



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 10th May 2017 at 9.40pm in The Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title	Resolution	Action	Power
P17/105	To elect a Chairman of the Planning & Environment Committee.	A nomination was received on the evening in favour of Cllr Quirk. Resolved that Cllr Quirk be appointed Chairman for the ensuing municipal year. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Standing Orders.
P17/106	To elect a Vice-Chairman of the Planning & Environment Committee. (If applicable).	A nomination was received on the evening in favour of Cllr Regmi. Resolved that Cllr Regmi be appointed Vice-Chairman for the ensuing municipal year. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Standing Orders.
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).

Planning & Environment Committee Minutes 10th May 2017

Chairman.....

Date 31st May 2017

Present	Cllrs Quirk (in the Chair), Lloyd, Noakes, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Cllrs Martin and O'Dell and Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P17/107	Apologies for absence. Cllr Doggrell.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P17/108	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P17/109	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
P17/110	Report from outside organisations – for information only. Bedford Borough Council – Pertenhall and Swineshead Parish Council and Turvey Parish Council. Bedford Borough Council has designated Pertenhall and Swineshead Neighbourhood Area and Turvey Neighbourhood Area which is the whole civil parish for both parishes. Further information and a copy of the Council's decision statements, including a map of the Neighbourhood Area can be viewed on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Pertenhall and Swineshead Parish Council and Turvey Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.	No further comments received.	Clerk to keep on file.	N/A.
P17/111	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P17/112	Minutes of the previous meeting.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Lloyd.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

	Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on the 26 th April 2017.	Resolved by all present.		
P17/113	Matters arising from the minutes – for information only. • P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – clerk and BBC/Cllr Wheeler continue to chase. ▪ P16/150 + P16/177 +P16/269 +P17/13 + P17/36 + P17/118 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Works have been completed bar cabling. The fallen ash tree at St. Mary's churchyard is ongoing. Refer to agenda item P17/118. ▪ P16/175 – Popes Way. Bedford Borough Council have completed works to overhanging trees and are investigating the infill of an adjoining ditch near the entrance to Cause End Road. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of Wootton Parish Council (WPC). The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process. Bedford Borough Council are currently liaising with a local resident regarding the piping and infilling of the ditch. ▪ P16/216 + P16/256 – Tithe Barn Road footpaths. Resolved 12th October 2016 (P16/256) that remedial works be undertaken to both footpaths – to include cutting back all overhanging shrubs, new tarmac surfaces and new kissing gates to be sited at the Tithe Barn Road end of both footpaths. Clerk is still awaiting quotations. The Clerk also aims to register both footpaths in the name of WPC. The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process. ▪ P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council	No further comments received.	N/A.	N/A.

	undertake annual risk assessments. The Clerk and Cllrs Quirk and Wheeler met with BBC Highways on 16th January 2017 – a proposal including costings for Bedford Borough Council to take over all street lighting columns now cannot be considered by them until March 2018. Cllr Quirk has undertaken a visual inspection and risk assessment with Andy Muskett. Move to close. ▪ P16/244 – Remedial works to footpaths at St. Mary’s Church cemetery. Resolved 28th September 2016 (P16/244) to seek quotations to re-lay the surface tarmac or use a cold finish surface on the one footpath leading from Church Road to St. Mary’s Church North Entrance. Due to the number of areas requiring works, this item will now be resolved by Full Council (FC17/135). Move to close. ▪ P16/268 + P17/50 – New bench opposite the Cock Inn PH, Bedford Road. Bench is now in situ. Clerk is awaiting plaque inscription details from the family of the late Bill Brady. ▪ P17/51 + P17/69 – Potentially dangerous ditch alongside the “Little Wootton” development, Hall End. Resolved 22nd February 2017 (P17/51) to send Bedford Borough Council a copy of Cllr Quirk’s findings. Bedford Borough Council responded stating it had no intention to erect fencing in the area. Cllr Quirk responded 29th March 2017 stating a danger had been presented now the hedge has been cut back – ditch was deep enough for someone to fall in (particularly those with limited mobility). Cllr O’Dell was asked to investigate and find fuller information ahead of asking Bedford Borough Council to undertake a risk assessment. A further report has been drafted and sent to Bedford Borough Council. ▪ P17/53 – Appointment of a contractor to undertake tree works at Lorraine Road cemetery. Albion Tree surgeons have completed the works. Neil Gates has been appointed to undertake further clearance works. Works have been completed and the adjoining resident informed. Move to close.			
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	▪ n/a – Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council's Highways department and the owner of 50 Cause End Road, to resolve ongoing issues regarding the infilling of a ditch alongside Popes Way Green and placement of his front/side boundary fencing. Bedford Borough Council instructed the owner to take down the fence panels (possibly pending an application to purchase highways land) and gave recommendations on how best to infill the ditch to ensure surface water continued to drain appropriately. Bedford Borough Council are now implementing an enforcement order as the owner has taken no further action. ▪ P17/90 – Request to review the height and materials used in the construction of fencing within the new play area on the Berryfields Estate. Resolved 12th April 2017 (P17/90) no action can be taken until the management entity is known. Clerk to keep on file.			
P17/114	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2016-17, to date.	It was noted the Clerk was unable to input income & expenditure figures for 2017-18, until the previous year end accounts had been closed.	N/A.	Governance and Accountability for Smaller Authorities in England 2016.
P17/115	a) Planning Applications – for resolution. 17/00988/FUL – Bourne End Farm. Erection of new grain store. 17/01128/FUL – 10 Manor Road. Hardstanding to existing grassed area to provide vehicular access to front garden. 17/01164/FUL – 23 Elmsdale Road – first floor side extension.	Resolved NO OBJECTIONS. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTIONS but to request the following condition be implemented: the access strip was to remain for access only, with no parking allowed. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTIONS.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	b) Planning Approvals (by Bedford Borough Council) – for information only. 16/02444/AOC as part of 15/02060/MAF – Land South of Fields Road and East of Cranfield Road. Condition 24 – Environmental Noise Assessment (Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works). c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. None. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.	Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. No further comments received.		
P17/116	To request above applications be considered by the Full Planning Committee of Bedford Borough Council.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P17/117	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P17/118	To receive a report from representatives of St. Mary's Church, with regard to the fallen ash tree which remains in the churchyard and to resolve a suitable course of action.	Cllr Quirk detailed his recent conversation with Hazel Sanders (Churchwarden, St. Mary's). The fallen ash tree was due to be removed imminently and Hazel (as a qualified structural engineer) had offered her	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		services to Wootton Parish Council without cost, to assess and advise on all future remedial works. A site assessment would be necessary once the tree had been moved and Hazel was willing to oversee all resultant works, including appointment of a groundsman/stonemason. It was noted remedial works to the damaged brick wall would be difficult to undertake, given the remaining wall listed significantly. Works might be required to the entire wall – something the tree owner's insurance company would need to consider. It was also noted a course of action would be required regarding damaged headstones – this committee would assess and consult with church authorities on the future of memorials damaged by the fallen tree.		
P17/119	To receive a report from Cllr Quirk with regard to the War Memorial on Church Road and to resolve a suitable course of action.	Cllr Quirk detailed a crack in the base slab which he had assessed and thought unworthy of remedial works at present. A second slab on top had a smaller crack and a third slab showed no evidence of damage. Damage was likely due to subsidence and materials used (the war memorial was moved to its current location in 1966). Cllr Noakes (assigned to undertake the annual risk assessment) confirmed he had also assessed the war memorial and agreed with Cllr Quirk's findings.	Cllrs Noakes and Quirk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved to note all findings and await the annual risk assessment – Cllr Quirk also agreed to continue to monitor the situation. Given ongoing building works within the village and heavy vehicle movement as a result (which could cause vibration issues), it was suggested remedial works be considered once construction traffic volume reduced. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
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Meeting closed at 9.55pm.