19th March 2025</u> See attached report – Appendix Three.
Foster Way – entire length, both sides.	
Jenkyn Road.	<u>19th March 2025</u> See attached report – Appendix Three.
Manor Road – entire length, both sides.	
Mepham Road – entire length, both sides.	
Potters Cross – entire length, both sides.	
Russell Way.	<u>19th March 2025</u> See attached report – Appendix Three.
St. Mary's Road.	<u>19th March 2025</u> See attached report – Appendix Three.
Studley Road.	<u>19th March 2025</u> See attached report – Appendix Three.
Summerfield Drive and estate therein.	<u>19th March 2025</u> See attached report – Appendix Four (please note road surfaces have also been included within this report).
Tithe Barn Road.	<u>19th March 2025</u> See attached report – Appendix Three. Members present agreed the above recommendations be taken to April's Full Council meeting, with a caveat that any outstanding reviews would need to be completed before that meeting, to ensure their potential inclusion in BBC's schedule of programming for 2025/26.
Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
Hall End Road (adjacent to the upper school).	<u>15th January 2025</u> BBCllr/Cllr Wheeler had received no further update.

Appendix Two

	<u>19th March 2025</u> BBCLr/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). <u>19th March 2025</u> Works have been completed; however the contractors left a lay-by in Lorraine Road in a poor state of repair and had been instructed by BBC to return and remedy the same.

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

<u>Jenkyn Road</u> Outside 21 – Tree roots have come through the surface. Outside 11 – Tree roots have come through the surface.
<u>Russell Way</u> Outside 11 – Surface has erupted causing a number of trip hazards.
<u>Church Road</u> Outside 3 – Surface is broken and outside entrance gate is a large hole. Outside 38 – Surface is broken.
<u>Tithe Barn Road</u> Outside 1B – Surface has erupted causing numerous trip hazards.
<u>Cause End Road</u> Outside 10 – pathway broken up Outside 16A – pathway broken up Outside 18A – pathway broken up Outside 44 – pathway broken up in 3 separate spots Outside 58 – pathway broken up Outside 58A – pathway broken up Outside 72 – pathway broken up Outside 78 – hole in pathway Outside 90 – pathway broken up
<u>St Marys Road</u> Opposite 83 – path covered in moss making it slippery Outside 50 – Surface broken. Outside 40 – 48 - Surface broken. Outside 22 – Surface broken. Entrance to Church Hall – Surface broken.
<u>Lorraine Road</u> Outside 10 – surface broken up. Outside 17 – surface broken up. Outside 33 to 35 – surface broken up. Opposite 45 on corner surface has broken up causing a trip hazard. Outside 67 – surface broken up.
<u>Farrell Road</u> Outside 14 – surface broken up.
<u>Canons Close</u> Outside 1 – surface broken up. Outside 6 – surface broken up. On corner of Lorraine Road & Canons Close – surface has broken up.
<u>Studley Road</u> Outside 5 – surface broken up. Outside 7 – surface broken up.

Foxhollow Estate



Appendix Seven



Entrance to Summerfield Road
Cracking in road surface



East side pathway on entrance to Summerfield Drive
Cracking of pathway



C



C



D



E



Summerfield Drive between junction with
Bellamy Road and Barnes Road
Cracking in road surface

Appendix Seven

F



Summerfield Road footpath south of Barnes Road
Cracking of pathway

G



H



Pathway between Summerfield Road and Hillcroft
Severe cracking of surface

H





Bellamy Road

Cracking in road surface

No tarmacked pathway on either side therefore pedestrians use roadway due to state of grass area which also cannot be used by wheelchair users or those with wheeled buggies.



FC25/114**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) 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/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FFull-Council>

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Low	Beacon Placement on land near Harris Way pitches (managed by Greenbelt Holdings Ltd)	2025	£0	£0	£0	Not yet known	<u>12th March 2025</u> The Clerk is awaiting a lease agreement from Greenbelt Group Ltd, which will secure placement of the beacon. <u>14th May 2025</u> Greenbelt Group Ltd had granted consent to site the beacon and the documentation was set to be reviewed by the Leisure and Amenities Committee on 28 th May 2025.	Cllr Bygraves
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>14th May 2025</u> Tender selection process remained live.	Working Group
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>14th May 2025</u> Refer to agenda item FC25/119.	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.	Cllr Lloyd

Appendix Eight

							<u>11th December 2024</u> The Clerk 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. <u>12th March 2025</u> The Clerk had spoken with Canon Ackroyd who confirmed this remained on his to-do list. It was likely the wording would require amendments. <u>14th May 2025</u> Cllr O'Dell confirmed he had recently spoken with the churchwardens, and it was agreed to chase Canon Ackroyd again to try and secure a way forward, before he left the parish.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<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	Lorraine Road Cemetery Memorial Wall	Ongoing	Costs not yet known	£0	£0	£0	<u>9th April 2025</u> The Clerk will bring quotations to the Leisure and Amenities Committee on 30th April 2025. Delays were caused due to time extensions requested by two prospective contractors. <u>14th May 2025</u> Refer to agenda item FC25/126.	Cllr Lloyd
Medium	Memorial Hall – ownership/	2025	£2,000	£0	£0	£2,000	<u>12th March 2025</u> The Clerk confirmed she and Cllr Bygraves had met with a solicitor who agreed to provide a “soft” lease agreement,	Clerk

Appendix Eight

	management clarification						between the Parish Council and Memorial Hall Management Committee. The Management Committee were currently drafting a list of proposed building upgrades and works. <u>9th April 2025</u> The Clerk and Cllr Randell confirmed the Management Committee had met earlier in the week to finalise the list of proposed building upgrades and works (to include remodelling the disabled toilets access). The Clerk confirmed David Pilgrim (DFL Law) was drafting a new lease agreement and also a licence agreement – recommended by DFL Law as a necessary agreement between the Parish Council and Sweet Peas Pre-School. <u>14th May 2025</u> The Clerk was still awaiting the list of proposed building upgrades and works before sharing with DFL Law.	
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>12th February 2025</u> Cllrs Hensher, Lloyd, O’Dell, Wheeler and the Clerk attended an online presentation hosted by Jon Shortland 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.	Cllr Hensher

Appendix Eight

							<u>9th April 2025</u> The Clerk confirmed Bedford Borough Council were due to hold briefing workshops in early May 2025 to aid with the review of an existing Neighbourhood Development Plan. BBCllr/Cllr Wheeler was asked to establish the timeline for the workshops and review of Wootton's Neighbourhood Development Plan. (BBCllr/Cllr Wheeler received an immediate response: the timeline was not yet known and there were no set time frames in which the Neighbourhood Development Plan required review). <u>14th May 2025</u> It was agreed to schedule an informal meeting of the Neighbourhood Development Plan Steering Group after the Leisure and Amenities Committee meeting scheduled for 28th May 2025. This would enable discussions on a way forward, following attendance by some members at an upcoming Review Workshop (Teams meeting), being held by Bedford Borough Council on 22nd May 2025. The Clerk agreed to inform all concerned.	
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th May 2024</u> No further update received. <u>9th April 2025</u> It was hoped an additional noticeboard could be located (possibly near the shops on the Berryfields Estate) once the area was adopted by Bedford Borough Council.	Clerk

To be reviewed monthly at Full Council.

FC25/115**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		12.3.25 SP
Cemeteries	JW and SP	15.5.24	This can be signed off but as the topple testing letters will need to remain on site(s) for 13 months, this will be carried forward to 2025/26	18.6.24 – the Clerk and Cllr Wheeler completed topple testing at all sites and a report was sent to Wrighton & Barker for their professional consideration. This was considered by the Leisure & Amenities Committee on 28 th August 2024 (LA24/087) and actions were ratified by Full Council on 11 th September 2024	14.5.25 SP

⁸ Wootton Parish Council
Full Council Minutes 14th May 2025

Appendix Nine

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). Tender process is live as of April 2025. This will be carried forward to 2025/26		
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	None		12.3.25 SP
Generator	GL	15.5.24	None		12.3.25 SP
Keeley End Pond	GL	15.5.24			12.2.25 SP
Litter Picking (and caretaker)	SP	15.5.24	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP
Lone & Isolated Working	SP	15.5.24	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP
Marquee/Gazebo	SP	15.5.24	None		9.4.25 SP
Memorial Hall Play Area	SP	15.5.24	None		14.5.25 SP
MUGA – Church Road	SP	15.5.24	31.7.24 – A number of RoSPA issues raised in July 2024 have already been remedied. Repairs to the fencing remain outstanding and should be completed April/May 2025. Handyman has experienced delays in sourcing the fencing required – this will be carried forward to 2025/26 (and is a low risk in	All other checks are in order	14.5.25 SP

Appendix Nine

			any event)		
MUGA – Harris Way	SP	23.4.25	None.		14.5.25 SP
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			14.5.25 SP
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			14.5.25 SP
Sports Pitches – Harris Way	SP	15.5.24			14.5.25 SP
Street Furniture	SP	15.5.24			14.5.25 SP
Trees	SP	15.5.24			9.4.25 SP
Village Sign	SP	15.5.24			
War Memorial	JN	11.1.24	2.5.24 – Cllr Noakes has inspected the War Memorial and other than routine, minor cracking in the base can find no issues. The War Memorial is sound and in good condition and does not pose a health and safety issue		12.6.24 JN
Work Station (Clerk) – to include the parish office within the community centre	GL	15.5.24	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic		12.6.24 GL

Appendix Nine

			checks will be undertaken and any significant issues recorded		
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To be reviewed monthly at Full Council.

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	14.5.24	23.4.25 – The Charitable Trust has confirmed the fire alarm, emergency lighting, extinguishers, testing and servicing were examined/carried out on 17 th January 2025 – no issues arose. All are subject to six monthly testing		14.5.25 LR
Community Centre General	Charitable Trust	14.5.24	23.4.25 – 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 23.4.25) 23.4.25 – 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. The Clerk has received confirmation from the Charitable Trust that their items will be re-checked in May 2025		14.5.25 LR
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Records		14.5.25 LR

Appendix Nine

			are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six monthly and annual inspections (carried out by uRisk – from July 2025 onwards)		
Community Centre Scaffold Tower	Charitable Trust	14.5.24	23.4.25 – The Charitable Trust has confirmed the scaffold tower was examined on 1 st April 2025 – no issues arose		14.5.25 LR

To be reviewed monthly at Full Council.

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Schedule of Receipts and Payments

Please visit the following link:

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