



WOOTTON PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
QUALITY

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



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WoottonParishCouncilBedfordshire](http://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 25th April 2018 at 7pm 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, Martin and Noakes. Cllr O'Dell was in attendance to observe proceedings. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P18/086	Apologies for absence. Cllr Lloyd.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/087	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
P18/088	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.	Localism Act 2011, Ch 7, s33.
P18/089	Report from outside organisations – for information only.	None.	N/A.	N/A.
P18/090	List of correspondence received (copies of correspondence can be requested from the Clerk).	None.	N/A.	N/A.
P18/091	Minutes of the previous meeting.	Resolved to receive and adopt. Proposed: Cllr Martin.	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 11 th April 2018.	Seconded: Cllr Noakes. Resolved by all present.		
P18/092	Matters arising from the minutes – for information only. • P18/074 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – the Clerk has been informed works are due to be completed before this financial year end. Resolved 28th March 2018 (P18/074) to ask BBCllr Wheeler to make a formal request to investigate why these works remain outstanding. The clerk has been informed works should now be complete however they remain outstanding. ▪ P16/175 – Popes Way. 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. ▪ P17/170 – 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. ▪ P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross. Works outstanding at Keeley Lane have been delayed – the contractor is awaiting delivery of brackets needed for the replacement of bulbs with LED equivalents. ▪ 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	*It was noted the Clerk had now received a response from Historic England. Fuller information would be taken to the next meeting of this committee.	Clerk to take forward	N/A.

	remedial works are necessary. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. The Clerk has sent an initial letter to Historic England to begin an informal consultation, but has yet to receive a response*. ▪ P18/027 – 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 has now taken enforcement action and all offending fence panels have been removed, although there is still concern not all highways land has been handed back. Noted the homeowner is currently using the entire frontage to drive vehicles onto their property despite being informed by Bedford Borough Council there is only one access point. Issues surrounding the ditch adjoining the property onto Popes Way remain ongoing. The clerk received notification from Bedford Borough Council (14th April 2018) confirming their intention to push for full re-installation of the frontage. A formal written approach detailing action required and a deadline is being completed. ▪ P17/274 + P18/097 – 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. Refer to agenda item P18/097. ▪ P18/073 – Footpath works within St. Mary's churchyard (Church Road to the North entrance). Resolved 28th March 2018 (P18/073) to accept the revised quotation from Redlynch Leisure, now it has been established a faculty is not required. Works are expected to be completed within 1-2 days and a provisional date of the week beginning 7th May has been given.			
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	▪ FC18/072 – 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) have been completed. (P17/273 – Please note the Clerk is still investigating the planting of further oak trees plus possible yew trees with FA Bartlett Tree Experts). Resolved 28th March 2018 (P18/072) to accept the inspection report and carry out all priority one works as soon as possible.			
P18/093	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2018-19, to date.	An Income & Expenditure report for 2018-19 would be provided once the previous year-end accounts were closed down.	N/A.	Governance and Accountability for Smaller Authorities in England 2018.
P18/094	a) Planning Applications – for resolution. 18/00644/DC3 – Land South of Fields Road. Erection of new 60 place nursery building and ancillary works. 18/00798/FUL – 6 Robinson Close – two storey and first floor rear extension.	Resolved NO OBJECTION but to pass the following observations/requests to Bedford Borough Council: • Concerns remain over vehicle emissions which will impact on the nursery; • Bedford Borough Council undertake Air Quality Monitoring to observe those emissions; • Bedford Borough Council ensure sufficient landscaping/tree/shrub planting is undertaken to mitigate emissions. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	18/00824/FUL – 18 Grovebury Court – single storey rear extension to main house and conversion of garage to annex including raising roof height and additional of rear dormer. 18/00904/FUL – 60 Elmsdale Road – two storey side extension. b) Planning Approvals (by Bedford Borough Council) – for information only. 18/00318/FUL – 38 Lorraine Road – single storey front/side extension. This council previously resolved NO DECISION, but passed concerns over lack of parking to Bedford Borough Council. 18/00359/FUL – 31 Hall End Road – one and two storey front, side and rear extensions and roof extension to remodel existing dwelling. This council previously resolved NO OBJECTION. 18/00418/FUL – 86 Mephram Road – two storey front extension and single storey rear extension. This council previously resolved NO OBJECTION.	Resolved NO OBJECTION but to pass the following observations to Bedford Borough Council: • The works to the garage had already been completed and so the application should have been retrospective (at least in part); • The garage conversion will contribute to a lack of parking in the area. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. No further comments received.		
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	c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. 17/02744/FUL – Meadow View, 43 Cranfield Road – first floor extension to existing single storey wing, including 7 dormers. This council previously recorded NO OBJECTION. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.			
P18/095	To request above applications be considered by the Full Planning Committee of Bedford Borough Council.	No action required.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/096	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.	No action required.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/097	To receive a report from Cllr Quirk regarding the inspection and maintenance of cemetery headstones and memorials and to resolve a suitable course of action.	Cllr Quirk provided a verbal report following a cemetery site visit at which he and Cllrs Lloyd and Noakes were present. It was noted Cllr Hudson, who called for an investigation into the maintenance of memorials, was not present either at that site visit nor this committee meeting. Headstone/memorial checks (including topple testing) were already carried out as a matter of routine. After discussion it was resolved Cllr Quirk would provide a more detailed, written report to identify the level of maintenance required to those plots considered in need of the same. Proposed: Cllr Quirk.	Cllr Quirk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Noakes. Resolved by majority vote.		
P18/098	To receive a report from Cllr Quirk and the clerk regarding the reservation of plot process and to resolve a suitable course of action.	After discussion it was resolved future and retrospective plot reservations (where possible) would be marked with a stone/slab (roughly the size of half a paving slab) identifying them as reserved. Stones/slabs could be re-used once a plot was taken up. The Clerk was requested to obtain costings and bring those back to the next meeting of this committee. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/099	To receive a report from Cllr Quirk regarding cemetery fees applicable for residents aged 18 years and under, in light of central government's recent intervention to establish a funeral fund for children under the age of 18.	Governments intention was noted but it was resolved to continue NOT to charge fees for residents aged 18 years and under. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.50pm.