



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 30th May 2018 at 7.05pm in The Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title	Power
P18/113	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 Hensher. Resolved by all present.	Local Government Act 1972, Part 1, s15 (1).
P18/114	To elect a Vice-Chairman of the Planning & Environment Committee. Resolved not to appoint a Vice-Chairman. Proposed: Cllr Martin. Seconded: Cllr Hensher. Resolved by all present.	Local Government Act 1972, Part 1, s15 (6).
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, Martin and Noakes. Cllr Wheeler was also in attendance. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).	
Absent (no apologies received)	None.	

Agenda no	Agenda item title	Resolution	Action	Power
P18/115	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/116	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
P18/117	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.
P18/118	Report from outside organisations – for information only. - Bedford Borough Council. Temporary road closure – Hall End Road, Wootton. To facilitate the lay of a new gas service. The road closure is anticipated to be in operation between 0800hrs and 1700hrs on Saturday 9th June 2018 – specific dates will be advertised locally closer to the time. Length affected is from the northernmost boundary of No. 31 Hall End Road to No. 33 Hall End Road. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signage. - Bedford Borough Council. Temporary road and footway closure – Broadmead Road, Stewartby. To facilitate essential level crossing and railway track work. The road closure is anticipated to be in operation between 2300hrs Saturday 9th June and 0430hrs Monday 11th June 2018 – specific dates will be advertised locally closer to the time. Length affected is from a point approximately 20 metres north-west of the level crossing to a point approximately 20 metres south-east of the level crossing. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signage.	No further comments received.	Clerk to keep on file.	N/A.
P18/119	List of correspondence received (copies of correspondence can be requested from the Clerk).	None.	N/A.	N/A.
P18/120	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 9 th May 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).
P18/121	Matters arising from the minutes – for information only.	No further comments received.	Clerk to keep on file.	N/A.

	• P18/074 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding (May 2018). • P16/175 + P18/128 – 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. Refer to agenda item P18/128. • 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. Some investigative work has been completed but the Clerk has received no further updates. Given the findings relate to private land, the Clerk is recommending this item be moved to close. • P17/209 – Street lighting at Hall End/Potters Cross/Keeley Lane. All works have been completed. Move to close. • P18/111 – 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. 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. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works.			
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	• 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. Despite both the Borough Councillor and parish council being informed by Bedford Borough Council that enforcement action was being taken – this does not appear to be the case. BBCllr Wheeler has now escalated this issue as a formal complaint within Bedford Borough Council. • 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. Cllr Quirk is drafting a report to determine what works are required. Refer to agenda item P18/129. • 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 have been carried out but a trip hazard remains – Redlynch are to remedy. • 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. Some works are now completed. • P18/112 – Plot reservation process. Resolved 25th April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved and further resolved 9th May 2018			
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	(P18/112) to place an order for the same, with Wrighton & Barker.			
P18/122	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 (due for approval by Full Council – June 2018).	N/A.	Governance and Accountability for Smaller Authorities in England 2018.
P18/123	a) Planning Applications – for resolution. 18/01098/FUL – 44 Grovebury Court – single storey rear and front extensions. b) Planning Approvals (by Bedford Borough Council) – for information only. 18/00640/FUL – 103 Bedford Road – demolition of existing garage and erection of one and two storey side/rear extension. This council previously recorded NO OBJECTION. 18/00664/TPO – Ashglade House, 155a Bedford Road – Ash – dismantle to ground level. This council previously recorded NO OBJECTION. 18/00682/FUL – 19 Canons Close – demolition of existing conservatory and erection of a single storey rear extension. This council previously recorded NO OBJECTION. 18/00811/AOC – 7 Church Road – 17/02458/LBC – Condition 3 – sample panel of re-pointing (single storey rear extension, re-pointing to front, replacement window to study, replacement doors and velux roof light to family room). This council previously recorded NO OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only.	Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. No further comments received.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	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.			
P18/124	To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.	No action required.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/125	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).	No action required.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/126	To consider organisational arrangements and planning needed to facilitate the annual Remembrance Sunday parade and to resolve a suitable course of action.	It was noted that Cllr Lloyd and BBCllr/Cllr Wheeler had organised 2017's event – with significant contribution from one resident. Resolved Cllr Quirk would approach that resident to see if they would be willing to assist this committee and BBCllr/Cllr Wheeler this year (and undertake the role of parade marshal). Cllr Quirk would also approach Rev. Peter Ackroyd. Were the Royal British Legion unable to attend, the scouts could carry their flag. Further resolved to ensure an order of parade/contact details be made available as backup should someone be unable to assist in the future. Further resolved to bring this agenda item back to a future meeting of this committee for review. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Cllr Quirk to take forward. Clerk to bring this back to a future meeting for review.	Localism Act 2011, Ch 1, s1-8.

P18/127	To review the cemetery fees in respect of plot reservations and to resolve a suitable course of action.	Resolved to increase the fee for all plot reservations by £20 to cover the cost of the slabs. Proposed: Cllr Quirk. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/128	To receive a report from Cllr Quirk and the Clerk regarding the registration of Popes Way Green and to resolve a suitable course of action.	Resolved the Clerk continue to seek to register the land in the name of the parish council – using adverse possession if necessary. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/129	To receive a further report from Cllr Quirk regarding the inspection and maintenance of cemetery headstones and memorials and to resolve a suitable course of action.	Cllr Quirk presented his written report which detailed findings on proposed renovations to abandoned memorials at Lorraine Road cemetery. Resolved to accept Cllr Quirk's report to progress the matter and appoint Wrighton & Barker for one day to undertake as much of the work as possible detailed within the report. This would be at a daily rate of £500 for two qualified masons. Any further/outstanding works to be determined at a further meeting of this committee. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.40pm.