



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 31st January 2018 at 7.05pm in The Memorial Hall, Bedford Road, Wootton.

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 Quirk (in the Chair), Hensher, Lloyd and Noakes. Borough Councillor Wheeler was in attendance. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P18/014	Apologies for absence. Cllr Martin.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/015	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P18/016	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.
P18/017	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
P18/018	List of correspondence received (copies of correspondence can be requested from the Clerk).	None.	N/A.	N/A.

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Chairman.....

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P18/019	Minutes of the previous meeting. Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on the 10 th January 2018.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P18/020	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. ▪ P16/175 – 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). To date the Clerk has been unable to provide sufficient information to the Land Registry – adverse possession may be considered. ▪ 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. ▪ P17/146 +P17/273 – Horse Chestnut tree – Lorraine Road cemetery. Resolved 31st May 2017 (P17/146) to remove the tree and plant a replacement away from fencing and houses. Clerk has met with the retired tree warden who will recommend a suitable replacement and new position. Tree was removed on 3rd August 2017 and the Clerk is meeting with FA Bartlett Tree Experts to discuss its replacement (likely to be an oak tree plus three yew trees). ▪ P17/170 – RoSPA report – Keeley End Pond. The report makes recommendation that the adjoining property owner consider works to the pond bank to better-support the drive way and garage. Clerk has contacted a relative of the owner and is awaiting a further response.		Clerk to keep on file.	N/A.

	▪ P17/171 – Fly-tipping (ditch behind 48-62 Lorraine Road). Clerk has written to the tenant farmer requesting clearance works in the area. Works completed – move to close. ▪ P17/197 + P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross and has works still outstanding at Keeley Lane. ▪ P17/222 + P18/25 – Damaged/listing brick wall at St. Mary’s churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Refer to agenda item P18/25. ▪ P17/235 – Monoux Family Tomb. The clerk has provided the family with points of contact to assist with all necessary remedial works. ▪ P17/248 – Tree works in St. Mary’s churchyard extension. The Clerk has been informed tree works will be carried out on 5th January 2018 and has informed the adjoining residents. Works completed – move to close. ▪ P18/012 – 50 Cause End Road. Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council’s Highways department and the homeowner 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. The Clerk has been asked to contact Bedford Borough Council to clarify what action (civil and legal) is being taken. ▪ P17/274 – Upkeep of gravestones at Lorraine Road cemetery. Resolved 29th November 2017 (P17/274) to revisit this agenda item in Spring 2018 and consider at least works to remove weeds.			
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	▪ P17/275 – Footpath works within St. Mary’s churchyard (Church Road to the North entrance). Resolved 29th November 2017 (P17/275) to revisit this agenda item when further information was received – a faculty may be required to undertake resurfacing works. ▪ P18/013 – Tree works/inspection FA Bartlett Tree Experts. Resolved 10th January 2018 (P18/013) to request various tree works and a full tree inspection of all parish council-owned trees. Works at Lorraine Road cemetery (stump grinding and the planting of one oak tree) are programmed for 24th January 2018*.	*It was noted FA Bartlett Tree Experts had completed the works (stump grinding and the planting of one oak tree) as detailed.		
P18/021	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2017-18, to date.	No further comments received. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2017.
P18/022	a) Planning Applications – for resolution. None. b) Planning Approvals (by Bedford Borough Council) – for information only. 17/03173/FUL – 80-82 Keeley Lane – erection of detached infill dwelling (revised scheme). This council previously recorded NO OBJECTION. 17/02714/FUL – Top Farm Pastures, Hall End Road – conversion of agricultural barn to dwelling house, including new access track onto Hall End Road. This council previously recorded AN OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. None.	No further comments received.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. 17/01196/LBC – Demolition of four former brickwork chimneys and associated firing chambers of two brick kilns (excluding the outer walls of both kiln blocks). Although not within the parish, this council previously stated NO OBJECTIONS, but requested consideration be given to keeping the one chimney bearing the Stewartby logo, alongside the associated kiln. However amended/additional plans detailed the poor condition of all – and this was subsequently noted (suggestion was made that the bricks be reclaimed and used to mark in some way, the fact chimneys and kilns were once there (perhaps a replicated smaller-sized kiln). Bedford Borough Council states this application will be included in the agenda for its Planning Committee to consider on 29th January 2018 – officer recommendation is to GRANT CONSENT. To read the agenda and committee report online to go: www.bedford.gov.uk/searchplans and click on ‘Planning Committee’.	No further comments received.		
P18/023	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.
P18/024	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.
P18/025	To receive a report from Cllr Quirk and the Clerk regarding the damaged brick wall within St. Mary’s churchyard and to resolve a suitable course of action.	Cllr Quirk detailed findings reported by HACE Consultancy (Paul Carruthers). Key findings concluded the damaged wall in parts was unstable and dangerous and likely to become unstable in other areas. Recommendation was to immediately restrict access and place appropriate signage in the area.	Cllr Quirk and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was noted the parish council, having been made aware of the issue, had a duty of care to take early action to secure the area and fulfil its public duty. After discussion it was resolved to extend the existing temporary picket fence to prevent access to the damaged wall and place appropriate signage irrespective of whether a faculty was required. Cllr Quirk then detailed the issue of a gap between the cemetery gate and St. Mary's Church Hall (in St. Mary's cemetery extension). It was suggested the area be excavated, back-filled with pea-shingle and then covered with two 18inch wide paving slabs to cover the wearing area. Further resolved to accept that recommendation. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
P18/026	To receive a report from Cllr O'Dell regarding a broken public bench on Bedford Road (opposite the Memorial Hall) and to resolve a suitable course of action.	Resolved to remove the broken bench, but only replace it if requested to do so in the future. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Cllr Quirk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/027	To receive a further update from Cllr Quirk and/or BBCllr/Cllr Wheeler regarding ongoing works at 50 Cause End Road and to resolve a suitable course of action.	Cllr Quirk stated several residents had voiced their concerns over a perceived lack of enforcement by Bedford Borough Council. However, it was noted an enforcement order had now been served against the homeowner and two	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		offending fence panels had recently been removed. It was further noted the homeowner was using the entire frontage to drive vehicles onto their property despite being informed by Bedford Borough Council there was only one access point. Issues surrounding the ditch adjoining the property onto Popes Way remain ongoing.		
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Meeting closed at 7.35pm.