



# WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 9<sup>th</sup> May 2018 at 7pm in The Memorial Hall, Bedford Road, Wootton.

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| <b>Open Forum</b>                     | 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).    |
| <b>Present</b>                        | Cllrs Quirk (in the Chair), Hensher, Lloyd, Martin and Noakes.<br>Cllr Wheeler was also in attendance. Cllr Wheeler is also the Borough Councillor for Wootton.<br>In Attendance: Sue Playford (Clerk).                                                                                                   |                                                                                                                                                                                                                            |                        |                                                            |
| <b>Absent (no apologies received)</b> | None.                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                            |                        |                                                            |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                  | <b>Resolution</b>                                                                                                                                                                                                          | <b>Action</b>          | <b>Power</b>                                               |
| <b>P18/100</b>                        | <b>Apologies for absence.</b><br>None.                                                                                                                                                                                                                                                                    | N/A.                                                                                                                                                                                                                       | N/A.                   | Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40. |
| <b>P18/101</b>                        | <b>Disclosure of local and/or disclosable pecuniary interests.</b>                                                                                                                                                                                                                                        | No disclosures made.                                                                                                                                                                                                       | N/A.                   | Localism Act 2011, Ch 7, s31.                              |
| <b>P18/102</b>                        | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b>                                                                                                                                                  | No requests received.                                                                                                                                                                                                      | N/A.                   | Localism Act 2011, Ch 7, s33.                              |
| <b>P18/103</b>                        | <b>Report from outside organisations – for information only.</b> <ul style="list-style-type: none"> <li>Bedford Borough Council. Emergency closure notice for Footpath FP43, to allow for a replacement culvert. Closure is with immediate effect and is expected to be in place for 12 weeks.</li> </ul> | Cllr Noakes confirmed he had reported animal carcasses in the area as a health hazard. The footpath was not heavily used at present but was expected to be so in future years as development within the village continued. | Clerk to keep on file. | N/A.                                                       |

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|                | <ul style="list-style-type: none"> <li>Bedford Borough Council. Temporary road closure – Manor Road, Kempston Hardwick. To facilitate an annual level crossing inspection. The road closure is anticipated to be in operation between 2300hrs Saturday 19th May 2018 and 1200hrs Sunday 20th May 2018 - specific dates will be advertised locally closer to the time. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No further comments received.                                                                                  |                        |                                                      |
| <b>P18/104</b> | <b>List of correspondence received (copies of correspondence can be requested from the Clerk).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | None.                                                                                                          | N/A.                   | N/A.                                                 |
| <b>P18/105</b> | <b>Minutes of the previous meeting.</b><br>Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on the 25 <sup>th</sup> April 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Resolved to receive and adopt.<br>Proposed: Cllr Noakes.<br>Seconded: Cllr Martin.<br>Resolved by all present. | Clerk to keep on file. | Local Government Act 1972, Sch 12, Part VI, p41 (1). |
| <b>P18/106</b> | <b>Matters arising from the minutes – for information only.</b> <ul style="list-style-type: none"> <li>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 28<sup>th</sup> 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.</li> <li>P16/175 – Popes Way. Resolved 13<sup>th</sup> 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.</li> <li>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 12<sup>th</sup> April 2017 (P17/90) no action can be taken until the management entity is known. Clerk to keep on file.</li> <li>P17/170 – RoSPA report – Keeley End Pond. The report makes recommendation that the adjoining property owner consider</li> </ul> | No further comments received.                                                                                  | Clerk to keep on file. | N/A.                                                 |

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|  | <p>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.</p> <ul style="list-style-type: none"> <li>▪ 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 has now taken delivery of brackets needed for the replacement of bulbs with LED equivalents.</li> <li>▪ P18/25 + P18/111 – Damaged/listing brick wall at St. Mary’s churchyard. Resolved 27<sup>th</sup> September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Following that report, resolved 31<sup>st</sup> 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. A response from Historic England has now been received. Refer to agenda item P18/111.</li> <li>▪ 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 (14<sup>th</sup> 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.</li> </ul> |  |  |  |
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|                | <ul style="list-style-type: none"> <li>▪ P18/097 – Upkeep of gravestones at Lorraine Road cemetery. Resolved 29<sup>th</sup> November 2017 (P17/274) to revisit this agenda item in Spring 2018 and consider at least works to remove weeds. Cllr Quirk is drafting a report to determine what works are required.</li> <li>▪ P18/073 – Footpath works within St. Mary's churchyard (Church Road to the North entrance). Resolved 28<sup>th</sup> 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 works will be carried out during the week beginning 7<sup>th</sup> May 2018.</li> <li>▪ FC18/072 – Tree works/inspection FA Bartlett Tree Experts. Resolved 10<sup>th</sup> 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 28<sup>th</sup> March 2018 (P18/072) to accept the inspection report and carry out all priority one works as soon as possible. Some works are now completed.</li> <li>▪ P18/098 + P18/112 – Plot reservation process. Resolved 25<sup>th</sup> April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved. Refer to agenda item P18/112.</li> </ul> |                                                                                                                                                          |      |                                                                        |
| <b>P18/107</b> | <b>To receive and verify the Income &amp; Expenditure report for all Planning &amp; Environment cost centres for 2018-19, to date.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | An Income & Expenditure report for 2018-19 would be provided once the previous year-end accounts were closed down (currently with the internal auditor). | N/A. | Governance and Accountability for Smaller Authorities in England 2018. |
| <b>P18/108</b> | <b>a) Planning Applications – for resolution.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A.                                                                                                                                                     | N/A. | Town & Country Planning Act 1990 & subsequent.                         |

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|                | <p><b>b) Planning Approvals (by Bedford Borough Council) – for information only.</b><br/>None.</p> <p><b>c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only.</b><br/>None.</p> <p><b>d) Planning Refusals (by Bedford Borough Council) – for information only.</b><br/>None.</p> <p><b>e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only.</b><br/>None.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |                                                |
| <b>P18/109</b> | <b>To request above applications be considered by the Full Planning Committee of Bedford Borough Council.</b>                                                                                                                                                                                                                                                                                                                                                    | No action required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A.                   | Town & Country Planning Act 1990 & subsequent. |
| <b>P18/110</b> | <b>To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.</b>                                                                                                                                                                                                                                                                                                            | No action required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A.                   | Town & Country Planning Act 1990 & subsequent. |
| <b>P18/111</b> | <b>To consider a response received from Historic England relating to the damaged brick wall at St. Mary's churchyard and to resolve a suitable course of action.</b>                                                                                                                                                                                                                                                                                             | After detailed discussion it was resolved to respond to Historic England (copy to St. Mary's church) stating the parish council considered the works needed to build the wall on a like-for-like basis excessive. The ground was significantly lower on the other side of the churchyard meaning the wall would be built using modern foundations – at odds with the wish to restore an old wall. Timescales (using reclaimed bricks where possible) and disruption were also significant factors to consider. Suggestion was made, therefore, to remove the section of wall which was | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                 |

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|                |                                                                                                                                       | either damaged by the fallen tree or leaning and replace with metal railings.<br>Proposed: Cllr Noakes.<br>Seconded: Cllr Lloyd.<br>Resolved by all present.                                                                                                                                                                                                                                                                                                                                   |                        |                                |
| <b>P18/112</b> | <b>To receive a report from Cllr Quirk and the clerk in relation to plot reservations and to resolve a suitable course of action.</b> | After discussion it was resolved to purchase 20 12"x12" off-cut slabs from Wrighton & Barker, inscribed with the word "reserved". Cllr Quirk and the clerk would examine all records before inlaying the slabs as necessary and determining whether further slabs were needed. Further resolved to take a possible reservation fee increase to cover the cost of a slab, to the next meeting of this committee.<br>Proposed: Cllr Quirk.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

**Meeting closed at 7.35pm.**