



WOOTTON PARISH COUNCIL



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

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

Minutes of the **Full Council** meeting held on Wednesday 10th December 2025 at 7.15pm 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, O'Dell, Randell, Wallace 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
FC25/297	Apologies for absence. Cllrs Noakes and Swain.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/298	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/299	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.
FC25/300	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	Due to illness, the candidate was unable to attend this meeting. This agenda item would therefore be carried over to January 2026's Full	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules

Full Council Minutes 10th December 2025

Chairman.....

Page | 1

Date 14th January 2026

		Council meeting.		2006 SI2006/3305 r 5(5).
FC25/301	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 November 2025. (Appendix One a).	BBCllr Wheeler’s report was circulated ahead of this meeting. No further comments received. No report was received from BBCllr Abood. No further comments received.	N/A. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC25/302	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.
FC25/303	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 meetings held on 12 th November 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 29 th October 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 29 th October 2025.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 10th December 2025

Chairman.....

Page | 2

Date 14th January 2026

FC25/304	Matters arising from the minutes – for information only. - FC25/287 + FC25/317 – Community Centre at Berryfields. Refer to agenda item FC25/317. - FC25/287 + FC25/317 – 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 finishing touches. Refer to agenda item FC25/317. - FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. The Borough Council’s Full Council resolved to withdraw the Local Plan from examination on 8th October 2025. Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council. - 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. There is now some uncertainty on when this will be completed, due to a recent planning application related to conditions of use.	No further comments received.	Clerk to keep on file.	N/A.
FC25/305	Chairman’s report – for information only.	Cllr Lloyd reminded all present of the need to observe GDPR rules, especially when dealing with email correspondence. Cllr Lloyd also reminded all present of the need to inform the Clerk of any required changes to	Clerk to keep on file.	N/A.

		the draft s106 agreement (planning application 24/02426/MAF), by Friday of this week. It was noted the CCTV system at the recreation ground was currently being upgraded. Cllr Lloyd then referenced he was currently investigating accessibility requirements for the Parish Council's website – needed to ensure compliance ahead of changes to the 2025/26 Annual Governance and Accountability Return. Finally, Cllr Lloyd confirmed he had added a new section within the Parish Council's website (Neighbourhood Development Plan page) which detailed those developments refused as a result of the Neighbourhood Development Plan.		
FC25/306	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 Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/307	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/308	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).	It was noted changes to the NPPF (National Planning Policy Framework) were expected in December/January 2025/26 and a review of Wootton's NDP would be required by March 2027.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/309	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.

FC25/310	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 Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/311	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 Bygraves. Seconded: Cllr Randell. 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.
FC25/312	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 received, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all pre sent.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/313	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 Randell. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/314	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.
FC25/315	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 Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/316	To receive a report from various councillors and the Memorial Hall Committee with regard to the Memorial Hall and to resolve a suitable course of action.	After detailed discussion it was resolved to accept Cllr Lloyd’s approach to the refurbishment of the Memorial Hall – focusing	Cllr Lloyd/Clerk to take forward	Localism Act 2011, Ch 1, s1-8.

		on the toilets and consumer unit initially, followed by the kitchen refurbishment. It was further resolved at the next management committee meeting Cllrs Lloyd and Randell would request a review of the existing trust deed, request at least quarterly meetings, request they be appointed as trustees of the management committee and also request detailed access to the finances. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.		
FC25/317	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> Hillary Cooper Law continued to work on the finishing touches. The Clerk was scheduled to meet with Joy Akah Douglas to discuss the finalities, however the meeting was cancelled by HCL twice. The Clerk had contacted Chiltern Learning Trust in relation to the school car park lighting (still not operational) and was informed action was being taken to address the issue. <u>Charitable Trust</u> The Charitable Trust had begun the process of seeking quotations to repair the damaged fence at the front of the building until it was pointed out it belonged to the primary school. The Clerk was asked to seek remedial works to the main entrance doors and also fire escape doors in the main hall. <u>Lease</u>	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		No further update received in relation to the lease. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present.		
FC25/318	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> An update on Bedford Borough Council's LEVI¹ contract/appointment was expected early 2026. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The Clerk was expecting the quotation for the works needed to site a defibrillator adjacent to the bus shelter closest to Cranfield Road imminently. BBCllr/Cllr Wheeler confirmed the RTPI units had been ordered, however an installation date was unknown due to staff member sickness. The member of staff was wished a speedy recovery. Resolved to note the above. Proposed: Cllr Randell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC25/319	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 continued to chase Bedford Borough Council in relation to securing the funding to potentially upgrade the Church Road Multi Use Games Area fencing.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

¹ Local Electric Vehicle Infrastructure Funding – supporting local authorities in England to plan and deliver charging infrastructure for residents without off-street parking.
Full Council Minutes 10th December 2025

FC25/320	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.
FC25/321	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2026-27, ahead of agreeing/finalising the precept demand in January 2026 and to resolve a suitable course of action.	Resolved to create earmarked reserves in 2026/27 as follows: • Future skate park repairs – £10k per annum. • Future footpath repairs at the Recreation Ground, Church Road – £10k per annum. • Memorial Hall upgrade works – £30k (one-off, currently). • Neighbourhood Development Plan - £30k (one off). • £30k – works for the website required for accessibility purposes. Further resolved to finalise the precept demand in January 2026. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC25/322	To renew the appointment of GKP Chartered Accountants as internal auditors for Wootton Parish Council for the financial year 2025/26 and to resolve a suitable course of action.	Resolved to renew the appointment without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/323	To receive, review and adopt the interim Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2025/26 and to resolve a suitable course of action.	Resolved to receive, review and adopt the interim Risk Management and Internal Control Statement (including Risk Register and Strategy Document) without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/324	To receive a recommendation from the (advisory with the exception of the authorisation of payments) Finance	Resolved to accept the recommendation without further comment.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	and General Purposes Committee that Bedfordshire Pension Fund's Funding Strategy Statement (Employer Consultation) be noted without further response and to resolve a suitable course of action.	Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present.		
FC25/325	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Site Inspection Report from Dura-Sport (Leisure Care) Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road be received and accepted without further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/326	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Memorial Hall Play Area wooden agility trail be replaced in full and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/327	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).
FC25/328	To receive, review and adopt grass cutting tender documentation prior to advertisement of the same and to resolve a suitable course of action.	Resolved to receive, review and adopt the grass cutting tender documentation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.25pm.

Borough Councillor Report for December Full Council – John Wheeler

As we head into Christmas, I would like to thank Sue Edgar Playford for all her hard work this year and for keeping me on my toes. Also, a thank you to Gareth Lloyd and you all, for your help, support and good work in the village. Sue and I still continue to chase on all outstanding Borough Council issues, however it is not an easy task currently, due to budget restraints.

I toured the village recently with BBCllr Gribble, Portfolio Holder for Environment and pointed out the pertinent issues which BBCllr Gribble will investigate.

Building works are complete bar snagging issues at the primary school site on Bedford Road and the upper school build remains on target for next year. The issue of traffic ahead of the changes in September 2026 and student movement is still causing concern and investigations to remedy this remain ongoing.

Last week we had a wonderful Bob Lunniss lunch at Wootton Blue Cross, which was well attended as always. Both schools entertained us with songs and carols plus we were delighted by a guest appearance by Malcolm Chalmers. The Cross Keys PH once again supported the event alongside Wootton Blue Cross. Thank you to all volunteers and our new trustee Donna Lincoln who is a great asset to the charity.

Bedford River Valley Park Development

- Bedford Borough Council has entered into a Collaboration Agreement with neighbouring landowners and an Option Agreement with Bloor Homes Ltd to promote a major mixed-use scheme at Bedford River Valley Park, north of the A603 near Willington.
- The development includes:
 - Up to 1,000 new homes
 - A new two-form-entry primary school with early years provision
 - New water sports lakes with associated leisure facilities and public access
 - Extensive public open space, landscaping and habitat creation
 - New walking and cycling routes linking the park to surrounding communities and existing paths
 - New highway access from the A603 and associated infrastructure
- Under the Option Agreement, all planning and promotion work for the scheme will be funded by Bloor Homes. The Council will only contribute towards those costs from future sale proceeds if a land sale goes ahead, and it has secured a minimum land value for its share, ensuring a significant capital receipt once the development is delivered.

EWR

- East West Rail (EWR) has published its You Said, We Did – Autumn Update (277 pages), setting out how feedback from more than 6,000 consultation responses received between November 2024 and January 2025 and confirm their intention to proceed with the northern route.
- One of the most significant changes for Bedford is on Ashburnham Road, where EWR now proposes to acquire an additional 53 homes and business premises, including a GP surgery and the Dom Polski Club. EWR says this extra land is needed for a construction compound and to allow the Bedford Midland station upgrades to be built more efficiently, claiming it could shorten construction disruption in the town centre by up to three years – claims the Council disputes.
- EWR has also new proposals for what they call “more ambitious” design plans for Bedford Midland Station which include a relocated multi-storey car park accessed from Ford End Road (rather than Ashburnham Road), and a new public plaza in front of the station.

Appendix One

- The documents also confirm major changes on the Marston Vale Line between Bedford and Bletchley. EWR's preferred option is to close most of the existing intermediate stations and replace them with four consolidated stations at Woburn Sands, Ridgmont, Lidlington and Stewartby, plus a relocated Bedford St Johns. This is despite consultation feedback showing many respondents wanted to retain all existing stations.
- For Bedford St Johns, EWR is working on a new station layout, including a multi-storey car park on railway land between the Ampthill Road and Cauldwell Street bridges.
- The Council and Mayor will meet as regularly as possible with EWR to protect residents and help those affected by the demolitions. A further round of consultation on the updated designs is expected in 2026

EWR Motion blocks the Council from objecting to the Northern Route

- A motion recently brought to Full Council places new restrictions on how Bedford Borough Council can respond to East West Rail's developing proposals.
- In simple terms, the motion:
 - Prevents the Council from formally opposing the current northern route for East West Rail, even though it involves knocking down homes and businesses north of the river.
 - Commits the Council to a more "hands-off" or neutral position on the route itself, focusing only on detailed mitigation (design, traffic, noise, etc.), not on whether this is the right route for Bedford.
- Because the motion attempts to forbid the Council from objecting to the northern route it significantly weakens the Council's negotiating position when it goes into future talks with EWR and Government.
- EWR can say: "Your own local authority has decided not to oppose this route," which makes it harder for the Council to push back on major changes like demolitions or the scale of the station works that threaten Poets and Ashburnham for example.
- The motion essentially, shields EWR from formal objections by the Council on the choice of the northern route, but it does not give the same protection or certainty to residents whose homes and businesses may face demolition, or to communities worried about traffic, noise, or loss of amenities.
- The motion did not pass unanimously, you can view the recording here: https://bedford.public-i.tv/core/portal/webcast_interactive/1032992
- For reference, please see [Appendix 1](#) for the relevant Full Council Item.

New anti-social behaviour officers

- Bedford Borough Council is bringing in extra uniformed Anti-Social Behaviour (ASB) officers to patrol the town centre until March 2026 at extra cost to the Council or taxpayers.
- The ASB officers will:
 - Patrol the town centre on foot, provide reassurance and talk with local people and businesses
 - Work alongside the police and council teams to tackle issues like street drinking, begging, dangerous cycling and littering
 - Be clearly marked as "ASB officers" and do not earn commission from Fixed Penalty Notices
- Existing borough-wide enforcement officers will continue to handle fines for littering, dog fouling and other offences.

Queens Bridge

- A detailed inspection in August 2025 found that the main timber arches and other structural elements have decayed to the point where repair is not viable, meaning the bridge has become extremely unsafe. The Council therefore closed the bridge immediately on safety grounds.
- The bridge opened in the mid-1980s with an expected life of 45–55 years, between 2011 and 2023 roughly £12,500 had been spent on maintaining the bridge which is significantly lower than industry standards for a bridge of this kind.
- For reference, £94,000 – £201,000, is the typical level of maintenance expenditure you would expect for a bridge of this kind if fully maintained to industry standards during 2011 to 2023.

Appendix One

- The bulk of maintenance spending took place after May 2023 (£42,000). A permanent replacement bridge is needed, and Council is undergoing its full design and planning process.

Christmas Events

- It is time for the festive season and there are a number of treats taking place across the borough to give everyone some Christmas cheer. Some of the events to look forward to are:
 - Thu 4 Dec – Aurie Styla Christmas Comedy at the Bedford Corn Exchange.
 - Fri 5 Dec - Puggle Club (Under 5s) – The Higgins Bedford and the ABBA Merry Christmas – Bedford Corn Exchange.
 - Sat 6 & Sun 7 Dec – Bedford Christmas Markets Weekend, 70+ stalls at Harpur Square & Harpur Suite.
 - Outdoor cinema (Sat 6) and food & drink available and Free Letters to Santa craft session at Central Library.
 - Sun 7 Dec – Step Into Christmas Show and the Corn Exchange festive music performance.
 - Thu 11 Dec – Ukrainian Christmas Folk Traditions Reminiscence session at The Higgins.
 - Sat 13 Dec - Bedford Choral Society Christmas Concert – 3pm and the Santa Storytime & Colouring – Central Library.
 - Sun 14 Dec - Family Crafternoon – Higgins Bedford and Bedford Santa Run – Embankment.
 - Sat 20 Dec - Christmas Sing-Along – Harpur Square (12pm & 3.30pm) and Christmas Card Crafting – Central Library.
 - Sat 20–Wed 31 Dec – Aladdin Pantomime at Bedford Corn Exchange

Full Council Item 19 – To Consider the Following Notice of Motion Submitted by Councillor Foley
Motion to Full Council on East West Rail

This Council notes:

- East West Rail's sudden and recent decision to propose the demolition of homes on Ashburnham Road.
- Residents and businesses have been shocked and upset by this decision.
- EWR failed to communicate these plans with local Councillors who would have advised a different approach.

This Council believes:

- Demolition of those properties is not required for a final design of a new station for Bedford, even if it includes space for East West Rail trains, as shown by EWR's previous consultation documents, based on station designs they considered workable. Neither is demolition necessary for the process of building the new station.
- That faster construction is not sufficient justification for the demolition of people's homes, whether on Ashburnham Road or in the Poets estate.
- That outright opposition to building of East West Rail is not likely to convince the Department of Transport to take any course of action that will avoid demolitions of homes in Ashburnham Road and the Poets estate.

This Council resolves:

- To do all it can to support residents whose homes are proposed to be demolished.
- To investigate designs for Bedford station that will provide the most convincing case that even if East West Rail is built going through Bedford station, there is no need to demolish homes on Ashburnham Road.
- To also investigate options for the railway and construction that will similarly obviate the need to demolish homes in the Poets estate, even if East West Rail is built going north out of Bedford Station before heading east.
- To publish the results of such investigations before 30 January 2026.
- When preparing a response to any consultation about the Development Consent Order that East West Rail propose to seek, or equivalent consent under new planning law, to oppose all demolition of homes proposed, but given the amount committed to the route outline, the council will not seek to oppose the building of East West Rail overall, nor oppose it taking a route that goes through Bedford's main station (without the need for trains to reverse in Bedford).

BBCllr/Cllr John Wheeler

Ward Councillor for Wootton and Kempston Rural

Borough Councillor Report for December Full Council – Sue Abood

No report received.

Appendix One A

FC25/301a November 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/63421/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	04/11/2025	Elmer Crescent
40/63796/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	05/11/2025	Stevenson Walk
40/64282/25	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	07/11/2025	
40/66004/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	16/11/2025	
40/64316/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	07/11/2025	Summerfield Drive
40/64873/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	10/11/2025	Payne Road
40/65897/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	15/11/2025	Lomax Gardens
40/63449/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	04/11/2025	A421
40/63701/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	05/11/2025	Roseberry Avenue
40/63935/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	06/11/2025	
40/66052/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	16/11/2025	A421
40/67303/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	22/11/2025	Whitmore Close
40/67158/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	22/11/2025	Potters Cross
40/66811/25		NON-CRIME	INVESTIGATION	INVESTIGATION	20/11/2025	
40/68225/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	27/11/2025	Cause End Road

Appendix One A

40/66776/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	20/11/2025	Folkes Road
40/67376/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	23/11/2025	Manor Road

FC25/302**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/302 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)
28.10.25	Email	Resident	Email of thanks following tree works - Recreation Ground, Church Road
29.10.25	Email	Resident	Information relating to Covanta Liaison Panel meeting (now Encyclis)
29.10.25	Emails (several)	Glasdon UK Ltd	Memorial bench order - Lorraine Road Cemetery
29.10.25	Emails (several)	Resident and Bedford Borough Council	Information relating to a complaint made against a councillor
30.10.25	Emails (several)	BBCIrr Abood and Bedford Borough Council	Information relating to bin replacement - Lorraine Road Green
30.10.25	Email	Wootton Good Neighbour Scheme	Information relating to a possible abandoned vehicle
31.10.25	Email	Driveway Rejuvenation Ltd	Update relating to corner bollard works - Village Hall, Church Road
31.10.25	Email	Hyas Associates	Information ahead of attendance at November's Full Council meeting
31.10.25	Email	Resident	Information relating to memorial bench placement - Lorraine Road Cemetery
31.10.25	Email	Cinch Self Storage	Query relating to invoice payment
31.10.25	Email	Playdale Ltd	Information relating to quotation to potentially replace an item of play equipment - Memorial Hall play area
31.10.25	Email	Nationwide Building Society	Complaint regarding a GDPR breach and subsequent request to close account
31.10.25	Email	The Fun Firm	Fun Fest 2026
31.10.25	Email	Arthur J Gallagher Insurers	Notification of upgrade/remodelling works - Changing Rooms
11.11.25	Email	Residents	Information ahead of attendance at November's Planning Committee meeting
11.11.25	Email	A R Worboys Ltd	Standing Order query
11.11.25	Email	Bedfordshire Archives	Confirmation of completion of minutes archiving
11.11.25	Email	Bedfordshire Association of Town and Parish Councils	Information relating to proposed play equipment training

Appendix Two

11.11.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
11.11.25	Email	Community First Responder	Request for replacement defibrillator pads
11.11.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
11.11.25	Emails (several)	Residents	Wootton newsletter - December 2025
11.11.25	Email	Neville Memorials	Information relating to memorial installation request
11.11.25	Email	Playdale Ltd	Information relating to quotation to potentially replace an item of play equipment - Memorial Hall play area
11.11.25	Email	St. Mary's churchwardens	Resending of proposed lecterns information
11.11.25	Email	Resident	Information relating to a complaint made against a councillor
11.11.25	Email	Caloo Ltd	Information relating to additional remedial works required - mandala roundabout
11.11.25	Email	Bedfordshire Police	Information relating to suspected drug dealing/request for patrols - recreation ground
11.11.25	Email	Non resident	Request to advertise in the Wootton newsletter
12.11.25	Email	Miracle Design & Play Ltd	Request for update on outstanding remedial works to play equipment
12.11.25	Email	Non resident	Information relating to upcoming interment - Lorraine Road Cemetery
12.11.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
12.11.25	Email	Arthur J Gallagher Insurers	Information relating to damaged dog mess bin - Village Hall, Church Road
12.11.25	Emails (several)	Non residents and residents	Invoicing - Wootton newsletter December 2025
13.11.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
13.11.25	Email	Hillary Cooper Law	Information relating to completion of the Joint Use Agreement and lease
13.11.25	Emails (several)	Lindum Group Ltd and Arthur J Gallaher Insurers	Information relating to Changing Room insurance queries
13.11.25	Email	Wrighton & Barker	Memorial installation
13.11.25	Email	Nationwide Building Society	Request for account closure
14.11.25	Email	Caretaker and litter picker	Weekly play equipment inspections
14.11.25	Email	Bedford Borough Council	Follow up on replacement Dog Control Order signage - Recreation Ground, Church Road

Appendix Two

14.11.25	Email	Resident	Confirmation the Parish Council will not be consulted on Openreach plans for two new telegraph poles in the vicinity of the War Memorial, Church Road
14.11.25	Email	Resident	Information relating to upcoming interment - Lorraine Road Cemetery
14.11.25	Email	Resident	Information relating to a request for dropped kerbs in the vicinity of the War Memorial, Church Road, complaint about pavement surfacing and a complaint about a lack of a bus shelter on Fields Road
14.11.25	Email	XL Circondaire Ltd	Wootton newsletter - December 2025
14.11.25	Email and Phone Call	Resident	Information relating to Right of Way - Lorraine Road Cemetery to Hall End
14.11.25	Email	The Crown Estate and GS8	Information relating to the Planning Application - land off Bedford Road
14.11.25	Email	Miracle Design & Play Ltd	Follow up on outstanding remedial works to play equipment
18.11.25	Email	Resident	Submission for Wootton newsletter - December 2026
18.11.25	Email	Bedfordshire Association of Town and Parish Councils	Information relating to proposed play equipment training
18.11.25	Email	Wootton Blue Cross FC	Update in relation to the changing rooms remodelling project
18.11.25	Email	Non resident	Fun Fest 2026
18.11.25	Email	Glasdon UK Ltd	Request for update on delivery of Memorial Bench - Lorraine Road Cemetery
18.11.25	Emails (several)	Non residents and residents	Wootton newsletter - December 2025
18.11.25	Email	Arthur J Gallagher Insurers	Follow up in relation to upgrade/remodelling works - Changing Rooms
19.11.25	Email	Resident	Information relating to upcoming interment - Lorraine Road Cemetery
19.11.25	Email	Bedford Borough Council	Information relating to a notification that the Village Hall car park, Church Road will no longer be included in a gritting run
19.11.25	Emails (several)	Resident	Information relating to a complaint made against a councillor
19.11.25	Email and meeting	DLS Law, Cllrs Bygraves and Lloyd	Information relating to the drafting of lease/licence agreements - Changing Rooms and Memorial Hall
19.11.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
20.11.25	Email	Non resident	Information relating to upcoming interment - Lorraine Road Cemetery
20.11.25	Email	Moveti/Cornerstone Infrastructure Services Ltd	Information relating to upcoming planning application - telecommunications site at Bourne End Farm
20.11.25	Email	Non resident	Wootton newsletter - December 2025

Appendix Two

20.11.25	Emails (several)	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
20.11.25	Email	Wrighton & Barker	Request for new memorial
20.11.25	Email	Gala Lights Ltd	Christmas Street Lighting 2025
20.11.25	Email	Bedford Borough Council	Confirmation excavation/investigation works can be carried out on land adjacent to the Changing Rooms, Church Road
20.11.25	Email	Bedford Borough Council	Christmas Tree 2025
20.11.25	Email	Non resident	Wootton newsletter - advertising request
21.11.25	Email	Resident	Information relating to possible co-option to the parish council
21.11.25	Email	Non resident	Information relating to plaque placement - Lorraine Road Cemetery
21.11.25	Emails (several)	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
21.11.25	Email	Non resident	Fun Fest 2026
21.11.25	Email	Hillary Cooper Law	Re-scheduling of meeting to discuss Harris Way Car Park Joint Use Agreement
21.11.25	Emails (several)	Resident	Information relating to a complaint made against a councillor
21.11.25	Email	Nationwide Building Society	Request for account closure and GDPR complaint
25.11.25	Email	Community Centre Charitable Trust	Information relating to Octopus Energy tariff changes
25.11.25	Email	Resident and non resident	Information relating to plaque placement - Lorraine Road Cemetery
25.11.25	Emails (several)	Wootton Blue Cross FC	Update in relation to the changing rooms remodelling project
25.11.25	Email	St. Mary's churchwardens	Update following the resending of proposed lecterns information
25.11.25	Email	Non resident	Request to remove a wooden picket fence - plot at Lorraine Road Cemetery
25.11.25	Email	Greenbelt Management Ltd	Request to use their play equipment as part of Play Equipment Inspection training scheduled for April 2026
25.11.25	Email	Bedford Borough Council	Update in relation to exploratory drain works - land in front of the Changing Rooms, Church Road
25.11.25	Emails (several)	Non residents	Information relating to upcoming interment - Lorraine Road Cemetery
25.11.25	Emails (several)	Bedford Borough Council	Follow up on replacement Dog Control Order signage - Recreation Ground, Church Road
25.11.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery

Appendix Two

26.11.25	Email	Resident	Update relating to memorial bench placement - Lorraine Road Cemetery
26.11.25	Emails (several)	Hillary Cooper Law	Request for information ahead of upcoming meeting and finance details
26.11.25	Email	Glasdon UK Ltd	Follow up on memorial bench order - Lorraine Road Cemetery
26.11.25	Email	Bedford Borough Council	Information relating to a draft report relating to a planning application currently being determined by BBC
27.11.25	Email	Bedfordshire Association of Town and Parish Councils	Request for information ahead of upcoming play equipment training
27.11.25	Emails (several)	A L & G Abbott Funeral Directors	Information relating to upcoming interments - Lorraine Road Cemetery
27.11.25	Email	Bedford Borough Council	Information relating to proposed stopping up of public footpaths 41 and 17
28.11.25	Email	Non resident	Fun Fest 2026
28.11.25	Email	Resident	Information relating to a complaint made against a councillor
28.11.25	Email	Bedford Borough Council	Follow up on replacement Dog Control Order signage - Recreation Ground, Church Road
28.11.25	Email	Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
28.11.25	Email	Non resident	Information relating to plot renovation
28.11.25	Email	Civil Registration - Bedford Borough Council	Confirmation of interment
28.11.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interments - Lorraine Road Cemetery

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

27th August 2025

Resolutions

FG25/107 – 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 Lincoln.

Seconded: Cllr O'Dell.

Resolved by all present.

FG25/108 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2026-27, ahead of Full Council's agreement/finalisation of the precept demand in January 2026 and to make recommendation to Full Council as necessary.

No further comments received.

FG25/109 – To consider a response to Bedfordshire Pension Fund in relation to its Funding Strategy Statement (Employer Consultation) and to make recommendation to Full Council as necessary.

Resolved to note the Funding Strategy Statement (Employer Consultation) but to make no response to Bedfordshire Pension Fund and to make the same recommendation to Full Council.

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

28th November 2025

(Advisory) Leisure and Amenities Committee Report

26th November 2025

Matters arising from the minutes – for information only

- LA25/099 – RoSPA inspections of all play equipment. The majority of remedial works have been completed, and the Clerk is overseeing those that remain outstanding.
- 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 beacon has now been installed as has an information lectern. Move to close.

Resolutions

LA25/151 – 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.

It was noted Policy W3 (24/02426/MAF – Land off Bedford Road, Wootton) had been granted planning permission at a meeting of Bedford Borough Council's Planning Committee on 17th November 2025.

The Clerk was asked to establish whether BBCLr Wheeler could be involved in the drafting of the s106 agreement.

The Clerk also stated they would contact The Crown Estate to request a meeting in early January 2026 in order to establish next steps in relation to the acquisition of land parcel W10b.

Resolved to note the above – no recommendation to Full Council necessary.

Proposed: Cllr Lincoln.

Seconded: Cllr Swain.

Resolved by all present.

LA25/152 – 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.

In the absence of Cllr Bygraves, no further update was available.

LA25/153 – 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.

Cllr Lloyd confirmed DLS Law were drafting lease agreements for all changing room users. These agreements would be brought to a future meeting of this committee for ratification.

LA25/154 – To consider next steps in relation to the Memorial Hall upgrade and to make recommendation to Full Council as necessary.

Cllr Lloyd confirmed Sweet Peas pre-school had asked the Parish Council to take over sourcing quotations for remodelling works to the toilet and kitchen areas. He recommended the toilets were dealt with first, followed by the boiler and consumer unit and then kitchen.

Resolved to note the above – no recommendation to Full Council necessary.

Proposed: Cllr Swain.

Seconded: Cllr Lincoln.

Resolved by all present.

LA25/155 – To consider a report from Cllr O'Dell in relation to planters and village entrance sign planting and to make recommendation to Full Council as necessary.

Cllr O'Dell (not a member of this committee) noted the exceptionally dry summer but nonetheless expressed his disappointment with this summer's planting scheme. The Clerk confirmed this was being investigated and after discussion it was agreed this would remain a rolling agenda item until resolved.

Resolved to note the above.

Proposed: Cllr Swain.

Seconded: Cllr Lincoln.

Resolved by all present.

LA25/156 – To receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.

Resolved to receive and accept the Site Inspection Report without further comment and to make the same recommendation to Full Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Swain.

Resolved by all present.

LA25/157 – To determine a course of action in relation to repairing or replacing the wooden agility trail at the Memorial Hall play area and to make recommendation to Full Council as necessary.

Resolved to replace the wooden agility trail in full and to make the same recommendation to Full Council.

Proposed: Cllr Wallace.

Seconded: Cllr Lincoln.

Resolved by all present.

LA25/158 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2026-27, ahead of Full Council's agreement/finalisation of the precept demand in January 2026 and to make recommendation to Full Council as necessary.

No further comments received.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
28th November 2025**

(Advisory) Neighbourhood Plan Steering Group Report

Changes to the NPPF (National Planning Policy Framework) were expected in December/January 2025/26 and a review of Wootton's NDP was required by March 2027.

(Executive) Planning Committee Report

12th November 2025

Planning Applications – for resolution

[25/02068/M73](#) – Wootton Upper School, Hall End Road. New artificial pitch with fencing, floodlights, acoustic fence, erection of a pavilion with changing rooms, new car parking and revisions to existing access. Relocation of cricket nets and long-jump pit, including variation of conditions: 3 and 12 attached to 22/00522/MAF, to allow for extended hours of operation to 9.30pm and to allow use of the pitch outside school term times.

The Clerk received a communication from Wootton Upper School which was circulated ahead of this meeting (refer to Appendix One)*.

The Clerk and members of this committee received a communication from residents of Wootton House, Church Road which was circulated ahead of this meeting (refer to Appendix Two)*.

It was noted planning condition 4 had not been implemented, agreed or managed, yet the facility was being used. After detailed discussion it was resolved NOT to object to the application, but to request the following planning conditions be implemented before the timings were changed:

- A thorough investigation into light pollution affecting both sets of adjoining neighbours was required.
- The existing lighting columns needed to be correctly angled to reduce light pollution.
- Sensors were required to ensure lighting was extinguished when the facility was not in use.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by majority vote.

[25/02098/FUL](#) – Oak Cottage 6 Church Road. Demolition of rear conservatory, construction of a 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 Bygraves.

Resolved by all present.

[25/02099/LBC](#) – Oak Cottage 6 Church Road. Demolition of rear conservatory, construction of a 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 Bygraves.

Resolved by all present.

*To view both appendices please visit:

<https://wootton-pc.gov.uk/parish-council/minutes/?eeFolder=Meetings/Minutes/Planning-Committee&eeFront=1>

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

Appendix Six

24/01596/FUL – 52 Elmsdale Road. Non-Material Minor Amendments to add two rooflights to first floor extension. This council previously raised NO OBJECTION.

25/01549/FUL – 1 Old School Gardens. Garage conversion with external alterations. This council previously raised NO OBJECTION.

25/01677/FUL – 6 Ellis Close. Car port conversion with external alterations. This council previously raised AN OBJECTION.

25/01696/LDP – 5 Hutchings Close. Single storey rear extension. Certificate to confirm that the details submitted do not require planning permission. This council was not previously consulted on this application.

25/01754/TCA – 25a Church Road. T1 – Conifer – Fell. This council was not previously consulted on this application.

No further comments received.

Resolutions

P25/205 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved planning application 25/02068/M73 – Wootton Upper School, Hall End Road be called in for consideration by the Full Planning Committee of Bedford Borough Council by BBCllr Wheeler.

Proposed: Cllr Lincoln.

Seconded: Cllr Hensher.

Resolved by all present.

P25/206 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved Cllr O'Dell would represent the parish council at the Full Planning Committee meeting of Bedford Borough Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Hensher.

Resolved by all present.

26th November 2025

Planning Applications – for resolution

[25/02157/TPO](#) – The Bungalow, 65 Cause End Road. T1 Himalayan Birch - Tip reduce away from property providing up to two meters clearance, reducing by 1-2 meters, reduce over the roadside to lift crown, removing any repeatedly hit branches back to source. Tip reduce lateral growth to the north and south to balance crown with other cut back works. Reduce by a maximum of 1 metre. Lift the crown to display the crown brake, removing any epicormic growth. Lifting to a height of a maximum of three metres from ground level.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

Appendix Six

[25/02251/TPO](#) – 5 The Willows. T1 Willow. Set a new pollard point 1m lower than the previous level. Work is necessary due to extensive decay at base.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

[25/02249/FUL](#) – 13 Hoo Close. Single storey rear extension to replace existing conservatory.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

[25/02237/FUL](#) – The Chequers Inn, 47 Hall End Road. Demolition of The Chequers Inn and its associated outbuildings.

This proposal was the first determined within this agenda item.

The two members of the public present detailed the recommendation to demolish, which was made by Bedford Borough Council, after consultation with Historic England. It was noted since that recommendation was made, remains of what was a chimney stack had deteriorated further.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

[25/02238/LBC](#) – The Chequers Inn, 47 Hall End Road. Demolition of The Chequers Inn and its associated outbuildings.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

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

25/01515/M73 - Land 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.

This council previously raised **AN OBJECTION**.

25/01838/FUL – 9 Simms Close. Single storey front/side extension.

This council previously raised **AN OBJECTION**.

Resolutions

P25/217 – To consider the Proposed Diversion by Bedford Borough Council of part of Public Footpath 41 (Wootton) and Public Footpath 17 (Kempston Rural), in the environs of 86 Keeley Lane and to resolve a suitable course of action.

Resolved to accept the proposed diversion of part of public footpath 41 (Wootton) and public footpath 17 (Kempston Rural) without amendment.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Appendix Six
Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
28th November 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2025-26

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 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 BBC⁶ 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.

² Project Action Plan.

³ Wootton Parish Council.

⁴ Business Action Plan.

⁵ Roads & Pavements Safety Steering Group.

⁶ Bedford Borough Council.

Appendix Seven

				urgent remedial works as the limited visibility issue remained. <u>12th November 2025</u> BBCIrr/Cllr Wheeler reported the Forest of Marston Vale were clearing that area in the near future, however it was not clear if those works would include the visual obstruction.	
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	BBC.

				Nominee (UK) Ltd and Goodman Real Estate (UK) Ltd. Members were asked to support a proposal this area now be piped and infilled (costings to be borne by BBC) noting that: • The pavement was a designated safe route to school. • The pavement was detailed within the s106 agreement referenced above as a shared footway/cycleway. Removing the pinch point would provide safer access for all. • The adjacent bus stop was used by a significant number of bus users following changes to the bus route and removing the pinch point would provide a bigger and safer area for waiting. Members resolved to support the proposal, make the same recommendation to Full Council and inform BBC of the same. <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.	
--	--	--	--	---	--

Appendix Seven

				<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). <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>	Cllr O'Dell.

				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 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 <u>FIELDS ROAD/MONOUX ROAD JUNCTION</u> All three proposals were currently being dealt with by Bedford Borough Council, with public consultations ongoing. <u>12th November 2025</u> All three proposals were now implemented. Move to close. <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 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 "...she will make it her policy to introduce a ban on pavement parking in non-metropolitan areas".	
--	--	--	--	--	--

				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>. 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.	
--	--	--	--	--	--

Appendix Seven

				<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 could be considered for "no parking on verges" signage. All proposals would be considered at a future meeting of this safety steering group. <u>12th November 2025</u> <u>FIELDS ROAD</u> The Clerk continued to chase in relation to additional and double-sided signage for Fields Road. <u>OTHER AREAS</u> A resident had requested the junction of Mephram Road and Foster Road be considered for "no parking on verges" signage following a near collision with a vehicle whilst walking in the vicinity. After discussion, it was determined adding additional areas would not be enforced at present, as Fields Road and its side roads were not regularly enforced and staffing issues at Bedford Borough Council were exacerbating the issue.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>12th November 2025</u> Refer to Appendix Two. <u>ROADS</u> <u>12th November 2025</u>	BBC.

Appendix Seven

				Refer to Appendix Two.	
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. <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.	BBC.

Appendix Seven

				<u>12th November 2025</u> Cllr Lloyd believed the Parish Council had paid for these works, however the Clerk checked after this meeting and confirmed that was not the case.	
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. <u>12th November 2025</u> The Clerk was awaiting quotations from Bedford Borough Council.	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. <u>12th November 2025</u> • 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. No further update was received.
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 had 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 –

Appendix Seven

	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.
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>

Appendix Seven

	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 photographic evidence before a report was made to Bedford Borough Council. <u>12th November 2025</u> BBCllr/Cllr Wheeler stated areas had been patched, however BBC investigations were still ongoing as to why the surface was crumbling.
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. <u>12th November 2025</u> No further update received.

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

FC25/311**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		
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 1st 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 1st 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

Appendix Nine

							<u>8th October 2025</u> A draft lease as noted under 10th September 2025 remained under the guidance of the Leisure and Amenities Committee. Works were on schedule (end of October 2025), however the need to build a new ramp access at the front of the building could delay external finishes by one week. <u>10th December 2025</u> Minor snagging issues and user leases remained outstanding.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>10th December 2025</u> Refer to agenda item FC25/317.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>10th April 2024</u> Given the likelihood the land ownership issue will not be resolved in the short/medium term, members resolved to seek to site the lectern inside the churchyard area. Cllr Lloyd agreed to provide the Clerk with some graphics before approaching the churchwardens. <u>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.	Cllr Lloyd

							<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. 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. <u>8th October 2025</u> An order for the beacon lectern was currently with Graffit Ltd. The Clerk was informed by the Churchwardens of St. Mary's that whilst the lecterns had been discussed by the	
--	--	--	--	--	--	--	---	--

Appendix Nine

							PCC, the departure of Rev. Canon Ackroyd had resulted in no further progress made. <u>12th November 2025</u> The beacon lectern had now been installed. No further update had been received in relation to St. Mary's. <u>10th December 2025</u> The Clerk continues to chase St. Mary's Churchwardens for an update in relation to the proposals for that area.	
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	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 (DLS Law) was drafting a new lease agreement and also a licence agreement – recommended by DLS 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 DLS Law.	Clerk

							<u>9th July 2025</u> The Clerk had received the list of proposed building upgrades and works, now shared with DLS 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 DLS 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 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 DLS Law in order to discuss a first draft of the lease. <u>8th October 2025</u> A meeting was held with members of the Management Committee, Sweet Peas and other significant users of the Memorial Hall. The kitchen had been recently flagged by Bedford Borough Council's Environmental Health Team as requiring significant works and initial discussions had focused on that, plus the toilet areas. Quotations were being obtained on behalf of the Parish Council. It was recommended Sweet Peas apply for grant funding from The Forest of Marston Vale and/or Covanta in relation to the kitchen and toilet areas – the Clerk agreed to work in partnership with them in that respect. Cllr Randell was investigating grant funding in relation to a replacement boiler/air source heat pump.	
--	--	--	--	--	--	--	--	--

Appendix Nine

							<u>12th November 2025</u> It was agreed to include a rolling Full Council agenda item moving forward. <u>10th December 2025</u> Refer to agenda item FC25/316.	
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

							<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. <u>8th October 2025</u> Refer to agenda item FC25/264. BRCC confirmed the Housing Needs Survey should be reviewed every five years (as part of the Neighbourhood Development Plan review). Bedford Borough Council currently had a 3.37-year land supply, and the Clerk was waiting to learn what the housing delivery percentage figure had been, for the previous three years. <u>12th November 2025</u> Refer to agenda item FC25/295.	
--	--	--	--	--	--	--	---	--

Appendix Nine

							<u>10th December 2025</u> Changes to the NPPF (National Planning Policy Framework) are expected in December/January 2025/26 and a review of Wootton's NDP will be required by March 2027.	
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.

FC25/312RISK ASSESSMENTS PLAN 2025-26

WPC⁷ 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	

Appendix Nine

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		12.11.25 SP	
Christmas Tree (including Switch On Event)	SP	14.5.25	None		12.11.25 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	

Appendix Nine

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 checks will be undertaken and any significant issues recorded		11.6.25 GL	

Appendix Nine

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 monthly and annual inspections (carried out by uRisk – from July 2025 onwards)		14.5.25 LR

Appendix Nine

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.

FC25/314

Schedule of Receipts and Payments

Please visit the following link:

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