



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 8th July 2026 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Wallace, Ward, Wheeler and Whittington. 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
FC26/181	Apologies for absence. Cllr Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/182	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/183	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.
FC26/184	Report from outside organisations – for information only.	BBCllr Wheeler's report was circulated ahead of this meeting.	Clerk to keep on file.	N/A.

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	To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One). To receive crime figures for June 2026. (Appendix One a).	BBCllr Wheeler added he attended the licensing service for Revd Canon Joseph Adewale at St. Mary's Church on Monday 6th July and had welcomed him on behalf of the Parish Council. The Clerk raised the long-standing request for a site visit by the Parish Council, to address concerns that a large area of ridge and furrow had been infilled during construction of dwellings as part of planning application 26/00504/MAO. Despite numerous requests to address this, Bedford Borough Council's Planning Department had taken no further action and a further (speculative) planning application which sought to develop in that area was pending (following an objection by the Parish Council). BBCllr Wheeler agreed to follow up on this again. No further comments received.	Clerk to keep on file.	N/A.
FC26/185	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.
FC26/186	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 10th June 2026 and 17th June 2026.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	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 27th May 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27th May 2026. Members of Full Council are asked to receive the minutes of the (advisory) Neighbourhood Plan Safety Steering Group meeting held on 3rd June 2026.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.		
FC26/187	Matters arising from the minutes – for information only. - 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. Signing of the CUA remains outstanding whilst a Discharge of Conditions Application and noise abatement order recently served by Bedford Borough Council are determined/challenged. BBCllr/Cllr Wheeler added whilst taking tea outside after the recent licensing service at St. Mary's, no noise issues were observed.	No further comment received.	Clerk to keep on file.	N/A.
FC26/188	To receive the Chairman's report and to resolve a suitable course of action.	Cllr Lloyd thanked those who helped at this year's Fun Fest event – most notably Mark Atkins and Donna Lincoln. Footfall indicated it was the most successful event to date.	All to note.	N/A.

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		Cllr Lloyd stated the cemetery software package had now been integrated with the parish council's website and was available for public use via this link: https://wootton-pc.gov.uk/the-parish/cemetery-plots/		
FC26/189	To receive, review and adopt the (Full Council) Project Action Plan for 2026-27, to determine which projects will be taken forward during 2026-27, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix Three).	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 Noakes. 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.
FC26/190	To receive, review and adopt all Risk Assessments for 2026-27, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/191	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 Ward. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/192	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only.	No further comments received. Visit the following link: https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/193	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2026-27, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.

FC26/194	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.	Kitchen refurbishment works remained on course to start during the upcoming summer holidays. Resolved to note the above. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Cllrs Lloyd and Randell and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/195	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 Issues (School Side)</u> The Clerk had received no further response from Chiltern Learning Trust in relation to the school car park lighting (still not operational) and damaged fencing. Mayor Wootton had previously indicated he would raise both issues when next meeting with Chiltern Learning Trust, but no further update had been received. Mayor Wootton had also previously indicated he would attend a Parish Council meeting, but a date remained undetermined. <u>Charitable Trust</u> The Clerk confirmed she was awaiting a start date for a site visit to examine the main entrance doors (automated opening mechanism was not functioning). The caretaker had been asked to remedy the broken thermostat cover in the gents' toilets. Cllr Hensher confirmed he would meet with a representative from Greenbelt Management Ltd in August, to determine the location for additional signage in the area of the sports pitches which were subject to dog mess.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Bygraves confirmed August's Food Fest was expected to break even or potentially face a small loss of no more than £780. <u>Lease</u> Both the Charitable Trust and the Clerk had returned copies of the signed lease to Hillary Cooper Law. Hillary Cooper Law were currently unable to locate the Parish Council's copy (confirmation of postage and signature(s) had been provided) and the Clerk continued to chase for an update. Resolved to note and approve all findings above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC26/196	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> BBCllr Gribble (Portfolio Holder for Environment) had not responded to multiple requests for an update on this issue, including chasers sent in February, April and May 2026. An invitation for BBCllr Gribble to attend a future meeting of the Roads and Pavements Safety Steering Group had also gone unacknowledged (the intention was to include this issue at that meeting if necessary). <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The bus shelters have been in situ for some time now. BBCllr Gribble (Portfolio Holder for Environment) had not responded to multiple requests for an update on this issue, including	Clerk/BBCllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		chasers sent in February, April and May 2026. An invitation for BBCllr Gribble to attend a future meeting of the Roads and Pavements Safety Steering Group had also gone unacknowledged (the intention was to include this issue at that meeting if necessary). Resolved to discuss this agenda item in conjunction with agenda item FC26/197. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC26/197	To monitor Bedford Borough Council's delivery of outstanding Highways issues (including those overseen by the Roads and Pavements Safety Steering Group) and to resolve a suitable course of action. (Appendix Five).	After detailed discussion, Cllr O'Dell proposed a vote of no confidence in BBCllr Gribble's efficiency as Portfolio Holder for Environment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by majority vote. BBCllr/Cllr Wheeler abstained from voting. After further detailed discussion it was resolved the Clerk be instructed to contact Laura Church, Chief Executive to request a meeting at Borough Hall with the Chief Executive, BBCllr Gribble plus Cllrs Bygraves, Lloyd, O'Dell and the Clerk from Wootton Parish Council. The meeting was requested to raise concerns that a demonstrable lack of engagement from BBCllr Gribble was hindering the Parish Council's ability to assist and engage with its residents. The meeting would be requested before the end of August after which, if not successful, a question including the above concerns would be raised at Bedford Borough Council's Full Council meeting on 7th October.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by majority vote. BBCllr/Cllr Wheeler abstained from voting.		
FC26/198	To monitor Bedford Borough Council's delivery of Sports Provisions as part of the s106 funding for the Keeley Lane Development, Erection of 20 dwellings with garages and associated works (23/01846/MAF) and to resolve a suitable course of action.	The Clerk had received an update from Bedford Borough Council following BBCllr/Cllr Wheeler's new request (July 2026) to establish what steps could be taken now to secure this s106 funding. The Clerk was informed the funding was earmarked for sports provision within the whole of Bedford Borough not just Wootton and that a decision had not yet been made as to how it would be allocated/spent. The Clerk has since responded again stating that information was already known and that the request by her and BBCllr/Cllr Wheeler had been to establish whether the Parish Council could lay claim to the funding now and if so, how. BBCllr/Cllr Wheeler confirmed he had previously spoken to Paul Pace (Service Director – Public Realm, Highways & Waste Management) on this issue and agreed to follow up on the Clerk's most recent email response to that effect, as the Parish Council remained committed to claiming the funding to replace worn MUGA (Multi Use Games Area) fencing at Church Road. Cllr Lloyd noted this as another example of potentially missed funding due to ward councillors not being afforded opportunity to be involved in the drafting of s106 documents. Cllr O'Dell recommended the Borough Council's stance be included as a question for scrutiny at	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		the next meeting of the Parish & Town Council Network.		
FC26/199	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.	The Clerk recently provided an update received from the Society of Local Council Clerks, in which its response to the Security Industry Authority's consultation on its draft section 12 statutory operational guidance under this act was noted. The SLCC wished to ensure the regulatory regime was proportionate, clear and workable for the local council sector.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/200	To consider a response to Bedford Borough Council's Community Safety Partnership consultation (seeking views on a range of anti-social behaviour and crime related questions about local areas and Bedford Town Centre) and to resolve a suitable course of action.	Resolved to note the consultation but to make no further comment on behalf of the Parish Council. Members could respond as individual residents if they so wished. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC26/201	To receive a report from Cllr O'Dell requesting the addition of yellow lining on Mepham Road (junction with Bedford Road) and to resolve a suitable course of action	Resolved to receive and approve the report and make the same request to Bedford Borough Council, alongside a recent request for the extension of existing yellow lining in the vicinity of the Bedford Road/Potters Cross junction. Proposed: Cllr O'Dell. Seconded: Cllr Whittington. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/202	To consider whether Full Council should determine the transfer, management and landscaping of land parcel W10b (as referenced within policy W10 of Wootton's Neighbourhood Development Plan) and to resolve a suitable course of action.	After detailed discussion it was resolved this agenda item remain an agenda item for the Leisure and Amenities Committee. Cllr Bygraves stated as Chairman of the Leisure and Amenities Committee, he would liaise with The Crown Estate in relation to the land transfer legalities. Proposed: Cllr Bygraves. Seconded: Cllr Hensher.	Cllr Bygraves/Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by majority vote.		
FC26/205	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the following courses of action be taken in relation to RoSPA inspection reports covering all Parish Council-owned play equipment/play areas including MUGAs (Multi Use Games Areas), skate park and Keeley End Pond and to resolve a suitable course of action: <u>Keeley End Pond</u> • No requirement for a second flotation aid outside the enclosed area. <u>MUGA and adjacent items, Recreation Ground, Church Road</u> • No requirement to remedy damaged edges. • No requirement to remedy pitted concrete surface in goal area. • Seek to install uniform signage to incorporate existing text and suggested text (within the RoSPA report). • No requirement to remedy damaged bricks in adjacent kick wall. • Obtain quotations to potentially remove the kick wall. <u>MUGA, Harris Way</u> • Source an electrician to inspect adjacent electrical box. • Seek to install uniform signage to incorporate existing text and suggested text (within the RoSPA report). <u>Skate Park and adjacent items, Recreation Ground, Church Road</u>	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	- No requirement to remedy narrow bicycle access point. - No requirement to remedy worn ground area beneath the half-round teen shelter. - Contact Gravity Skateparks Ltd to seek quotations to remedy cracking issues on the skate park and to request suggestions on how to remedy worn ground areas in the vicinity. <u>Multi-Swings, Recreation Ground, Church Road</u> - Request a like-for-like replacement in relation to the missing swing (Miracle Design and Play Ltd). <u>MultiPlay Unit, Memorial Hall Play Area, Bedford Road</u> - Remove the stepping posts (suffering from excessive wear on shackles/bushes/associated connections) and replace with rope elements as advised by Miracle Design and Play Ltd.			
FC26/206	To receive a recommendation from the (advisory) Leisure and Amenities Committee that no further structures be added to Parish Council-owned land (given a barrier is already in situ), following a request to add a guard rail in the vicinity of the pavement exit to the side of the Village Hall, Church Road and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/207	To receive a recommendation from the (advisory) Leisure and Amenities Committee that all shrubs/hedgerows in the vicinity of the Village Hall remain in situ, but that they be more vigorously cut in future in order to ensure all footpaths remain clear, and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/208	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Bi-Annual service contract be entered into with AutoGate Services Ltd (installers of the automated bollards system at the	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Recreation Ground Car Park, Church Road) and to resolve a suitable course of action.	Resolved by all present.		
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Meeting closed at 8.23pm.

Monthly Report July 2026

Dangerous last words but it was fairly quite in June, although I have continued to chase the Borough Council's Highways Department for a start date for various outstanding works around the village. This includes the addition of a dropped kerb and area of hardstanding adjacent to the War Memorial on Church Road. I intend to match fund the costings (with Wootton Parish Council) from my ward funding.

The new year's 7,8 and 9 spent a few days last week at the upper school getting used to the area and having some introductory lessons. I popped in during that time and recognised a fair few Wootton children from the lower school! The new school building is a little behind schedule, however developers remain confident it will be completed in time for the start of September's term. There are concerns over safety during drop-off and pick-up times, especially in relation to the new intake, so in order to mitigate this, the school entrance will be closed to cars during those times – only permitting bus access. This means vehicles dropping children during those times will need to park elsewhere, so I intend to meet with the Borough Council's Highways Department to see what remedies can be taken to alleviate congestion and improve safety in the surrounding areas.

The Portfolio Holder for Health and I met with representatives from Wootton Surgery last week – I will provide a verbal update at next week's Full Council meeting.

Two weeks ago, Cllr O'Dell and I attended Gladman Developments Ltd's planning appeal at Borough Hall. This was in relation to their bid to build up to 90 dwellings on land north of Hall End Road. The Planning Inspectorate should determine the outcome by the end of July/into early August. Wootton's Neighbourhood Plan came under intense scrutiny – we shall see what happens next. Thank you to Cllr O'Dell and a 'Little Wootton' resident who both did a sterling job speaking out against the appeal.

On the 22nd June I was honoured to represent Wootton and Kempston Rural at the raising of the flag in Bedford, to start Armed Forces Week.

The Fun Fest was again a great success on 27th June – thank you to all involved especially Cllr Lloyd, Mark Atkins and Donna Lincoln.

Don't forget the River Festival on the 18th and 19th July. I will be there for both days and hope to see some of you!

Borough Monthly Report

Children Services Improving

- Ofsted carried out a focused visit to Bedford Borough Council's children's services on 28 and 29 April 2026.
- The finding in the letter shows encouraging progress since the last full inspection. Inspectors found that, for children in Bedford, decisions about long-term homes are now mostly well-considered, with a strong focus on helping children live safely and securely with families wherever possible.
- Ofsted highlighted several positive areas, including:
 - More children living in or close to Bedford.
 - A significant reduction in the number of children placed in unregistered homes.
 - Most children in long-term foster care living in stable, well-matched homes.
 - Positive adoption work, with thoughtful planning and strong family finding.
 - The new Reconnect project, which is helping some children move from residential care into family-based care.
- There are still areas where further work is needed, but this report shows very positive progress in a complex and demanding service area. Children's services continue to face significant pressures nationally and locally, so it is encouraging to see Ofsted recognise the improvements being made in Bedford.

Housing and Temporary Accommodation Team Recognition

- Bedford Borough Council's Housing, Homelessness and Temporary Accommodation teams have been shortlisted at the MJ Achievement Awards 2026 for Best Council Services Team.
- This is very welcome recognition for officers who work hard every day to support some of the most vulnerable residents in the Borough, often in very challenging circumstances.
- The teams help residents facing homelessness, support households in temporary accommodation, and work to find more sustainable and cost-effective solutions for local families.
- Their work has also been recognised through the independent CIPFA review, which highlighted progress through the Council's Housing Action Plan, Homelessness and Rough Sleeping Strategy, and Temporary Accommodation Property Acquisition Strategy.
- These efforts are helping to improve outcomes for residents, avoid unnecessary costs, and reduce reliance on more expensive forms of temporary accommodation.

Town Centre Silver Street 24/7 Gambling Licence

- Bedford Borough Council's Gambling Licensing Sub-Committee has granted a new premises licence for Future Leisure Ltd, trading as Royal Casino Slots, at 19 Silver Street, Bedford.
- This was voted by 3 councillors, you can see who sat on the committee here: [Thursday, 28th May, 2026 11.00 am, \(Gambling Act 2005\) Licensing Sub-Committee](#)
- For ease of reference:
 - Councillor Jonathan Abbott, Committee Member
 - Councillor Sue Abood, Committee Member
 - Councillor Christine McHugh, Committee
- The Sub-Committee itself accepted that the concerns raised were "real and credible" and described the area as a "challenging area within the Town Centre."
- Bedfordshire Police also objected to the application saying the location was already affected by anti-social behaviour and vulnerable individuals and warned that a 24/7 gambling venue could increase crime, disorder and pressure on police resources.
- Children's Services and Public Health also objected and raised concerns focused on the risk to children, young people and vulnerable adults, particularly given the area's deprivation, nearby support services, high footfall and existing gambling density.
- Despite these objections, the Sub-Committee granted the licence with conditions, including CCTV, Think 25 age checks, a maglock door system overnight, two staff on duty at all times, SIA door staff between 11pm and 7am, and restrictions on gaming machines being visible from the front windows.

Food and Waste recycling success

- From 1st December 2025, residents have been able to recycle glass through their existing orange-lidded recycling bin.
- Early results are very encouraging, with more glass now being recycled through kerbside collections and less glass being taken to mini recycling sites. Between December 2025 and March 2026, an additional 779 tonnes of recycling was collected through orange-lidded bins.
- The Council has also launched the new weekly food waste collection service, which started on 30th March 2026 for households across the Borough, including flats.
- The service has got off to a strong start:
 - In April alone, 442 tonnes of food waste was collected for recycling, slightly ahead of the expected monthly level.
 - The positive momentum has continued, with residents recycling more than 460 tonnes of food waste in May alone. This means that, in the first two months of the service, households across Bedford Borough have already diverted well over 900 tonnes of food waste away from black bins and into recycling.
- This food waste is taken to an anaerobic digestion plant, where it is turned into energy and fertiliser for local farms.

Adult Services Update

- Bedford Borough Council is taking forward a major improvement programme for Adult Services.
- The programme has been developed using evidence from residents, staff and service data, including resident reviews, staff workshops and five years of service information.
- Alongside this, the Council is working with Newton through the THRIVE Adult Services Transformation Programme.
- This programme is designed to improve outcomes for residents, support staff, use better data, strengthen partnerships with care providers and help people remain independent in their own homes and communities.
- Early progress is encouraging - the programme has reported strong engagement from staff and good early results in reablement, which helps people recover skills and confidence after illness or a change in circumstances.
- There is also positive work underway for carers and safeguarding. A new carers support provider and digital support offer have been introduced, carers can now self-refer online, and safeguarding focus days have helped reduce the safeguarding waiting list from 512 people to 441 people between 18th May and 1st June 2026.

Water Safety this summer

- As a reminder, open water can be dangerous, even on hot days. Rivers, lakes and locks can remain very cold and may hide strong currents, sudden drops, weeds, debris or sharp objects.
- Parish councils are encouraged to remind residents, families and young people:
 - Do not jump from bridges, locks or high banks.
 - Cold water shock can cause gasping, panic and difficulty swimming, even for strong swimmers.
 - It is difficult to judge the depth of open water or see hazards beneath the surface.
 - Look after your friends and think twice before entering open water.
- If someone is struggling in the water:
 - Call 999 immediately.
 - Ask for Fire and Rescue if the incident is inland.
 - Do not enter the water yourself.
 - Encourage the person to float on their back.
 - Throw something that floats if it is safe to do so.
- Parish councils can help by sharing these messages on noticeboards, websites and social media, checking local warning signs, and encouraging visitors to respect riverside areas by taking litter home, parking considerately and following safety advice.

River Festival Returns

- Bedford River Festival returns on Saturday 18th and Sunday 19th July 2026, bringing a free, family-friendly weekend of entertainment to Bedford town centre and the riverside.
- This is one of the biggest free festivals in the UK and will be playing host to live music, river displays, arts and culture, the Festival of Motoring, food and drink stalls, sports activities, craft stalls, family workshops and much more.
- The Council is continuing with its family first focus and have implemented a dedicated area in St Mary's Gardens, with activities and workshops across both days for families and young children. The Council's Special Educational Needs and Disabilities team will also be on site to help make the festival welcoming and accessible.
- A huge thank you goes to the Council's events team, volunteers, community groups, performers, traders and sponsors, including headline sponsors Gallagher Developments Ltd and Universal Destinations & Experiences UK.

Universal Destinations & Experiences UK update

- Universal have started on on-site enabling works for the Universal United Kingdom Resort, which will be their first theme park in the UK and Europe.
- The resort is expected to bring major benefits both nationally and locally, including:
 - Nearly £50 billion for the UK economy by 2055.
 - Creation of around 20,000 jobs during construction and 8,000 jobs once open, with many opportunities in construction, hospitality, engineering, creative industries and technology.

Appendix One

- The Council will continue to work closely with Universal ensure Bedford Borough is able to take full advantage of this once-in-a-generation opportunity.

Bedford Summer Sessions

- Bedford Summer Sessions returns to Bedford Park from Thursday 2nd to Sunday 5th July, with performances from Deacon Blue, UB40 featuring Ali Campbell, Tom Grennan and Paul Weller.
- To support visitors, Queen Street Car Park will remain open overnight on all event nights. Parking charges apply from 8am to 6pm, but parking will be free after 6pm.
- All shows run from 5pm to 11pm. Visitors are encouraged to plan ahead and use the official parking available.

Fostering for Bedford Borough Council

- Bedford Borough Council is looking for more local families to foster, helping some of our most vulnerable children grow up in a safe, supportive home environment.
- If you are considering taking on this important role, you can find out more information at <https://www.bedford.gov.uk/social-care-and-health/fostering/who-can-foster> or contact us fostering@bedford.gov.uk

BBCllr John Wheeler

July 2026

Appendix One A

FC26/184a June 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/30651/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	01/06/2026	Bedford Road
40/31571/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	05/06/2026	Arthur Black Way
40/32574/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/06/2026	Potters Cross
40/32933/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	11/06/2026	Bedford Road
40/32073/26	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	DANGEROUS DRIVING	07/06/2026	Manor Road
40/30971/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	02/06/2026	Fields Road
40/31340/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	04/06/2026	Lorraine Road
40/30646/26	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	01/06/2026	Bedford Road
40/31240/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	03/06/2026	Potters Cross
40/31004/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	02/06/2026	Cause End Road
40/33304/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	13/06/2026	Bedford Road
40/33486/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	14/06/2026	Swallow Way
40/31191/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	03/06/2026	
40/32874/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	11/06/2026	Folkes Road

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40/35039/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	21/06/2026	Foster Way
40/35041/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	21/06/2026	Foster Way
40/34534/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	19/06/2026	Gillspenny Way
40/33794/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	16/06/2026	Barnes Road
40/34360/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	18/06/2026	
40/35678/26		THEFT	OTHER THEFT	OTHER THEFT	24/06/2026	Folkes Road
40/34767/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	20/06/2026	Folkes Road
40/35913/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	25/06/2026	

FC26/185**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/185 Schedule of correspondence (not circulated at time of receipt)			
Date received	Type	To/From	Brief details (please speak to the Clerk if you would like to see copies)
2.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
2.6.26	Email	Raunds Town Council	Request for reference - potential contractor
2.6.26	Emails (several)	Caretaker and Bedford Borough Council	Issue with non-emptying of refuse bin - Village Hall, Church Road
2.6.26	Email	Resident	Request for permission to hold a jumble trail - directed to Remus Management Ltd
2.6.26	Email	Resident	Information relating to upcoming Neighbourhood Development Plan Steering Group review meeting
2.6.26	Email	Gallagher Insurance	Renewal of insurance policy 2026
2.6.26	Email	A R Worboys Ltd	Request to spray footpaths - Recreation Ground, Church Road
2.6.26	Email	Bedford Borough Council	Request for information relating to Harris Way sports pitches
2.6.26	Email	Assegai Security Ltd	Request to change invoicing details
2.6.26	Email	Neville Funeral Services	Information ahead of upcoming interment - Lorraine Road Cemetery
2.6.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
2.6.26	Emails (several)	Cemeteries contractor	Request to cut back overgrown shrubs - Village Hall, Church Road
3.6.26	Email	Fury Fire Ltd	Fire Risk Assessment queries
3.6.26	Emails (several)	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Outstanding snagging issues - Changing Rooms, Church Road
4.6.26	Email	Phoenix Football	Clarification over use of the synthetic pitch - Wootton Upper School
4.6.26	Email	Resident	Request for information on advertising in the Wootton newsletter
4.6.26	Email	Resident	Expression of interest in joining the Neighbourhood Development Plan Steering Group

Appendix Two

4.6.26	Email	Bedford Borough Council	Submission of amended Councillor Register of Interests form
4.6.26	Email	Bedford Borough Council (Parish and Town Council Network Meeting)	Request for data/information relating to village average speed cameras
4.6.26	Email	Sweet Peas Pre-School	Confirmation remedial window works have been completed to a satisfactory standard
4.6.26	Email	Bedford Borough Council - Civil Registration Department	Notice of burial - Lorraine Road Cemetery
4.6.26	Email	Resident	Plot reservation information - Lorraine Road Cemetery
4.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
5.6.26	Email	Hyas Associates Ltd	Request for presentation slides to append to draft minutes - Neighbourhood Development Plan Steering Group
5.6.26	Email	Resident	Feedback following recent Neighbourhood Development Plan Steering Group meeting
5.6.26	Email	BBCllr Wheeler	Request that a fallen tree from the Bedford Road Primary School site (into the Recreation Ground) be dealt with
5.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
5.6.26	Email	Resident	Request for information on the potential resurfacing of Mephram and Ridge Roads
5.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
5.6.26	Email	Bedfordshire Rural Communities Charity (BRCC)	Request for assistance in relation to potential Neighbourhood Development Plan survey(s)
5.6.26	Emails (several)	Play Equipment Contractors and handyman	RoSPA findings - request for remedial works
5.6.26	Email	FA Bartlett Tree Experts	Request for quotations for both annual tree works and negative tree survey
5.6.26	Email	Caretaker and litter picker	Appraisal information
9.6.26	Email	Handyman	RoSPA findings - request for remedial works
9.6.26	Email	Wrighton & Barker	Memorial installation confirmation
9.6.26	Email	Bartlett Tree Experts	Tree Management Strategy information
9.6.26	Email	Caloo Ltd	RoSPA findings - request for remedial works
9.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
9.6.26	Emails (several)	Cemeteries contractor and Village Hall Committee	Issues with shrubs - front of Village Hall

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9.6.26	Email	Community Centre	Request for attendance to replace gas meter battery (Clerk requested Caretaker deal)
9.6.26	Email	Resident	Feedback following recent Neighbourhood Development Plan Steering Group meeting
9.6.26	Email	Paddock user	Request to cut grass
9.6.26	Emails (several)	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
9.6.26	Email	Cameron McKenna Nabarro Olswang LLP	Information relating to signed copy of s106 agreement
9.6.26	Email	Cinch Self Storage	Notice of removal of stored items and account closure
9.6.26	Emails (several)	Fun Fest members	Fun Fest 2026
10.6.26	s106 agreement (post)	Cameron McKenna Nabarro Olswang LLP	Signed copy of s106 agreement
10.6.26	Magazine	Institute of Cemetery and Crematorium Management	The Journal Summer 2026
10.6.26	Email	FA Bartlett Tree Experts	Update on annual tree works and negative tree survey
10.6.26	Email	A R Worboys Ltd	Information relating to invoicing
10.6.26	Email	Ace Fire & Security Ltd	Request for insurance information
10.6.26	Email	Cameron McKenna Nabarro Olswang LLP	Confirmation of receipt of signed copy of s106 agreement
10.6.26	Email	Bedford Borough Council	Information relating to upcoming planting - village planters
10.6.26	Email	Pam Anthony Accounting Services	Information relating to June's pension contributions
11.6.26	Email	Bedford Borough Council	Information relating to grass cutting
11.6.26	Email	Hyas Associates Ltd	Information relating to draft questionnaire - Neighbourhood Development Plan Review as part of the Fun Fest
11.6.26	Email	Bedford Borough Council	Information relating to Harris Way Sports Pitches maintenance and usage
11.6.26	Email	Community Centre	Notification of broken thermostat cover - gents toilets
11.6.26	Emails (several)	Terry Ellingham	Information relating to upcoming kitchen refurbishment works - Memorial Hall
11.6.26	Email	Lindum Group Ltd	Information relating to automated door providers
12.6.26	Email	XL Press Ltd	Service Level Agreement - Wootton newsletter
12.6.26	Email	D2D Distribution Ltd	Service Level Agreement - Wootton newsletter

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12.6.26	Email	QAS Team Ltd	Request for assistance in relation to automated doors (not working) - Community Centre
12.6.26	Email	Ace Fire & Security Ltd	Request for site visit - potential CCTV Fault - Memorial Hall
12.6.26	Email	Paddock user	Additional information in relation to request to cut grass
12.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
12.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
15.6.26	Email	Caretaker and Paul Riches Skips	Issues with overflowing bottle banks - Recreation Ground
16.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
16.6.26	Email	Miracle Design & Play Ltd	RoSPA findings - request for remedial works
16.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming exhumation of ashes - Lorraine Road Cemetery
16.6.26	Email	Ace Fire & Security Ltd	Follow up on request for site visit - potential CCTV Fault - Memorial Hall
16.6.26	Email	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
16.6.26	Email	Community First Responder	Update in relation to defibrillator deployment - Burgoyne Avenue
16.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
17.6.26	Email	Greenbelt Management Ltd	Request for information - installation of signage in the vicinity of the Harris Way Sports Pitches
17.6.26	Email	Memorial Hall management Committee	Draft lease and agreement of hire documents for their review - Memorial Hall
17.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
18.6.26	Email	Paddock user	Follow up on request to cut grass
18.6.26	Emails (several)	DLS Law	Request for meeting to discuss Changing Rooms lease agreement
18.6.26	Email	B Safe Electrical Services Ltd	Request for information - timer switch for external lighting - Changing Rooms
18.6.26	Email	Bedford Borough Council - Civil Registration	Confirmation of interment - Lorraine Road Cemetery
19.6.26	Email	Terry Ellingham	Information relating to upcoming kitchen refurbishment works - Memorial Hall
19.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
19.6.26	Email	Playdale Playgrounds Ltd	RoSPA findings - request for remedial works
19.6.26	Email	Handyman	RoSPA findings - update on remedial works

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19.6.26	Email	Hyas Associates Ltd	Follow up on draft questions in relation to the Neighbourhood Development Plan review - Fun Fest 2026
19.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
19.6.26	Email	Fury Fire Ltd	Receipt of amended Fire Risk Assessment and templates
23.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
23.6.26	Emails (several)	Ace Fire & Security Ltd	Follow up on request for site visit - potential CCTV Fault - Memorial Hall
23.6.26	Email	Bedford Borough Council - Grounds Maintenance Team	Request for start date - planters planting
23.6.26	Email	Wootton Upper School - M Lehai	Information relating to student help - clearance/maintenance of plots at Churchyards and Lorraine Road Cemetery
23.6.26	Email	Caloo Ltd	Follow up on RoSPA findings and request for remedial works
24.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
24.6.26	Email	A R Worboys Ltd	Request for weed spraying - grassed area at Memorial Hall Play Area including Car Park, Bedford Road
24.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
25.6.26	Email	QAS Team Ltd	Follow up - automated doors (not working) - Community Centre
25.6.26	Email	Bedford Borough Council - Licensing Team	Information relating to renewal street trading consent consultation
25.6.26	Email	Non resident	Information relating to exhumation process
25.6.26	Email	XL Press Ltd	Follow up - Service Level Agreement - Wootton newsletter
25.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
25.6.26	Email	Resident	Wootton newsletter advertising query
25.6.26	Email	Miracle Design & Play Ltd	Follow up on RoSPA findings and request for remedial works
25.6.26	Email	Resident	Request for quotation - potential demolition of kick wall, Recreation Ground
25.6.26	Email	Gravity Parks Ltd	RoSPA findings - request for remedial works
26.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026

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26.6.26	Email	Idverde	Request for contractor information - Multi Use Games Facility, Harris Way
26.6.26	Email	Bedford Borough Council - Civil Registration Department	Notice of burial - Lorraine Road Cemetery
26.6.26	Email	Caretaker	Weekly play equipment inspections
26.6.26	Emails (several)	Hillary Cooper Law	Follow up on completion of lease agreement - Community Centre, Harris Way
26.6.26	Email	Caloo Ltd	Follow up on RoSPA findings and request for remedial works

Project Action Plan for Ongoing Projects

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2025 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 February 2026</u> The Clerk was still awaiting quotations for the pathway extension (to provide hard standing to the entire Changing Rooms perimeter) and to replace the generic barrels (locks) to all metal shutters. The Clerk was also still awaiting initial draft lease agreements for all users. <u>11th March 2026</u> The Clerk was awaiting a start date for the outstanding works as noted above. Refer to agenda items FC26/090 in relation to draft lease agreements for all users. <u>8th April 2026</u> Outstanding snagging works were ongoing. <u>13th May 2026</u> A small number of snagging works remained outstanding but were scheduled to be remedied on 15th May 2026. Lease agreements were currently with all users. <u>10th June 2026</u> All snagging issues had been resolved bar the water taps in the storage areas – the Clerk continued to chase for remedials. Wootton Country Players had returned their signed lease agreement and now had access to their	Working Group

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							refurbished facilities. The Clerk, Cllrs Bygraves and Lloyd were due to meeting again with DLS Law to iron out some outstanding issues in relation to Wootton Blue Cross' licence. <u>8th July 2026</u> The Clerk and Cllrs Bygraves and Lloyd recently met with David Pilgrim (DLS Law) to work on a number of licencing issues raised by Wootton Blue Cross – David was currently working to address the same. A number of further snagging issues in addition to the taps were awaiting remedial works.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>8th July 2026</u> Refer to agenda item FC26/195.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>11th February 2026</u> The Clerk had received no further update in relation to the lectern(s) installation at St. Mary's Church, save for confirmation the new incumbent of St. Mary's, Canon Joseph Adewale would be in post in July 2026.	Cllr Lloyd
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>8th July 2026</u> Refer to agenda items FC26/194.	Clerk
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th April 2026</u> The first meeting of the re-formed Neighbourhood Development Plan Steering Group was scheduled for 15th April 2026.	Cllr Hensher

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							<u>13th May 2026</u> Hyas Associates Ltd were attending the next scheduled meeting of the steering group on 3rd June 2026 and members of the public were invited to attend and/or become members of the steering group. <u>10th June 2026</u> Cllr O'Dell confirmed the steering group had met twice in recent months and that Hyas Associates Ltd were working to review the vision as an initial first step. A decision to delay requesting indicative housing numbers for Wootton (if any) from Bedford Borough Council had been taken in order to account for the ongoing Call for Sites process (as part of Bedford Borough Council's draft Local Plan 2050). The Clerk had approached the Bedfordshire Rural Communities Charity for potential assistance in any Neighbourhood Development Plan survey but had been informed there was no funding available (save for anything relating to an affordable housing theme). This information would be fed back to the next steering group meeting, scheduled for Thursday 3rd September 2026. Four resident members had been recruited to the steering group and it was hoped more would follow (maximum member numbers being 20). <u>8th July 2026</u> 25 questionnaires were completed at the Fun Fest, held on 27th June 2026. These would be analysed at the next scheduled meeting of the Wootton Neighbourhood Development Plan – Thursday 3rd September 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 2026-27

WPC¹ 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 2026-27 (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	13.5.26	All planters are inspected by Bedford Borough Council			
Car Parks	SP	13.5.26				
Cemeteries	SP	13.5.26	Topple testing letters will need to remain on site(s) for at least 13 months, this will be carried forward to 2026/27			
Changing Rooms	SP	13.5.26	24.6.26 – A small number of snagging issues remain outstanding			
Christmas Street Lighting	SP	13.5.26				
Christmas Tree (including Switch On Event)	SP	13.5.26				
Defibrillators	SP	13.5.26	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system			
Fun Fest	SP	13.5.26	None			10.6.26 SP

¹ Wootton Parish Council
Full Council Minutes 8th July 2026

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Generator	GL	13.5.26	None			10.6.26 SP
Keeley End Pond	GL	13.5.26				
Litter Picking (and caretaker)	SP	13.5.26				
Lone & Isolated Working	SP	13.5.26				
Marquee/Gazebo	SP	13.5.26				
Memorial Hall Play Area	SP	13.5.26				
MUGA – Church Road	SP	14.5.25	1.5.26 - repairs to the fencing have now been completed		13.5.26 SP	13.5.26 SP
MUGA – Harris Way	SP	13.5.26				
Office PAT testing	SP	13.5.26				
PA System	SP	13.5.26				
Recreation Ground Play Area	SP	13.5.26				
Remembrance Sunday Parade	SP	13.5.26				
Skate Park	SP	13.5.26				
Sports Pitches – Church Road	SP	13.5.26				
Sports Pitches – Harris Way	SP	13.5.26				
Street Furniture	SP	13.5.26				
Trees	SP	13.5.26				

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Village Sign	SP	13.5.26				
War Memorial	JN	1.5.26			13.5.26 JN	13.5.26 JN
Work Station (Clerk) – to include the parish office within the community centre	GL	N/A	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		N/A	N/A

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	13.5.26	26.5.26 – The Charitable Trust has confirmed the fire alarm, emergency lighting, extinguishers, testing and servicing were examined/carried out in January 2026 – with no issues. All are subject to six monthly testing		26.5.26 LR
Community Centre General	Charitable Trust	13.5.26	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 13.5.26) 13.5.26 – Portable Appliance Testing (PAT) testing is due to be undertaken by the Charitable Trust in summer 2026. This does not include items in the Parish Council office.		12.5.26 LR
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust is now solely responsible for carrying out/overseeing all checks. The last Risk Assessment was carried out by		26.5.26 LR

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			Nemco in November 2025		
Community Centre Scaffold Tower	Charitable Trust	13.5.26	28.5.26 – the Charitable Trust has confirmed this was reviewed on 12.5.26		12.5.26 LR

To be reviewed monthly at Full Council.

FC26/197**Bedford Borough Council's delivery of outstanding Highways issues (including those overseen by the Roads and Pavements Safety Steering Group)**

FC26/197				
Wootton Parish Council Highways Issues - including matters from Full Council/Roads and Pavements Safety Steering Group				
Issue	Location if appropriate	Background	Additional Information for BBCLr Gribble	Response from BBCLr Gribble
Average Speed Cameras	All village locations	WPC has asked why (despite multiple requests) ASC ticketing information has not been provided since August 2025. WPC publishes that information to demonstrate ASC effectiveness. WPC would also like to establish what hardware is in use - 3G or newer	BBCLr Gribble to help establish why this data has not been provided and help identify the hardware in use	
Visibility issues when exiting the car park	Berry Wood, Cranfield Road	BBC were previously asked to re-site highways signage adjacent to the car park entrance as concerns have been raised oncoming traffic from Wootton cannot be seen clearly	BBCLr Gribble to confirm what steps will be taken to improve visibility	
Electric Vehicle Charging Points	Burgoyne Avenue	Locations along Burgoyne Avenue were suggested to BBC and Andy P confirmed they would be investigated after the appoint of a suitable contractor in early 2026, following the award of LEVI funding	BBCLr Gribble to confirm whether that appointment has been completed and progress made in relation to the site selection process	
Real Time Passenger Information Units	Burgoyne Avenue x2 Harris Way x1	BBC were due to install two units on new bus shelters along Burgoyne Avenue in 2025. BBCLr Wheeler wishes to request an upgrade to the unit on Harris Way which currently does NOT show live information/delays	BBCLr Gribble to confirm timescales for the Burgoyne Avenue installations and whether the unit at Harris Way can be upgraded	
Pinch point	Fields Road	BBC was looking to pipe and infill the remaining pinch point. WPC was informed works would not take place before Summer 2026	BBCLr Gribble to confirm whether that timescale remains valid	
Potential new pedestrian crossing	Fields Road	Following installation of dropped kerbs at the junction of Fields Road and Summerfield Drive, a request was made to include an additional pedestrian crossing in the area. WPC was informed works would not take place before Summer 2026	BBCLr Gribble to confirm whether that timescale remains valid	
No parking on verges signage	Fields Road	WPC has requested additional signage between Bedford Road and the Care Home on Fields Road and that existing/additional signage be double-sided to ensure greater clarity	BBCLr Gribble to confirm whether additional signage can be added and whether existing/additional signage can be made double-sided	
Installation of tactile paving omitted from original works to install dropped kerbs (in part)	Lorraine Road	Tactile paving was omitted from WPC's request for dropped kerbs along Lorraine Road, despite being a requirement in WPC's report (dating back to 2023). WPC was informed this would be remedied	BBCLr Gribble to confirm timescales for completion of these works	
Speed Indicator Devices	Bedford and Cranfield Roads	WPC queried if the Bedford Road device could be positioned elsewhere in Wootton and upgraded to provide the same level of information provided by the unit on Ridge Road. WPC also requested the Cranfield Road unit (now turned off) be re-purposed elsewhere in Wootton. The Clerk was informed costings were being sought	BBCLr Gribble to confirm timescales for costings and whether WPC can download data itself, from both units	
Resurfacing works to pavements	Various pavements	See Appendix One - those items highlighted yellow	CLr Gribble to confirm timescales for completion of these works	
Resurfacing works to roads	Various roads	See Appendix One - those items highlighted yellow	CLr Gribble to confirm timescales for completion of these works	