



WOOTTON PARISH COUNCIL



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Minutes of the **Leisure and Amenities Committee** meeting held on
Wednesday 27th August 2025 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
Open Forum	There was one member of the public present who wished to observe the meeting.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Bygraves, (in the chair), Lincoln, Lloyd, Swain and Wallace. In attendance: Cllrs O'Dell and Wheeler. Cllr Wheeler is also the 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
LA25/105	Apologies for absence. Cllrs Hensher and Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
LA25/106	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
LA25/107	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

LA25/108	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
LA25/109	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. None.	N/A.	N/A.	N/A.
LA25/110	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of the Leisure and Amenities Committee are asked to receive and adopt the minutes of the Leisure & Amenities Committee meeting held on 30 th July 2025.	Resolved to receive and adopt. Proposed: Cllr Lloyd. Seconded: Cllr Swain. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
LA25/111	Matters arising from the minutes – for information only. - LA25/099 – RoSPA inspections of all play equipment. Remedial works as agreed at a meeting of this Committee on 28th August 2024 are all complete save for Miracle Design and Play Ltd's equipment. The replacement parts have been sourced and are on order. RoSPA inspections of all play equipment and Keeley End Pond have been taken forward by the Clerk as necessary for remedial works. - LA24/087 – Topple Testing undertaken at both closed churchyards and Lorraine Road cemetery. All letters are now in situ on headstones/memorials and the findings are being monitored by the Clerk. - LA25/068 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). The licence agreement has been agreed and signed between the Parish Council and Greenbelt Management Ltd and the Clerk has forwarded that document, plus contractor insurance details to Greenbelt Management Ltd, who have given their final confirmation all is in order *.	* Harry Gates, local contractor had now placed the beacon in situ. Cllr O'Dell noticed a screw which could cause a health and safety issue and confirmed he would remove it. Cllr Bygraves confirmed Greenbelt Management Ltd were happy for an information lectern to be installed in the vicinity (a photo was requested once in situ) and the Clerk confirmed the graphics were due to be signed off at September's Full Council meeting.	Clerk to keep on file.	N/A.
LA25/112	To receive the Income & Expenditure report for all Leisure and Amenities Committee cost centres and Earmarked Reserves report for all cost centres for 2025-26, to consider any budget heading virements – for information only.	No further comments received.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

LA25/113	To consider next steps in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to make recommendation to Full Council as necessary.	Cllr Bygraves continued to chase a chartered surveyor in relation to the land valuation. No further updates had been received from either GS8 (Developer) or The Crown Estate in relation to the planning application. After detailed discussion it was resolved the Clerk would request an update from The Crown Estate and BBCllr/Cllr Wheeler would request a similar update from Bedford Borough Council. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present. (It should be noted before these minutes were drafted, BBCllr/Cllr Wheeler and the Clerk were informed a viability review was expected to be undertaken by GS8 in late September, enabling the application to be determined by Bedford Borough Council's Planning Committee in November 2025).	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
LA25/114	To receive an update from Cllr Bygraves in relation to a potential volunteer scheme to remedy maintenance issues between plots not accessible with a lawn mower at Lorraine Road cemetery and to make recommendation to Full Council as necessary.	Cllr Bygraves confirmed he was awaiting a meeting date to discuss requirements with Mark Lehain, Executive Headteacher, Wootton Academy Trust. The Clerk would attend if available.	Cllr Bygraves and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

LA25/115	To consider the drafting of a lease agreement between the Parish Council and users of the remodelled Changing Rooms (storage and kitchen areas) and to resolve a suitable course of action.	Points for inclusion in storage area leases included (but were not limited to): • No unauthorised alterations were permitted. • Any damage to be paid by the lessee. • The landlord (Wootton Parish Council) had the right to undertake two annual random inspections of all areas. • The lessee would be responsible for keeping their storage areas clean and tidy. The use of hazardous chemicals was strictly prohibited. • No storage areas may be sub-let. • All storage areas must be locked and secure at all times and after every use. • All lessee's must arrange their own contents insurance (proof of insurance was a requirement) – the Parish Council would insure the building only. It was further noted the Parish Council would pay all utilities within the storage areas. Points for inclusion in the kitchen/toilet area lease included (but were not limited to):	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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		• The kitchen lessee would also be responsible for cleaning and maintaining all toilets. • The landlord (Wootton Parish Council) had the right to undertake two annual random inspections. • The landlord (Wootton Parish Council) would provide a microwave, urn and fridge. The lessee would replace the same if damaged/failure occurred, at its own cost. • The lessee would pay for all electricity consumption. • The lessee would be required to comply with all relevant Planning Conditions, in relation to the operation of the kitchen. • The lessee would be required to provide all relevant food hygiene certifications. • Times of use had yet to be agreed – it was expected the kitchen would operate at weekends during football matches and/or training and possibly weekdays during school pick up times (3pm-4pm) and possibly mid-morning (10am-11am). • The lessee would be required to ensure no kitchen-related litter was left in the vicinity.		
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		Further advice would be sought from DLS Law, including the length and review of the lease agreements and other issues for potential inclusion. The Clerk agreed to bring all findings to a future meeting of this committee. Resolved to note the above. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.		
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Meeting closed at 7.49pm.