



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 10th September 2025 at 7.18pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to observe the meeting. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, Lincoln, Noakes, O'Dell and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/213	Apologies for absence. Cllrs Bygraves, Randell, Swain and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/214	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/215	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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FC25/216	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One).	Cllr Lloyd requested BBCllr/Cllr Wheeler seek to obtain written responses from Bedford Borough Council in relation to: - The seeming “collapse” in places of Fields Road, initially reported by BBCllr/Cllr Wheeler to Bedford Borough Council two years ago, what was causing it and intended course of action, with timeline. - Confirmation the Borough Council intended to request the enhancement of Public Right of Way (ROW40) leading from Keeley Lane to the rear of Hollies Walk in accordance with NP Policy W3(viii) ‘<i>the existing public rights of way which extend around the site are to be protected</i>’, NP Policy W14(d) ‘<i>...conveniently accessible for residents of the village wishing to walk or cycle</i>’, and Local Plan Policy 91 (Access to the countryside) – given the Parish Council and GS8 were requested to do similar in relation to Bridleway 2, leading from Bedford Road to the bottom of Potters Cross. Again, a timeline was requested.	BBCllr/Cllr Wheeler.	N/A.
	To receive crime figures for August 2025. (Appendix One a).	No report was received from BBCllr Abood. No further comments received.	N/A. Clerk to keep on file.	N/A. N/A.
	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.
FC25/218	Minutes of the previous meeting.			

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	<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 13th August 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 30th July 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 30th July 2025.	Minutes were received and adopted. Proposed: Cllr Lincoln. 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).
FC25/219	Matters arising from the minutes – for information only. • FC25/202 +FC25/231 – Community Centre at Berryfields. Refer to agenda item FC25/231. • FC25/202 + FC25/231 – 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 FC25/231. • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. The Planning Inspectorate has responded to Bedford Borough Council, who in turn, must now formally agree a position before moving forward. Fuller information can be found	No further comments received.	Clerk to keep on file.	N/A.

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	here: Local Plan 2040 Examination Bedford Borough Council. • FC25/126 + FC25/212– Erection of additional memorial wall at Lorraine Road cemetery. Terry Ellingham was appointed as the winning contractor and initial works are now complete. Terry was appointed by Full Council on 13th August 2025 (FC25/212) to build a further memorial wall using left over materials and landscape the initial works, to provide an optimum finish. • FC24/201 + FC25/235 – 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. The Clerk has chased both Bedford Borough Council and Wootton Academy Trust for help in securing the relevant signature. Refer to agenda item FC25/235.			
FC25/220	Chairman's report – for information only.	Cllr Lloyd confirmed works were underway to remodel the Changing Rooms, Church Road and the toilet block had now been demolished. Cllr Lloyd extended his condolences to the family and friends of Michael Cole who recently passed away. Mr Cole had been a member of	Clerk to keep on file.	N/A.

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		the Village Hall Committee for a number of years. The sentiment was echoed by all present.		
FC25/221	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 Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/222	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 Hensher. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/223	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 further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/224	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.
FC25/225	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 Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/226	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 Noakes. Seconded: Cllr O'Dell. 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.

FC25/227	To receive, review and adopt all Risk Assessments for 2025-26, 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 following risk assessments: • Marquee/Gazebo. • PA System. • Remembrance Sunday. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/228	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 O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/229	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.
FC25/230	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.	Resolved to receive and approve both reports without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/231	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 confirmed the JUA was ready to be issued for signature. Hillary Cooper Law were adding finishing touches – including appendices and relevant graphics. The Clerk was instructed to contact Chiltern Learning Trust in relation to	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		the school car park lighting – still not operational. <u>Charitable Trust</u> In the absence of Cllr Bygraves, no update was received. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present.		
FC25/232	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.	<u>Electric Vehicle Charging Points</u> After discussion, it was resolved the Clerk would follow up on an initial email to the portfolio holder BBCllr Gribble, to request timescales and unit specifications in relation to the EVCP installation, ahead of October's Full Council meeting. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The Clerk has been informed the defibrillator cannot be sited on the bus shelter as it could affect the warranty. Bedford Borough Council has confirmed it is happy for a post to be erected adjacent to the bus shelter closest to Cranfield Road which will house the defibrillator and allow use of an adjacent power source. BBCllr/Cllr Wheeler confirmed the RTPI units were on order and agreed to find out	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

		timescales, ahead of October's Full Council meeting. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC25/233	To monitor Bedford Borough Council's delivery of Sports Provisions as part of the s106 funding for the Keeley Lane Development, Erection of 20 dwellings with garages and associated works (23/01846/MAF) and to resolve a suitable course of action.	The Clerk had previously confirmed they had received confirmation from Paul Pace, Service Director – Public Realm, Highways & Waste Management, Bedford Borough Council, stating the funding was not payable until after the occupation of 10 dwellings. The Clerk was still awaiting guidance on how best to secure that funding to potentially upgrade the Church Road Multi Use Games Area fencing and agreed to chase again for an update.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC25/234	To monitor the roll out of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) which received Royal Assent in April 2025 and is now subject to an implementation period between 2025-Spring 2027) and to resolve a suitable course of action.	No further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/235	To receive a report from Wootton Academy Trust in relation to the delivery and use of the synthetic sports pitch, housed within its grounds and to resolve a suitable course of action.	Resolved to receive and accept the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/236	To consider a request from the Clerk that the Parish Council move to a PO Box postal address and to resolve a suitable course of action.	Resolved the Clerk make the necessary arrangements to move the Parish Council's postal address to a PO Box. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/237	To receive, review and adopt an Event Management Plan in relation to the Remembrance Sunday parade	Resolved to receive, review and adopt the Event Management Plan (in relation to the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	(Sunday 9th November 2025) and to resolve a suitable course of action.	Remembrance Sunday parade on 9 th November 2025) without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 8.04pm.

Borough Councillor Report for September Full Council – John Wheeler

August was a quiet month for Wootton which allowed me to chase up on outstanding requests. Most of these involved Bedford Borough Council's Highways department. A few weeks ago I toured the village with BBCLlr Gribble, Portfolio Holder for Highways and am waiting on a report from her in that respect.

Fields Road is showing signs of cracking, and I initially reported this over two years ago. I have asked BBCLlr Gribble to ensure this is prioritised. The schools are now back and the upper school had a very good set of exam results this year – above the national average. Wootton Primary School is now taking Year Five children – and so starts the two-tier system. Canon Ackroyd has now moved to pastures new and I wish him well in his new post. Cllr Lloyd, the Clerk and myself are working on the Remembrance Sunday parade details ahead of the 9th November.

Local Plan 2040

- In April 2022, Bedford Borough submitted the Local Plan 2040 to the Planning Inspectorate. On the 27th November 2023, the Inspector advised that the plan could not be found sound due to fundamental issues that could not be fixed by minor edits.
- Here are the Inspector's main concerns, in brief:
 - Infrastructure certainty: Key highway schemes (e.g., A421 widening) lacked clear funding, timing, and technical certainty. There was over-reliance on possible RIS3 inclusion and developer contributions and no robust fallback if schemes slip.
 - Housing delivery assumptions: Build-out rates for the two new settlements (Kempston Hardwick, Little Barford) were overly optimistic and noticeably higher than the site promoters position.
 - Stepped trajectory risk: Heavy back-loading of housing after 2030 left little flexibility to address earlier under-delivery.
 - Site-specific soundness: The Inspector Abbey Field (HOU5) found that the development would cause harm to the heritage of the site. The benefits didn't outweigh harm.
- After this point the new Mayor took legal advice on the best course of action, the Council selected to attempt to address the inspectors concerns and "fix" the former Mayor's Local Plan which cost of at least £1m extra to the Council.
- The Inspector paused the examination of the Local Plan 2040 to give the Council time to address fundamental soundness issues
- During the pause, Universal Studios was agreed, this project was unknown when the plan was submitted in January 2023 and will significantly impact the plan's deliverability and soundness.
- The Inspector sent a letter to the Borough Council dated the 10th June 2025 stating:
 - He considers the plan as submitted to be overtaken by events and sees no credible prospect of resuming the examination soon. Attempting large-scale modifications would be complex and hinder public engagement.
 - He recommends withdrawing the current plan and working with the community to produce a new plan that incorporates Universal's impact.
 - The Inspector notes that even without Universal, unresolved issues from his November 2023 advice remain, particularly:
 - The soundness and flexibility of the spatial strategy.
 - Evidence gaps in housing and employment, especially as key sites like Kempston Hardwick are no longer deliverable.
 - An alternative would be for him to issue an unsoundness report, but this would cost the council and have little practical value, as the whole plan would still require reassessment.

Appendix One

- Despite Universal being agreed during soon after the local Elections in 2023, he could not ask officers to start work on a new plan as the current plan was ongoing because the law requires one plan at a time under a Government-agreed Local Development Scheme (LDS). Therefore, formally starting a new plan would be illegal.
- There is significant concern about speculative development, particularly in the absence of a 5-year land supply. The Borough will do everything in our power to manage that risk through careful planning decisions and robust engagement.
- Should the Council elect to not withdraw the former Mayors Local Plan 2040 which has effectively been rejected twice, the Inspector will have no choice but to issue an unsoundness report.

Lloyds Bank Building

- The Council is postponing the planned purchase of the Lloyds Bank building on Bedford High Street given the financial pressures facing the Council in light of unprecedented increases in costs and demand for adult social care, temporary accommodation, and children's services.
- For reference, the Lloyds Bank building was identified as a strategic regeneration opportunity, with potential for mixed-use redevelopment (office, retail, and residential).
 - The purchase was being considered as part of wider town centre regeneration ambitions.
- Proceeding with the purchase now would tie up capital at a time when funds are needed to maintain financial stability and protect services.
- The Council remains committed to regenerating the town centre and will continue to progress deliverable schemes and pursue external funding.
- The Lloyds Bank building will stay under active review. If market conditions improve or a more favourable opportunity emerges the Council will revisit the proposal, subject to full due diligence and clear value-for-money.

Borrowing

- CIPFA finds that the Council's borrowing remains proportionate and affordable. Financing costs are currently under 10% of net revenue, and even at their projected peak by 2031/32, they remain well within CIPFA's definition of safe levels.

Chewing Gum Taskforce

- A targeted chewing-gum removal programme is underway in Bedford town centre, supported by a nearly £30,000 grant secured by the council.
- The Chewing Gum Task Force will be using specialist equipment, with support from Keep Britain Tidy and major gum manufacturers (e.g., Mars Wrigley, Perfetti Van Melle) to deliver intensive cleaning with behaviour-change messaging to encourage responsible disposal.
- Works have started on Midland Road (River Street to Silver Street), with Mill Street, Silver Street, and areas around Bedford Bus Station being next on the list of targeted areas.
- The programme will be running now through to the end of October 2025.

Universal

- At Full Council last week, Bedford Borough Council unanimously approved its consultation response to the Universal Destinations & Experiences Special Development Order.
- The response has a strong resident-first approach on parking controls, including the option to roll out Controlled Parking Zones (CPZs), active travel planning, robust noise monitoring, and potential measures to prevent an Airbnb free-for-all that could hollow out communities.

Appendix One

- With the response now agreed, the Council will continue to work with the Government and developer ensure Bedford Borough receives all possible benefits from this investment.

BBCllr Wheeler

September 2025

Borough Councillor Report for September Full Council – Sue Abood

No report received.

Appendix One A

FC25/216a August 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/44497/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE HARM	02/08/2025	Johnson Avenue
40/44991/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	05/08/2025	Farrell Road
40/46163/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	10/08/2025	
40/46233/25		NON-CRIME	INVESTIGATION	INVESTIGATION	11/08/2025	
40/44416/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	02/08/2025	Haycroft
40/46765/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	13/08/2025	Bedford Road
40/47505/25	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	17/08/2025	
40/47099/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	15/08/2025	Bourne End
40/44497/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE HARM	02/08/2025	Johnson Avenue
40/44991/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	05/08/2025	Farrell Road
40/46163/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	10/08/2025	
40/46233/25		NON-CRIME	INVESTIGATION	INVESTIGATION	11/08/2025	
40/44416/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	02/08/2025	Haycroft
40/46765/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	13/08/2025	Bedford Road
40/47505/25	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	17/08/2025	

Appendix One A

40/47099/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	15/08/2025	Bourne End
40/50319/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	31/08/2025	Burgoyne Avenue
40/48974/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/08/2025	Church Road
40/49358/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	26/08/2025	A421
40/49416/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	27/08/2025	Simms Close
40/49781/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	28/08/2025	Harris Way
40/48703/25	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	23/08/2025	
40/48935/25	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	24/08/2025	
40/48983/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	RACE OR RELIGIOUSLY AGG ASSAULT NO INJ	24/08/2025	
40/48708/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	23/08/2025	A421

FC25/217**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/217 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)
1.8.25	Email	Caretaker and litter picker	Weekly play equipment inspections
5.8.25	Emails (several)	Residents and non-residents	September 2025 newsletter
5.8.25	Email	Bedford Borough Council	Follow up to Mayor Wootton in relation to the Crown Estate/GS8 Planning Application
5.8.25	Email	Neil Roper	Information relating to RoSPA remedial works - various sites
5.8.25	Email	Bedford Borough Council	Follow up on request for caretaker cover - Recreation Ground
5.8.25	Email	Arthur J Gallagher Insurance	Follow up on ongoing insurance claim - historic damage to Churchyard wall
5.8.25	Email	Bedford Borough Council	Follow up on request for a new "no fly-tipping" sign and replacement Dog Control Order sign - recreation ground
5.8.25	Email	Resident	Information relating to plot reservation - Lorraine Road Cemetery
5.8.25	Email	Bedford Borough Council	Information relating to litter left following emptying of bins - Lorraine Road Green
5.8.25	Emails (several)	Residents and non-residents	September 2025 newsletter
5.8.25	Email	Central Bedfordshire Council - Registrars	Return of Green Form following an interment at Lorraine Road Cemetery
6.8.25	Email	Miracle Design and Play Ltd	RoSPA remedial works to play equipment - Bedford Road and Recreation Ground
6.8.25	Email	D2D Distribution Ltd	September 2025 newsletter
6.8.25	Email	Resident	Advice sought in relation to overgrown hedgerow issue affecting visibility
6.8.25	Email	Non resident	Request for grass cutting - paddock, Hall End
6.8.25	Email	Hillary Cooper Law	Updates relating to the Joint Use Agreement and Lease - Community Centre

Appendix Two

6.8.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
7.8.25	Emails (several)	Residents and non-residents	September 2025 newsletter
7.8.25	Email	Resident	Follow up - information relating to plot reservation - Lorraine Road Cemetery
7.8.25	Email	Driveway Rejuvenation Ltd	Information relating to cracking to the footpath - Lorraine Road Cemetery (Extension One/Two area)
7.8.25	Email	Resident	Information relating to the placement of a memorial bench - Lorraine Road Cemetery
7.8.25	Email	XL Circondare Ltd (XL Press)	September 2025 newsletter
7.8.25	Emails (several)	Residents and non-residents	September 2025 newsletter
8.8.25	Email	Non resident	Information relating to a request for an allotment at Cranfield Road
8.8.25	Email	Bedford Borough Council	Follow up - request for caretaker cover in August
8.8.25	Email	Litter picker	Weekly play equipment inspections and request for caretaker cover - Recreation Ground
8.8.25	Email	Residents and non-residents	September 2025 newsletter
8.8.25	Email	Arthur J Gallagher Insurance	Confirmation of acceptance of quotation to remedy damage to Churchyard wall
8.8.25	Email	Resident	Confirmation of acceptance of quotation to remedy damage to Churchyard wall
8.8.25	Email	Resident	Request for additional information - historic damage to Churchyard wall
8.8.25	Email	Allotments Officer	Printing of allotment tenancy and payment forms - 2025/26
8.8.25	Emails (several)	Resident	September 2025 newsletter
12.8.25	Email	Bedford Borough Council	Advice that an item of damaged play equipment reported to Bedford Borough Council is under the remit of Greenbelt Holdings Ltd rather than Wootton Parish Council
12.8.25	Emails (several)	Residents	Information relating to a Planning Application appeal lodged with the Planning Inspectorate - land adjacent to 61 Studley Road
12.8.25	Email	Resident	Information relating to the Universal proposal at Kempton Hardwick
12.8.25	Email	Bedford Borough Council	Complaint relating to request for caretaker cover in August
12.8.25	Email	DFL Law	Information relating to a draft lease - Memorial Hall

Appendix Two

12.8.25	Email	Wrighton & Barker	Information relating to a proposed memorial installation
12.8.25	Email	Cemetery caretaker	Query relating to left over spoil following memorial wall works - Lorraine Road Cemetery
13.8.25	Email	Memorial Hall Committee	Request for information relating to the Memorial Hall
13.8.25	Letter	Triodos Bank UK Ltd	Notification of decrease to savings interest rates
13.8.25	Letter and Poster	Beds Prostate Cancer Support Group	Notification of PSA Blood Testing Event - Saturday 18th October 2025, 10am - 2pm, Kings House, Ampthill Road, Bedford (for all men aged 40 and over)
13.8.25	Email	Resident	Information relating to the placement of a memorial bench - Lorraine Road Cemetery
14.8.25	Email	Bedford Borough Council - Planning Department	Submission - Planning Application objection
14.8.25	Online submission	Central Bedfordshire Council - Planning Department	Submission - Planning Application objection
14.8.25	Online submission	Planning Inspectorate	Submission - Planning Application objection
14.8.25	Email	Non resident	Request for information relating to the placement of a memorial - Lorraine Road Cemetery
14.8.25	Email	Sweet Peas Pre-School	Request for access code to gates
14.8.25	Email	Hillary Cooper Law	Updates relating to the Joint Use Agreement and Lease - Community Centre
14.8.25	Email	Bedford Borough Council - Elections Department	Information relating to the resignation of Cllr Richbell-Davies
14.8.25	Email	Wootton Country Players	Confirmation of approval of grant request
14.8.25	Emails (several)	XL Circondare Ltd (XL Press)	September 2025 newsletter
14.8.25	Emails (several)	Residents	Information relating to a Planning Application appeal lodged with the Planning Inspectorate - land adjacent to 61 Studley Road
15.8.25	Email	BBCllr Nicola Gribble	Request to expedite a number of issues for resolution within Bedford Borough Council
15.8.25	Phone call	Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
15.8.25	Phone call and email	Forvis Mazars (External Auditors)	Request for information relating to the external audit for 2024/25
15.8.25	Email	Litter picker	Weekly play equipment inspections and request for caretaker cover - Recreation Ground
15.8.25	Email	Caloo Ltd	Additional remedial works - play equipment, Recreation Ground

Appendix Two

15.8.25	Emails (several)	Arthur J Gallagher Insurance and resident	Additional information relating to the historic damage to Churchyard wall
15.8.25	Email	Driveway Rejuvenation Ltd	Request to install corner protection hoop barriers to the footpath at the village hall
15.8.25	Email	Cemetery caretaker	Email notifying of a resident compliment on the neatness of St. Mary's churchyard
15.8.25	Email	DFL Law	Information relating to a draft lease - Memorial Hall
15.8.25	Email	Resident	Additional information relating to left over spoil following memorial wall works - Lorraine Road Cemetery
16.8.25	Emails (several)	Resident and litter picker	Information relating to broken glass at the Recreation Ground
19.8.25	Emails (several)	Residents and non residents	September 2025 newsletter
19.8.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
19.8.25	Email	Non resident	Query relating to the Wootton newsletter
19.8.25	Email	Caretaker	Catch up after return from annual leave
19.8.25	Email	Resident	Information relating to the damage caused to a dog mess bin outside the Village Hall, Church Road caused by a Road Traffic Collision (reported to police)
19.8.25	Email	Resident	Information relating to an overgrown hedgerow at Summerfield Drive
19.8.25	Email	Bedford Borough Council and Wootton Charitable Trust	Query relating to Harris Way pitches management
20.8.25	Email	Non resident	Query relating to the resting place for a family member
21.8.25	Email	Bedford Borough Council	Information relating to road closure and management - Remembrance Sunday parade
21.8.25	Emails (several)	Non residents	Fun Fest 2026
21.8.25	Email	XL Circondare Ltd (XL Press)	September 2025 newsletter
21.8.25	Email	Caloo Ltd	Information relating to RoSPA remedial works - play equipment, Recreation Ground
21.8.25	Email	Pam Anthony Accounting Services	Payroll August 2025
22.8.25	Email	Caretaker and litter picker	Weekly play equipment inspections

Appendix Two

22.8.25	Email	Driveway Rejuvenation Ltd	Information relating to the corner protection hoop barriers to the footpath at the village hall and cracking to a pavement at Lorraine Road Cemetery
22.8.25	Email	Wootton Blue Cross	Request and chaser for copy insurance policy
22.8.25	Email	BBCIlr Wheeler and Bedford Borough Council	Application for a Temporary Road Closure, including Risk Assessments and an Event Management Plan - Remembrance Sunday Parade
23.8.25	Email	Resident	Information relating to a planning application - Studley Road
26.8.25	Email	Community Centre Charitable Trust	Information relating to pitches - Harris Way
26.8.25	Email	XL Circondare Ltd (XL Press)	September 2025 newsletter
26.8.25	Email	D2D Distribution Ltd	September 2025 newsletter
26.8.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
26.8.25	Email	Arthur J Gallagher Insurance	Additional information relating to the historic damage to Churchyard wall
26.8.25	Email	Neil Roper	Information relating to the placement of a memorial bench - Lorraine Road Cemetery
27.8.25	Email	Bedfordshire Archives	Information and guidance ahead of the Clerk archiving signed minutes dating back to 2004
27.8.25	Emails (several)	Resident	Request for assistance/information in relation to an overhanging pear tree - Recreation Ground
27.8.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
27.8.25	Email	Hillary Cooper Law	Updates relating to the Joint Use Agreement and Lease - Community Centre
27.8.25	Phone call	Resident	Various issues and queries - all addressed
28.8.25	Email	Bedford Borough Council	Information relating to damage reported to Bedford Borough Council relating to the Jubilee Gardens play area (owned by Wootton Parish Council). Clerk was already aware of the damage
28.8.25	Email	Bedford Borough Council	Submission - Planning Application observations (but not objection)
28.8.25	Emails (several)	DFL Law	Information relating to a draft lease - Memorial Hall and request for a further draft lease - Changing Rooms
28.8.25	Email	Ministry for Housing, Communities and Local Government	Submission - Universal Proposal
29.8.25	Email	Caretaker and litter picker	Weekly play equipment inspections

Appendix Two

29.8.25	Email	Bedford Borough Council	Followup - application for a Temporary Road Closure, including Risk Assessments and an Event Management Plan - Remembrance Sunday Parade
29.8.25	Emails (several)	Non residents	Follow up - Fun Fest 2026
29.8.25	Email	Miracle Design and Play Ltd	Follow up - RoSPA remedial works to play equipment - Bedford Road and Recreation Ground
29.8.25	Email	Caloo Ltd	Follow up - RoSPA remedial works - play equipment, Recreation Ground
29.8.25	Email	Bedford Borough Council	Follow up -securement of s106 funding
29.8.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project

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

27th August 2025

Resolutions

FG25/079 – 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 O'Dell.

Seconded: Cllr Lloyd.

Resolved by all present.

FG25/080 – To note the National Joint Council for Local Government Services (NJC) Pay Agreement for 2025/26 – for information only.

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

3rd September 2025

(Advisory) Leisure and Amenities Committee Report

27th August 2025

Matters arising from the minutes – for information only

- LA25/099 – 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. The replacement parts have been sourced and are on order. RoSPA inspections of all play equipment and Keeley End Pond have been taken forward by the Clerk as necessary for remedial works.
- 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.
- LA25/068 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). The licence agreement has been agreed and signed between the Parish Council and Greenbelt Management Ltd and the Clerk has forwarded that document, plus contractor insurance details to Greenbelt Management Ltd, who have given their final confirmation all is in order *.

* Harry Gates, local contractor had now placed the beacon in situ. Cllr O'Dell noticed a screw which could cause a health and safety issue and confirmed he would remove it. Cllr Bygraves confirmed Greenbelt Management Ltd were happy for an information lectern to be installed in the vicinity (a photo was requested once in situ) and the Clerk confirmed the graphics were due to be signed off at September's Full Council meeting.

Resolutions

LA25/113 – 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 Bygraves continued to chase a chartered surveyor in relation to the land valuation.

No further updates had been received from either GS8 (Developer) or The Crown Estate in relation to the planning application.

After detailed discussion it was resolved the Clerk would request an update from The Crown Estate and BBCllr/Cllr Wheeler would request a similar update from Bedford Borough Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Bygraves.

Resolved by all present.

(It should be noted before these minutes were drafted, BBCllr/Cllr Wheeler and the Clerk were informed a viability review was expected to be undertaken by GS8 in late September, enabling the application to be determined by Bedford Borough Council's Planning Committee in November 2025).

LA25/114 – 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 he was awaiting a meeting date to discuss requirements with Mark Lehain, Executive Headteacher, Wootton Academy Trust. The Clerk would attend if available.

Appendix Four

LA25/115 – To consider the drafting of a lease agreement between the Parish Council and users of the remodelled Changing Rooms (storage and kitchen areas) and to resolve a suitable course of action.

Points for inclusion in storage area leases included (but were not limited to):

- No unauthorised alterations were permitted.
- Any damage to be paid by the lessee.
- The landlord (Wootton Parish Council) had the right to undertake two annual random inspections of all areas.
- The lessee would be responsible for keeping their storage areas clean and tidy. The use of hazardous chemicals was strictly prohibited.
- No storage areas may be sub-let.
- All storage areas must be locked and secure at all times and after every use.
- All lessee's must arrange their own contents insurance (proof of insurance was a requirement) – the Parish Council would insure the building only.

It was further noted the Parish Council would pay all utilities within the storage areas.

Points for inclusion in the kitchen/toilet area lease included (but were not limited to):

- The kitchen lessee would also be responsible for cleaning and maintaining all toilets.
- The landlord (Wootton Parish Council) had the right to undertake two annual random inspections.
- The landlord (Wootton Parish Council) would provide a microwave, urn and fridge. The lessee would replace the same if damaged/failure occurred, at its own cost.
- The lessee would pay for all electricity consumption.
- The lessee would be required to comply with all relevant Planning Conditions, in relation to the operation of the kitchen.
- The lessee would be required to provide all relevant food hygiene certifications.
- Times of use had yet to be agreed – it was expected the kitchen would operate at weekends during football matches and/or training and possibly weekdays during school pick up times (3pm-4pm) and possibly mid-morning (10am-11am).
- The lessee would be required to ensure no kitchen-related litter was left in the vicinity.

Further advice would be sought from DLS Law, including the length and review of the lease agreements and other issues for potential inclusion. The Clerk agreed to bring all findings to a future meeting of this committee.

Resolved to note the above.

Proposed: Cllr Lincoln.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

3rd September 2025

(Advisory) Neighbourhood Plan Steering Group Report

No further update received.

(Executive) Planning Committee Report**13th August 2025****Open Forum**

There was one member of the public present who wished to discuss and observe discussions on agenda item P25/143 – Appeal against 24/02226/FUL – Land Off and Adjacent to 61 Studley Road. Erection of one detached house with associated parking and amenity spaces. Cllr O'Dell moved this application be the first discussed under agenda item P25/143 and members present were in agreement.

There were no other members of the public or press present and so the meeting continued without adjournment.

Planning Applications – for resolution

[25/01515/M73](#) – Land on the South of Keeley Lane. 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 variation of approved plans condition 1 attached to 24/01842/M73 to allow for amendments to internal layout of Plots 3 and 15.

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

- Changes to new dwellings which altered the internal layout above two storeys conflicted with Wootton's Neighbourhood Development Plan.
- Such changes would have an adverse effect on the street scene.
- Such changes would have an adverse effect on parking, increasing the likelihood of congestion in the area.

Proposed: Cllr Lloyd.

Seconded: Cllr Lincoln.

Resolved by all present.

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

Ministry of Housing, Community and Local Government, Planning Response Unit. Former Brickworks and adjoining land – Kempston Hardwick. Universal Destinations & Experiences has submitted a request to the MHCLG seeking planning permission for an Entertainment Resort Complex and associated development. The request is accompanied by an Environmental Statement. MHCLG has been asked to consider granting planning permission by making a Special Development Order for the Proposal, under Section 59 of the Town and Country Planning Act 1990. The consultation starts at 12.00 on 3rd July 2025 and ends at 12.00 on 31st August 2025. The documents may be viewed [here](#).

An Environment Statement prepared by a Practitioner Member of the Institute of Environmental Management with 15 years' experience as an Environmental Manager, currently working at Network Rail and resident of Berryfields, Wootton follows/is available to view via this link:

<https://wootton-pc.gov.uk/wp-content/uploads/simple-file-list/Meetings/Draft-Minutes/2025-07-30-Planning-Committee-draft-minutes.pdf.pagespeed.ce.K6sxdMNBIN.pdf>

The Clerk detailed comments received from a resident, which noted the following concerns/potential issues:

- The village becoming a 'rat run' with additional traffic.
- Traffic calming measures for Fields Road or signage denoting 'village only' signage (it should be noted there are Average Speed Cameras along Fields Road and 'no parking on verges signage' also).
- Increase in noise within the village.
- Poor air and environment quality whilst works were underway.
- An increase in parking on roads especially major roads during peak times.

Members present also referenced concerns over the long-term effect the proposal would have on the A421 and C94 (old A421), in terms of vehicle numbers and congestion.

Appendix Six

After detailed discussion it was agreed this proposal would again feature as an agenda item at the Planning Committee meeting scheduled for 27th August 2025 – to allow the public one final opportunity to comment. A formal submission would then be made to Central Government.

Resolved to note the above.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

(An Environmental Statement previously prepared and shared by a resident can again be found at Appendix One).

Central Bedfordshire Council. [CB/18/01969/OUT](#) – Land between Brogborough, Lidlington and Marston Moreteyne. Outline application (EIA): development for up to 5,000 new homes specialist residential accommodation, up to 30ha of employment land, retail, community, open spaces, leisure and sport uses, hotel uses, four lower schools, two middle schools, one upper school, woodland planting, waterbodies and water links, ecological areas, accesses, cycle and pedestrian routes, supporting infrastructure, ground remodelling, landscaping and demolition works.

After detailed discussion it was resolved **TO OBJECT** using the following material considerations:

- The proposal would have an adverse effect on all local roads. The closest means of joining the A421 from the C94 in this area was either at the Marston Moreteyne or M1 J13 junctions – both already congested at peak times.
- The proposal was drafted before the Universal proposal was considered and it was impractical to have two large scale developments at the same time, given local infrastructure was already struggling with current vehicle volumes.
- The A421 was a known flood risk, and concerns were raised whether sufficient measures had been taken to address/remedy this.
- A more up to date traffic survey was a necessity to reflect the impact of this development and also the Universal proposal.
- The application should better reflect provision for education (should it be approved) as it did not account for the move to a two-tier education system.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

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. An appeal against Bedford Borough Council's refusal of this planning application (mirroring Wootton Parish Council's objection) has been made to the Planning Inspectorate.

All comments should be sent to the Inspectorate by 9th September 2025 quoting reference:

APP/K0235/W/25/3370024.

To view the appeal online, please visit: <https://www.bedford.gov.uk/planning-and-building-control/planning-applications/search-plans/search-plans-how-find-planning-documents-and-applications>

- Click on the link VIEW AND COMMENT ON APPLICATIONS
- Click on APPEALS above the heading:- Reference Numbers
- Enter reference: 25/00041/REF in the appeal reference box and Click on SEARCH.

A resident of Studley Road (present), wished to know whether they could add anything to the case to ensure rejection of the appeal. After detailed discussion it was agreed they would draft their response before contacting neighbours in the hope as many as possible would submit comments to the Planning Inspectorate.

The Clerk had received comments from other residents, referencing the safe route to school and established trees/shrubs which would be added to the Parish Council's Planning Inspectorate submission.

Refer to Appendix Two for the Parish Council's Full Submission to the Planning Inspectorate.

Resolved to note the above and submission of Appendix Two to the Planning Inspectorate.

Proposed: Cllr Lincoln.

Seconded: Cllr Lloyd.

Resolved by all present.

Planning Applications – for resolution

[25/01542/FUL](#) – 139 Bedford Road. Single storey rear and side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

[25/01549/FUL](#) – 1 Old School Gardens. Garage conversion with external alterations.

Cllr Bygraves raised a concern that page 5 of the application form detailed a new or altered vehicle access was proposed to or from the public highway, although this was not reflected in the plans. After discussion it was resolved **NO OBJECTION**, on the understanding the application DID NOT break into the public highway.

Proposed: Cllr Lincoln.

Seconded: Cllr Bygraves.

Resolved by all present.

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

Universal Proposal – please note this is the fourth and final listing for this agenda item

Ministry of Housing, Community and Local Government, Planning Response Unit. Former Brickworks and adjoining land – Kempston Hardwick. Universal Destinations & Experiences has submitted a request to the MHCLG seeking planning permission for an Entertainment Resort Complex and associated development. The request is accompanied by an Environmental Statement. MHCLG has been asked to consider granting planning permission by making a Special Development Order for the Proposal, under Section 59 of the Town and Country Planning Act 1990. The consultation starts at 12.00 on 3rd July 2025 and ends at 12.00 on 31st August 2025. The documents may be viewed [here](#).

An Environment Statement (prepared by a resident Practitioner Member of the Institute of Environmental Management with 15 years' experience as an Environmental Manager, currently working at Network Rail) and comments received from another resident are available to view via this link:

<https://wootton-pc.gov.uk/wp-content/uploads/simple-file-list/Meetings/Draft-Minutes/2025-08-13-Planning-Committee-draft-minutes.pdf>

No further comments were received at this meeting and after discussion it was resolved to submit all comments received to date (as noted and/or appended to earlier minutes of this committee).

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

Rookery South Energy Recovery Facility

Central Bedfordshire Council. [CB/25/02344/MW](#) – Rookery South Energy Recovery Facility, Green Lane, Stewartby, Bedford, MK43 9LY. Construction and operation of a post-combustion Carbon Dioxide (CO2) Capture Facility and associated infrastructure.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
3rd September 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2025-26

WPC² publishes a BAP³ annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the BAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 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 2025-26 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berry Wood Car Park – Cranfield Road – exit	Cllr Noakes.	2025.	BBC.	<u>21st May 2025</u> Cllr Noakes stated when exiting the car park onto Cranfield Road it was impossible to see oncoming vehicles travelling away from Wootton, due to overgrowth. Cllr Noakes agreed to send photographic evidence to the Clerk to request remedial action. <u>13th August 2025</u> The Clerk had sent all evidence via email to BBCllr/Cllr Wheeler, who had forwarded the same to the relevant BBC⁵ department for remedial works to be considered. Although it was understood the Forest of Marston Vale were taking over this area, BBCllr/Cllr Wheeler had been asked to chase for	Cllr Noakes.

¹ Project Action Plan.

² Wootton Parish Council.

³ Business Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

Appendix Seven

				urgent remedial works as the limited visibility issue remained.	
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> 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.	BBC.
Fields Road pavement pinch point and request for an additional pedestrian crossing.	BBC.	Ongoing.	BBC.	<u>PINCH POINT</u> <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.	BBC.

				• 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. <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. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed a feasibility study was being undertaken by BBC, which now included the request for an additional pedestrian crossing. It was agreed to merge the two items, moving forward. <u>13th August 2025</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, works to the pinch point were unlikely before summer 2026 (as was the pedestrian crossing).	
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Appendix Seven

				<u>PEDESTRIAN CROSSING</u> <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. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed a feasibility study was being undertaken by BBC, which now included the request for an additional pedestrian crossing. It was agreed to merge the two items, moving forward. <u>13th August 2025</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, the pedestrian crossing was on BBC's travel plan, but works were not expected before summer 2026.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>21st May 2025</u> <u>HALL END – FRONTAGE OF THE CHEQUERS PH CAR PARK</u> Works were now complete. Move to close. <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	Cllr O'Dell.

				this issue open to ensure the same. BBCllr/Cllr Wheeler was aware the same issue was once again occurring and agreed to speak again with bpha. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u> AND <u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION</u> AND <u>FIELDS ROAD/MONOUX ROAD JUNCTION</u> All three proposals were currently being dealt with by Bedford Borough Council, with public consultations ongoing. <u>CAUSE END ROAD/LORRAINE ROAD JUNCTION</u> The Clerk received a request from a resident that the recently installed yellow lining along Cause End Road be extended to include frontage opposite Tesco. After discussion it was agreed to consult with BBC on the issue and request a solution and to request Tesco clearly mark their parking bays. <u>13th August 2025</u> <u>VEHICULAR USE OF MANOR ROAD PAVEMENT – ACCESSING ONTO BEDFORD ROAD</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting, he had again spoken with bpha. The vehicle had not been seen for some time. <u>BEDFORD ROAD/CAUSE END ROAD ROUNDABOUT TO THE BUS-SHELTER BEDFORD BOUND OPPOSITE MANOR ROAD FLATS</u> AND <u>FIELDS ROAD/SUMMERFIELD DRIVE JUNCTION</u> AND	
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				<u>FIELDS ROAD/MONOUX ROAD JUNCTION</u> All three proposals were currently being dealt with by Bedford Borough Council, with public consultations ongoing. <u>CAUSE END ROAD/LORRAINE ROAD JUNCTION</u> The Clerk received a request from a resident that the recently installed yellow lining along Cause End Road be extended to include frontage opposite Tesco. After discussion it was agreed to consult with BBC on the issue and request a solution. It was agreed not to request Tesco carry out works to mark their parking bays. Bedford Borough Council had since responded with the following statement: <i>“We would be concerned that any additional yellow lines will push the problems elsewhere in the road as restrictions do not make the traffic disappear. All successful / popular shops will always attract drivers who want to park nearby. Installing more restrictions, may make drivers think about using other shops etc affecting business”.</i> Members agreed to take no further action. <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	
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				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 pavement parking (and lack of movement since the consultation noted above*) with the Department of Transport. <u>21st May 2025</u> Blake Stephenson MP asked the Secretary of State for Transport on 19th March 2025 if “...<i>she will make it her policy to introduce a ban on pavement parking in non-metropolitan areas</i>”. Response is “<i>The Department has been considering all the views expressed in response to the consultation in 2020 and is currently working through the policy options and the appropriate means of delivering them. As soon as the Government has decided its preferred way forward, we will announce the next steps and publish our formal response. In the meantime, local authorities can make use of existing powers to manage pavement parking</i>”.	
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				Cllr O'Dell noted a second reading of Marsha de Cordova MP's pavement parking bill was due in July 2025. <u>13th August 2025</u> Cllr O'Dell requested BBCllr/Cllr Wheeler forward a response from Bedford Borough Council's Parking Services to Blake Stephenson MP, to emphasise how local councils were virtually powerless when dealing with pavement parking. Marsha de Cordova MP (Labour)'s Pavement Parking Bill was now not scheduled to have its second reading until 17th October 2025. <u>NO PARKING ON VERGES SIGNAGE – FIELDS ROAD PAVEMENT AND POTENTIALLY OTHER AREAS</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). <u>21st May 2025</u> The Clerk confirmed she was continuing to chase BBC for an update on timescales. <u>13th August 2025</u> The Clerk informed BBC that additional signage between Bedford Road and the care home on Fields Road should be considered and all signage should be double-sided, to be clearer. No response had been received to date and members agreed to keep chasing for both additional and double-sided signage. In light of the delays to the Pavement Parking Bill second reading, Cllr O'Dell proposed members gave thought to other village pavement areas which	
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				could be considered for “no parking on verges” signage. All proposals would be considered at a future meeting of this safety steering group.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>13th August 2025</u> Refer to Appendix Two. <u>ROADS</u> <u>13th August 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 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. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group.	BBC.

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				<u>13th August 2025</u> BBCllr/Cllr Wheeler continued to chase. Cllr O'Dell proposed the Clerk address this issue with the Borough Council's Portfolio Holder.	
Speed Indicator Device (SID) on Bedford Road (in the vicinity of the Memorial Hall) and Cranfield Road	Cllr O'Dell.	Ongoing.	BBC.	<u>21st May 2025</u> Cllr O'Dell requested BBC be asked if the Bedford Road device could be re-positioned and upgraded to contain the same level of information provided by the device along Ridge Road. Cllr O'Dell further requested BBC be asked if the Cranfield Road device (now switched off) could be re-purposed within the village. Answers (and costings) would determine whether this safety steering group could lobby for these changes/amendments. <u>13th August 2025</u> Bedford Borough Council confirmed it was seeking quotes for the electrical supplies to be disconnected (all signs were fed from the mains). Those quotations would then be shared with the Parish Council, for its consideration.	Cllr O'Dell.

Pavements – requested by WPC for programming by BBC in 2025/26 (and including works not completed by BBC during 2024/25)	
Area	Comments
Bedford Road: • Cause End Road to Elmsdale Road – both sides. • Cock Inn PH to the Post Office – both sides and including the trip hazard at 16-18 Bedford Road. • Keeley Farm Court to the village boundary with Kempston Rural.	<u>21st May 2025</u> Cock Inn PH to the Post Office has been carried over from 2024/25. <u>13th August 2025</u> • Cause End Road to Elmsdale Road (both sides). BBC confirmed this was an area to monitor and was not high priority. • Cock Inn PH to the Post Office. The Clerk was awaiting confirmation from Bedford Borough Council regarding scoring/potential remedial works. Given this area had been initially earmarked for works during the financial year 2024/25 and still contained a trip hazard adjacent to 16-18 Bedford Road, Cllr O'Dell proposed the Clerk address this issue with the Borough Council's Portfolio Holder. • Keeley Farm Court to the village boundary with Kempston Rural. BBC confirmed this was an area to monitor and was not high priority.
Canons Close – outside 1 and 6 – surface has broken. The corner with Lorraine Road has broken also.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – minor damage to areas, no action at this time – will continue to monitor.
Cause End Road – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – no actionable defects found at this time. Will consider adding this to scheme request list for scoring and future surfacing consideration.
Church Road – outside 3 – surface is broken and there is a large hole outside the entrance gate. Outside 38 – surface is broken.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – outside 38, a works order has been raised for minor patching.
Farrell Road – outside 14 -surface is broken.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – minor damage to area outside 14, does not meet intervention for repair at this time. Will monitor through inspection programme.
Foster Way – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – no actionable areas found, minor damage in places. Will monitor through inspection programme.

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Jenkyn Road – outside 21 – tree roots have come through the surface and outside 11 – tree roots have also come through the surface.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 19/21. An order to remedy root heave had been raised.
Lorraine Road.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 41/43. An order to remedy defects had been raised.
Manor Road – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 19. An order to remedy defects had been raised.
Mepham Road – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – no areas of concern.
Potters Cross – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – no areas of concern.
Russell Way – outside 11 – surface contains multiple trip hazards.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – minor damage to areas, no action at this time – will continue to monitor.
St. Mary's Road – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area had been provisionally booked in for resurfacing works in its 2026/27 financial year.
Studley Road – outside 5 and 7 – surface has broken.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 5/7. An order for patching was pending and it would look to add this to its capital request list for future resurfacing due to undulated areas.
Summerfield Drive and estate therein –Summerfield Drive by the entrance east side has cracked, Summerfield Road south of Barnes Road has cracked, Summerfield Drive and Hillcroft has severe cracking.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, with minor cracking. Will monitor through inspection programme.
Tithe Barn Road – entire length, both sides.	<u>13th August 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – no areas of concern.
Roads – requested by WPC for programming by BBC in 2024/25	
Area	Comments
Fields Road (several areas).	<u>13th August 2025</u> Cllr Lloyd noted several areas along Fields Road that appeared to be 'dipping' and crumbling away underneath. The Clerk requested members send

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	photographic evidence before a report was made to Bedford Borough Council.
Hall End Road (adjacent to the upper school).	<u>15th January 2025</u> BBCllr/Cllr Wheeler had received no further update. <u>21st May 2025</u> BBCllr/Cllr Wheeler confirmed he was arranging a village-wide site visit with BBC Highways to address all issues within this project action plan. It was also hoped BBCllr Gribble would attend the next meeting of this safety steering group. <u>13th August 2025</u> Temporary repairs had been made in this area. The Clerk was awaiting further confirmation from Bedford Borough Council regarding scoring/potential additional remedial works.

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

FC25/226**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 28th May 2025. <u>11th June 2025</u> Refer to agenda item FC25/154. <u>9th July 2025</u> The Clerk and Cllrs Lloyd and O'Dell met with a potential contractor (to site the beacon) and were awaiting the quotation and insurance details. Once received, the relevant paperwork would be forwarded to Greenbelt Group Ltd. <u>13th August 2025</u> The Clerk had secured permission from Greenbelt Group Ltd to site the beacon and was awaiting a start date from the contractor.	Cllr Bygraves

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							<u>10th September 2025</u> The Clerk confirmed the beacon was now in situ and they had received graphics detailing the history and significance of the beacon. See under lecterns.	
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>11th June 2025</u> Tender selection process remained live. <u>9th July 2025</u> Lindum Peterborough (Division of Lindum Group Ltd) were appointed as the contractor to undertake the project. Final M&E figures were being determined with them, Coloini + Lane Architecture Ltd and Quantity Surveyor (D F Lynch Ltd) and works were due to commence 1 st September 2025, with a finish date end of October 2025. The Clerk confirmed she and Cllr Lloyd were sourcing a container to hold Parish Council items currently stored in the Changing Rooms and Toilet Block. <u>13th August 2025</u> A further asbestos survey would be carried out before the start date of 1 st September and the Clerk and Cllrs Lloyd and O'Dell had moved all stored items to off-site storage. <u>10th September 2025</u> A draft lease in relation to storage areas and the kitchen/toilets area was currently being overseen by the Leisure and Amenities Committee. Works were now ongoing.	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>10th September 2025</u> Refer to agenda item FC25/231.	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

							<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. <u>11th June 2025</u> The Clerk continued to chase for an update. <u>9th July 2025</u> The Clerk and Cllr Lloyd had spoken with a churchwarden who suggested the lectern referencing the gaol be erected close to the land now believed to be owned by Wheatley Homes (where the gaol once stood). It was suggested the second, referencing St. Mary's, be sited at the entrance from Church Row. Cllr O'Dell agreed to speak to the churchwardens again. <u>13th August 2025</u> Graphics had again been provided to the Churchwardens who needed to liaise with the PCC before determining the final locations and wording.	
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							Cllr O'Dell suggested a further lectern in the vicinity of the beacon, once installed. <u>10th September 2025</u> Graphics relating to a proposed lectern in the vicinity of the beacon were approved and the Clerk confirmed they would place the order with Graffit Ltd. The Clerk also agreed to follow up with the Churchwardens in relation to the two proposed lecterns for the gaol and St. Mary's church.	
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>11th June 2025</u> Terry Ellingham was appointed by the Leisure and Amenities Committee on 30th April 2025 (LA25/055) – ratified by Full Council on 14th May 2025 (FC25/126) – as the preferred contractor. Cllr Lloyd and the Clerk attended a site visit on 6th June 2025 to ensure works could progress during the summer months. <u>13th August 2025</u> Works had been completed. Refer to agenda item FC25/212. <u>10th September 2025</u> The Clerk confirmed Terry Ellingham had built the additional memorial wall and completed all relevant landscaping services. Move to close.	Cllr Lloyd

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Medium	Memorial Hall – ownership/ management clarification	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, 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>11th June 2025</u> The Clerk was still awaiting a list of proposed building upgrades and works before sharing with DFL Law. <u>9th July 2025</u> The Clerk had received the list of proposed building upgrades and works, now shared with DFL Law. Cllr Lloyd was producing a plan referencing these works, ahead of discussions with the Memorial Hall Committee and Sweet Peas (thus ensuring nothing was overlooked). <u>13th August 2025</u> The Clerk had received confirmation from DFL Law a draft lease agreement was being prepared. It was noted Cllr Lloyd wished to visit the Memorial Hall in order to ensure a co-ordinated approach to all proposed building upgrades and works, ahead of a meeting with the Management Committee and Sweet Peas. <u>10th September 2025</u> Cllr Lloyd and the Clerk visited the Memorial Hall on 21st August 2025 in order to ensure all proposed building upgrades and works had been covered. Once Cllr Lloyd	Clerk
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							had completed those findings, a meeting would be held with members of the Management Committee and Sweet Peas to better discuss all requirements. The Clerk and Cllr Bygraves were scheduling a meeting with DFL Law in order to discuss a first draft of the lease.	
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. <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).	Cllr Hensher

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							<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. <u>11th June 2025</u> The Clerk had contacted Sally Stroman who assisted with the original Neighbourhood Development Plan, as instructed following an informal meeting held on 28th May 2025, and was awaiting a response. <u>9th July 2025</u> No further update received. <u>10th September 2025</u> The Clerk had received confirmation from Sally Stroman who was unable to help presently but may be available at a later date. In the meantime, two issues had been raised with the Bedfordshire Rural Communities Charity (BRCC) and Bedford Borough Council and the Clerk was awaiting responses from both.	
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.

RISK ASSESSMENTS PLAN 2025-26

WPC⁶ 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 2025-26 (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	Last Reviewed and initials	Signed off date and initials
3 Tier Flower Planters	SP	14.5.25	All planters are inspected by Warner's of Bedford Ltd when undertaking planting or maintenance		30.7.25 SP	13.8.25 SP
Car Parks	SP	14.5.25	All car parks inspected for issues week commencing 27 th January 2025		12.3.25 SP	
Cemeteries	JW and SP	14.5.25	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	

⁶ Wootton Parish Council

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Changing Rooms and Toilet Block	SP	14.5.25	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		N/A	13.8.25 N/A
Christmas Street Lighting	SP	14.5.25	None		13.11.24 SP	
Christmas Tree (including Switch On Event)	SP	14.5.25	None		13.11.24 SP	
Defibrillators	SP	14.5.25	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		11.6.25 SP	
Fun Fest	SP	14.5.25	None		12.3.25 SP	
Generator	GL	14.5.25	None		12.3.25 SP	
Keeley End Pond	GL	14.5.25			30.7.25 GL	13.8.25 GL
Litter Picking (and caretaker)	SP	14.5.25	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP	
Lone & Isolated Working	SP	14.5.25	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP	
Marquee/Gazebo	SP	14.5.25	None		10.9.25 SP	
Memorial Hall Play Area	SP	14.5.25	None		14.5.25 SP	
MUGA – Church Road	SP	14.5.25	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 any event)	All other checks are in order	14.5.25 SP	

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MUGA – Harris Way	SP	14.5.25	None		14.5.25 SP	
Office PAT testing	SP	14.5.25	11.6.25 – The Charitable Trust will include the office items when the building's items are tested imminently		8.5.24 SP	
PA System	SP	22.8.25	None		10.9.25 SP	
Recreation Ground Play Area	SP	14.5.25	None		14.5.25 SP	
Remembrance Sunday Parade	SP	14.5.25	None		10.9.25 SP	
Skate Park	SP	14.5.25	11.9.24 – The RoSPA inspection for 2024 raised low risk issues only		11.9.24 SP	
Sports Pitches – Church Road	SP	14.5.25	None		14.5.25 SP	
Sports Pitches – Harris Way	SP	14.5.25	None		14.5.25 SP	
Street Furniture	SP	14.5.25	None		14.5.25 SP	
Trees	SP	14.5.25	All trees were inspected in April 2025 and works were completed in June/July 2025 (with some ongoing)		30.7.25 SP	13.8.25 SP
Village Sign	SP	14.5.25				
War Memorial	JN	14.5.25	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	14.5.25	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic		11.6.25 GL	

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			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 are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six		14.5.25 LR

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			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>