



# WOOTTON PARISH COUNCIL



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Minutes of the **Leisure and Amenities Committee** meeting held on  
Wednesday 26<sup>th</sup> November 2025 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

| Agenda no                         | Agenda item title                                                                                                                                                                                                     | Resolution             | Action                 | Power                                                                |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|----------------------------------------------------------------------|
| 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                           | Cllr Lloyd (in the chair, in the absence of Cllr Bygraves), Lincoln, Swain and Wallace.<br>In attendance: Cllr O'Dell.<br>In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer). |                        |                        |                                                                      |
| Absent<br>(no apologies received) | None.                                                                                                                                                                                                                 |                        |                        |                                                                      |
| Agenda no                         | Agenda item title                                                                                                                                                                                                     | Resolution             | Action                 | Power                                                                |
| LA25/143                          | <b>Apologies for absence.</b><br>Cllrs Bygraves, 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. |
| LA25/144                          | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                           | N/A.                   | N/A.                   | Localism Act 2011, Ch 7, s31.                                        |
| LA25/145                          | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>None received.                                            | N/A.                   | N/A.                   | Localism Act 2011, Ch 7, s33.                                        |

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Chairman.....

Date 28<sup>th</sup> January 2026

Signed at Full Council.....

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| <b>LA25/146</b> | <b>Report from outside organisations – for information only.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A.                                                                                                                                                                                                        | N/A.                   | N/A.                                                                  |
| <b>LA25/147</b> | <b>List of correspondence received (copies of correspondence can be requested from the clerk) – for information only.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A.                                                                                                                                                                                                        | N/A.                   | N/A.                                                                  |
| <b>LA25/148</b> | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website: <a href="https://wootton-pc.gov.uk/parish-council/minutes/">https://wootton-pc.gov.uk/parish-council/minutes/</a>.</i><br>Members of the Leisure and Amenities Committee are asked to receive and adopt the minutes of the Leisure & Amenities Committee meeting held on 29 <sup>th</sup> October 2025.                                                                                                                                                                                                                                                                                             | Resolved to receive and adopt.<br>Proposed: Cllr Lincoln.<br>Seconded: Cllr Swain.<br>Resolved by all present.                                                                                              | Clerk to keep on file. | Local Government Act 1972, Sch 12, Part VI, p41 (1).                  |
| <b>LA25/149</b> | <b>Matters arising from the minutes – for information only.</b> <ul style="list-style-type: none"> <li>LA25/099 – RoSPA inspections of all play equipment. The majority of remedial works have been completed, and the Clerk is overseeing those that remain outstanding.</li> <li>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.</li> <li>LA25/068 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). The beacon has now been installed as has an information lectern. Move to close.</li> </ul> | No further comments received.                                                                                                                                                                               | Clerk to keep on file. | N/A.                                                                  |
| <b>LA25/150</b> | <b>To receive the Income &amp; 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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No further comments received.                                                                                                                                                                               | Clerk to keep on file. | Smaller Authorities Proper Practices Panel Practitioners' Guide 2025. |
| <b>LA25/151</b> | <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | It was noted Policy W3 (24/02426/MAF – Land off Bedford Road, Wootton) had been granted planning permission at a meeting of Bedford Borough Council's Planning Committee on 17 <sup>th</sup> November 2025. | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8.                                        |

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|                 |                                                                                                                                                                                                                                                           | <p>The Clerk was asked to establish whether BBCllr Wheeler could be involved in the drafting of the s106 agreement.</p> <p>The Clerk also stated they would contact The Crown Estate to request a meeting in early January 2026 in order to establish next steps in relation to the acquisition of land parcel W10b.</p> <p>Resolved to note the above – no recommendation to Full Council necessary.</p> <p>Proposed: Cllr Lincoln.</p> <p>Seconded: Cllr Swain.</p> <p>Resolved by all present.</p> |                                                     |                                |
| <b>LA25/152</b> | <b>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.</b> | In the absence of Cllr Bygraves, no further update was available.                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A.                                                | Localism Act 2011, Ch 1, s1-8. |
| <b>LA25/153</b> | <b>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.</b>                                                        | Cllr Lloyd confirmed DLS Law were drafting lease agreements for all changing room users. These agreements would be brought to a future meeting of this committee for ratification.                                                                                                                                                                                                                                                                                                                    | Cllr Lloyd and the Clerk to take forward.           | Localism Act 2011, Ch 1, s1-8. |
| <b>LA25/154</b> | <b>To consider next steps in relation to the Memorial Hall upgrade and to make recommendation to Full Council as necessary.</b>                                                                                                                           | Cllr Lloyd confirmed Sweet Peas pre-school had asked the Parish Council to take over sourcing quotations for remodelling works to the toilet and kitchen areas. He recommended the toilets were dealt with first, followed by the                                                                                                                                                                                                                                                                     | Cllrs Lloyd, Randell and the Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

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|                 |                                                                                                                                                                                                                              | boiler and consumer unit and then kitchen.<br>Resolved to note the above – no recommendation to Full Council necessary.<br>Proposed: Cllr Swain.<br>Seconded: Cllr Lincoln.<br>Resolved by all present.                                                                                                                                                                                                                    |                        |                                |
| <b>LA25/155</b> | <b>To consider a report from Cllr O'Dell in relation to planters and village entrance sign planting and to make recommendation to Full Council as necessary.</b>                                                             | Cllr O'Dell (not a member of this committee) noted the exceptionally dry summer but nonetheless expressed his disappointment with this summer's planting scheme. The Clerk confirmed this was being investigated and after discussion it was agreed this would remain a rolling agenda item until resolved.<br>Resolved to note the above.<br>Proposed: Cllr Swain.<br>Seconded: Cllr Lincoln.<br>Resolved by all present. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |
| <b>LA25/156</b> | <b>To receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.</b> | Resolved to receive and accept the Site Inspection Report without further comment and to make the same recommendation to Full Council.<br>Proposed: Cllr Lincoln.<br>Seconded: Cllr Swain.<br>Resolved by all present.                                                                                                                                                                                                     | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |
| <b>LA25/157</b> | <b>To determine a course of action in relation to repairing or replacing the wooden agility trail at the Memorial Hall play area and to make recommendation to Full Council as necessary.</b>                                | Resolved to replace the wooden agility trail in full and to make the same recommendation to Full Council.                                                                                                                                                                                                                                                                                                                  | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

Chairman.....

Date 28<sup>th</sup> January 2026

Signed at Full Council.....

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|                 |                                                                                                                                                                                                                                                                                 | Proposed: Cllr Wallace.<br>Seconded: Cllr Lincoln.<br>Resolved by all present. |                        |                                                                   |
| <b>LA25/158</b> | <b>To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2026-27, ahead of Full Council's agreement/finalisation of the precept demand in January 2026 and to make recommendation to Full Council as necessary.</b> | No further comments received.                                                  | Clerk to take forward. | Local Government Finance Act 1992, s41.<br>Financial Regulations. |

**Meeting closed at 8pm.**