



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 14th January 2026 at 7.16pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to be considered for co-option as a member of Wootton Parish Council. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Randell, Swain and Wallace. 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
FC26/001	Apologies for absence. Cllrs Lincoln and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/003	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.
FC26/004	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Francesca Stainthorpe as a member of	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules

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		Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk to the Council (as Proper Officer) and Cllr Stainthorpe was welcomed. A Register of Interests Form would be provided separately.		2006 SI2006/3305 r 5(5).
FC26/005	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 December 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.
FC26/006	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.
FC26/007	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 10 th December 2025.	Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC26/008	Matters arising from the minutes – for information only. - FC25/317 + FC26/021 – Community Centre at Berryfields. Refer to agenda item FC26/021. - FC25/317 + FC26/021 – 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	No further comments received.	Clerk to keep on file.	N/A.

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	finishing touches. Refer to agenda item FC26/021. - 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.			
FC26/009	Chairman’s report – for information only.	No report given.	Clerk to keep on file.	N/A.
FC26/010	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).	No report as this committee had not met since 26 th November 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC26/011	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).	No report as this committee had not met since 26 th November 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC26/012	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).	Changes to the NPPF (National Planning Policy Framework) were now expected after closure of an ongoing Central Government consultation in March 2026	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/013	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.
FC26/014	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).	No project action plan as this safety steering group had not met since 12 th November 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC26/015	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.
FC26/016	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 Noakes. Seconded: Cllr Randell. Resolved by all pre sent.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/017	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 Noakes and Randell. Proposed: Cllr O’Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC26/018	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.

FC26/019	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2025-26, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/020	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.	Cllr Lloyd confirmed the Memorial Hall Committee had recently met and arrangements were in hand to reflect his and Cllr Randell's appointments as Trustees. The Trust Deed was also being reviewed and updated, and it was confirmed the fire assembly point had been changed.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/021	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms (now Joint Use Agreement)</u> The Clerk confirmed receipt of the final Joint Use Agreement, noting a resolution was required authorising her to sign it on behalf of the Parish Council. Resolved the Clerk be permitted to sign as detailed above. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. No further update had been received from Chiltern Learning Trust in relation to the school car park lighting (still not operational) nor the damaged fencing belonging to the primary school. <u>Charitable Trust/Other</u> Cllr Bygraves noted Slimming World were no longer using the centre.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Lloyd confirmed the main fire exit doors in the hall had been damaged due to them being used as a formal entry/exit point – the doors were not designed for that purpose. Quotations were awaited in relation to repairing them or replacing them with units which would create a formal entry/exit point. Were a new formal entry/exit point to be created, this information would need to be shared with the Fire Risk Assessor. The Clerk agreed to email the Charitable Trust with fuller details. The Clerk confirmed they had also contacted fivestarmaintenance in relation to the faulty automated open/close system to the main entry/exit doors. <u>Lease</u> The Clerk confirmed Hillary Cooper Law intended to have the lease agreement (between the Parish Council and Charitable Trust) updated and ready for review/engrossment by the end of January 2026.		
FC26/022	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 and the Clerk had chased for an update. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The Clerk had received the quotation for the works needed to site a defibrillator adjacent to	Clerk to keep on file.	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.
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		the bus shelter closest to Cranfield Road and had ordered the defibrillator and accessories. BBCllr/Cllr Wheeler had previously confirmed the RTPI units had been ordered, however an installation date was unknown due to staff member sickness. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC26/023	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.
FC26/024	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.
FC26/025	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.	After detailed discussion it was resolved to increase the precept for 2026/27 by 5%. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC26/026	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).
FC26/027	To consider a formal response to Bedford Borough Council in relation to a draft s106 agreement (Planning Application 24/02426/MAF – Land off Bedford Road - development of 50 residential units (Use Class C3) with	Cllr Swain left the meeting at 8.27pm to attend a prior engagement. After detailed discussion the following was resolved:	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	provision of access, landscaping, vehicle and cycle parking, sustainable urban drainage systems and other associated works) and to resolve a suitable course of action.	• The Clerk and Cllr Lloyd would continue to engage with Bedford Borough Council and The Crown Estate/Developer in relation to completion of the s106 agreement. Proposed changes to date had been submitted to Bedford Borough Council, however greater clarity was requested. • An area of land proposed for tree planting to create a buffer area and prevent coalescence between Kempston Rural and Wootton be transferred into the ownership of either the Parish Council or Forest of Marston Vale. • The Crown Estate's request to retain access within land parcel W10a (as referenced within Wootton's Neighbourhood Development Plan) and as detailed within documents shared by Cllr Lloyd be granted. • The Clerk be granted delegated powers to sign the s106 agreement on behalf of the Parish Council, once all changes had been agreed, without the need to bring the document back to a future meeting of Full Council. Members would be kept apprised of all developments/changes via email and would have opportunity to comment before the Clerk signed off on the same. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.		
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Meeting closed at 8.34pm.

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Borough Councillor Report for January Full Council – John Wheeler

Universal Studios

- On the 16th December 2025, we received confirmation the Universal Project was granted a Special Development Order by parliament that comes into force on the 12 January 2026.
- The development will be a major visitor destination for our area, with potential benefits including new jobs, opportunities for young people, increased trade for local businesses, and a boost to tourism.
- The Council will continue working with partners and the developer as plans progress, with a focus on making sure local infrastructure and services keep pace - including transport and wider community impacts - so residents and communities are well supported throughout the process.
- Additionally, the Council will be welcoming Universal staff, who will be based on the top floor of the Council's main office while development work progresses.

Greyfriars Junction

- Work to reconfigure Greyfriars Junction is due to start on Monday 5 January 2026 and run through to Autumn 2026.
- The project is intended to unlock development around the former police station site and improve connections from Greyfriars car park to Midland Road, with safer walking and cycling infrastructure and a design that considers current and future bus movements. The Council says it is working with bus operators to reduce disruption, with signage at affected stops. The Italian Statue currently on the roundabout will be restored and relocated to a new suitable location. Residents and businesses will be kept updated through engagement events, including an opportunity to view plans on Thursday 18 December 2025 (11:30am–1:30pm) near the old police station, with further events planned in 2026.
- More information is available here: www.bedford.gov.uk/towns-fund-transporting-bedford-2030

Paula Radcliffe Way

- Bedford Borough Council will carry out drainage and highway maintenance on Paula Radcliffe Way from Monday 5 January 2026 for around 30 days, covering the stretch from the Sainsbury's roundabout to the Thatched Barn. The works include replacing gullies, clearing kerb channels and removing vegetation around drainage basins to improve surface water management and road safety.
- There will be 24/7 lane closures for the duration, with signage in place and emergency access maintained.

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 watersports 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.

Council Workforce

Appendix One

- Between 2010/11 and 2022/23, the Council made extensive use of staff restructures as part of its savings approach, issuing 1,061 exit packages (redundancy and other departures) at a total cost of about £17.7m. That averages roughly 80 exits a year, with the biggest rounds in 2010/11 (145), 2011/12 (126), 2014/15 (134) and 2017/18 (137).
- While that delivered short-term savings, it also meant there was far less “back office” and operational resilience left to absorb today’s rising demand and costs in areas like Children Services, Temporary Accommodation and Adult Services, which is part of the reason why the current financial position is so difficult at the Council.
- CIPFA’s independent and expert review also confirmed that these decisions created under-capacity, inefficiencies and reduced support for robust oversight and decision-making.

BBCllr John Wheeler

January 2026

Borough Councillor Report for January Full Council – Sue Abood

No report received.

Appendix One A

FC26/005a December 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/69007/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	01/12/2025	Turland Close
40/71725/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	14/12/2025	Parker Road
40/70899/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	CRUELTY	10/12/2025	
40/69597/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	04/12/2025	
40/70701/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	09/12/2025	
40/69491/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	03/12/2025	Keeley Lane
40/69378/25	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	03/12/2025	Folkes Road
40/71926/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	15/12/2025	
40/72100/25		VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	16/12/2025	Swallow Way
40/72741/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	19/12/2025	Arthur Black Way
40/73123/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE S HARM	21/12/2025	Folkes Road
40/73242/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	22/12/2025	
40/73378/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	23/12/2025	
40/73485/25	Other Theft	THEFT	OTHER THEFT	MAKING OFF WITHOUT PAYMENT	23/12/2025	Tithe Barn Road

Appendix One A

40/73045/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	21/12/2025	Orchart Gardens
40/72447/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	18/12/2025	
40/72669/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	19/12/2025	

FC26/006**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/006 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)
9.12.25	Emails (several)	Residents	Queries over delivery of December's Wootton newsletter
9.12.25	Emails (several)	Gala Lights Ltd and Cllr Hensher	Information relating to non-functioning Christmas street lighting
9.12.25	Emails (several)	Resident	Information relating to memorial bench placement - Lorraine Road Cemetery
9.12.25	Email	Non resident	Fun Fest 2026
9.12.25	Email and telephone	Bedford Borough Council and GS8	Information relating to draft s106 agreement - land off Bedford Road
9.12.25	Email	Bedfordshire Association of Town & Parish Councils	Information relating to proposed play equipment training
9.12.25	Email	Resident	Information relating to Covanta (now Encyclis)
9.12.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
9.12.25	Email	Greenbelt Management Ltd	Information relating to the use of their play equipment as part of proposed play equipment training
9.12.25	Email	A L & G Abbott Funeral Directors	Information relating to recent interment - Lorraine Road Cemetery
9.12.25	Emails (several)	Bedford Borough Council	Information relating to planters maintenance
10.12.25	Email	D2D Distribution Ltd	Complaint over delays in delivery of December's Wootton newsletter
10.12.25	Email	Resident	Query regarding glass recycling credits/bottle banks at the Recreation Ground car park, Church Road
10.12.25	Emails (several)	Miracle Design & Play Ltd	Information relating to upcoming play equipment remedial works
11.12.25	Email	Move Total Infrastructure Ltd	Pre-consultation in relation to proposed base station installation upgrade - Bourne End Farm, Bourne End

Appendix Two

11.12.25	Email	Bedford Borough Council	Chaser in relation to securement of s106 funding for potential play equipment upgrade works
11.12.25	Email	Non resident	Fun Fest 2026
11.12.25	Emails (several)	The Crown Estate and councillors	Request for January 2026 teams meeting to discuss land transfer
11.12.25	Email	Non resident	Information relating to plot reservation - Lorraine Road Cemetery
11.12.25	Email	Chiltern Learning Trust	Follow up on request for remedial works to non-functioning lighting within the primary school's car park and request for additional remedial works to damaged school fencing- Harris Way
11.12.25	Email	GKP Chartered Accountants	Letter of Engagement - internal audit 2025/26
11.12.25	Email	Bedford Borough Council - Civil Registration	Confirmation of interment - Lorraine Road Cemetery
12.12.25	Email and telephone	Playdale Ltd	Replacement of wooden agility trail - Memorial Hall play area, Bedford Road
12.12.25	Email	Hillary Cooper Law	Follow up on missed meetings to discuss the Joint Use Agreement - Community Centre/Primary School car park - Harris Way
12.12.25	Email	The Crown Estate and councillors	Information relating to January 2026 teams meeting to discuss land transfer
12.12.25	Email	Resident	Information relating to Rookery South Ltd's planning application for a carbon capture facility
12.12.25	Email	Assegai Security Ltd	Completion of CCTV upgrade - Recreation Ground, Church Road

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

No report available as this committee had not met since 26th November 2025.

(Advisory) Leisure and Amenities Committee Report

No report available as this committee had not met since 26th November 2025.

(Advisory) Neighbourhood Plan Steering Group Report

Changes to the NPPF (National Planning Policy Framework) were now expected after closure of an ongoing Central Government consultation in March 2026.

(Executive) Planning Committee Report

10th December 2025

Planning Applications – for resolution

Bourne End Farm, Bourne Road. Proposed base station installation upgrade. Please note this is a pre planning application consultation, received from Cornerstone Telecommunications Infrastructure Ltd rather than Bedford Borough Council who will be consulted at a later date.

Resolved NO comment on the pre planning application.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

[25/02323/M73](#) – Land East of Deep Thatches, 95 Keeley Lane. Erection of 20 dwellings with garages and associated works, including variation of approved plans condition 1 attached to 23/01846/MAF to amend plans and elevations relating to Plots 1, 2 and 15.

Resolved NO OBJECTION.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

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

24/02197/MOF – Plots 2 and 3, Bedford Commercial Park, Swallow Way. Hybrid planning application comprising full planning application for Plot 2 (Class E(g)iii light industrial/B2 general industrial/B8 storage and distribution), access, parking, drainage, landscaping and associated works; and outline planning application with all matters reserved for Plot 3 (Class E(g)i office/E(g)ii research and development/E(g)iii light industrial), access, parking, drainage, landscaping and associated works.

This council previously raised **AN OBJECTION**.

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

24/02439/MAO – Land North of Hall End Road. Outline application with all matters reserved except for means of access for the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point.

This council previously raised **AN OBJECTION**.

Resolved NO OBJECTION.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

6th January 2026

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2025-26

No project action plan as this safety steering group had not met since 12th November 2025.

² Project Action Plan.

FC26/015**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 Eight

							<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. <u>14th January 2026</u> Cllr Lloyd and the Clerk confirmed Lindum Peterborough had been asked to quote to extend the pathway (to wrap around the building) and to replace the barrels to all locks with separate keys/one master key.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>14th January 2026</u> Refer to agenda item FC26/021.	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.	Cllr Lloyd

						<u>8th January 2024</u> The Clerk confirmed Canon Ackroyd was seeking advice from St. Albans Diocese. <u>12th March 2025</u> The Clerk had spoken with Canon Ackroyd who confirmed this remained on his to-do list. It was likely the wording would require amendments. <u>14th May 2025</u> Cllr O'Dell confirmed he had recently spoken with the churchwardens, and it was agreed to chase Canon Ackroyd again to try and secure a way forward, before he left the parish. <u>11th June 2025</u> The Clerk continued to chase for an update. <u>9th July 2025</u> The Clerk and Cllr Lloyd had spoken with a churchwarden who suggested the lectern referencing the gaol be erected close to the land now believed to be owned by Wheatley Homes (where the gaol once stood). It was suggested the second, referencing St. Mary's, be sited at the entrance from Church Row. Cllr O'Dell agreed to speak to the churchwardens again. <u>13th August 2025</u> Graphics had again been provided to the Churchwardens who needed to liaise with the PCC before determining the final locations and wording. 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.	
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Appendix Eight

							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 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. <u>14th January 2026</u> Churchwardens were currently interviewing for a new rector, and no progress was expected until that process had been completed.	
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.	Clerk

							<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. <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.	
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							<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. <u>12th November 2025</u> It was agreed to include a rolling Full Council agenda item moving forward. <u>14th January 2026</u> Refer to agenda item FC26/020.	
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	Cllr Hensher

							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). <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.	
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							<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. <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. <u>14th January 2026</u> Changes to the NPPF were now expected after closure of an ongoing Central Government consultation in March 2026.	
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th May 2024</u> No further update received. <u>9th April 2025</u> It was hoped an additional noticeboard could be located (possibly near the shops on the Berryfields Estate) once the area was adopted by Bedford Borough Council.	Clerk

To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2025-26

WPC³ 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 27th 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 28th August 2024 (LA24/087) and actions were ratified by Full Council on 11th September 2024	14.5.25 SP	
Changing Rooms and Toilet Block	SP	14.5.25	Left on file for now pending extensive remodelling works (and the demolition of		N/A	13.8.25 N/A

³ Wootton Parish Council
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			the toilet block). Tender process is live as of April 2025. This will be carried forward to 2025/26			
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	
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		11.9.24 SP	

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			raised low risk issues only			
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	

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

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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
Community Centre Scaffold Tower	Charitable Trust	14.5.24	23.4.25 – The Charitable Trust has confirmed the scaffold tower was examined on 1st April 2025 – no issues arose		14.5.25 LR

To be reviewed monthly at Full Council.

FC26/018

Schedule of Receipts and Payments

Please visit the following link:

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