



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 29th August 2018 at 7pm in The Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title			Power
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), 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
P18/186	Apologies for absence. Cllr Hensher.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/187	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
P18/188	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.
P18/189	Report from outside organisations – for information only. Bedford Harriers – information regarding their event and road closures. Half Marathon – Sunday 2nd December 2018.	No further comments received.	Clerk to keep on file.	N/A.

	Bedford Borough Council – closure of Payne Road footpath. Closure will be in operation 24 hours a day from Tuesday 28th August 2018 to Tuesday 11th September 2018.			
P18/190	List of correspondence received (copies of correspondence can be requested from the Clerk).	None.	N/A.	N/A.
P18/191	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 8 th August 2018.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P18/192	Matters arising from the minutes – for information only. - P18/167 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding and met with a Borough Council Traffic Engineer (June 2018) to revisit issues. Awaiting written confirmation of the same from Bedford Borough Council. Resolved 11th June 2018 (P18/167) to ensure restrictions proposed for Hall End (opposite the Chequers Inn PH) were completed in full. - 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. Resolved 30th May 2018 (P18/128) the Clerk continue to try and register, using adverse possession if necessary. - 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. - 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	No further comments received.	Clerk to keep on file.	N/A.

	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. ▪ P18/185 – 50 Cause End Road. Bedford Borough Council have completed all enforcement works. ▪ P18/129 – 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. Resolved 30th May 2018 (P18/129) to appoint Wrighton & Barker for one day to undertake works detailed within Cllr Quirks' report. Clerk is awaiting a date for the works. ▪ 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 (P18/112) to place an order for the same, with Wrighton & Barker. Slabs are with Cllr Quirk and he and the clerk are meeting on 9th July 2018 to determine how best to place them. Cllr Quirk is now in the process of placing the slabs but needs cooler weather. ▪ P18/184 + P18/199 – Remembrance Sunday organisation and parade. Resolved 30th May 2018 (P18/126) to request assistance from a resident who has previously undertaken the role of parade marshall. Refer to agenda item P18/199. ▪ P18/141 – Removal of HGV signage along Fields Road. BBCllr/Cllr Wheeler is pushing for urgent action to remedy this. ▪ P18/154 – Transfer of parish council-owned street lights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns. ▪ P18/183 – Works to St. Mary's cemetery extension hedgerow. Resolved 8th August 2018 (P18/183) that the height be			
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	reduced to improve visibility along the Church Road/Cause End Road junction. Clerk has met with FA Bartlett Tree Experts to obtain a quotation, although it is understood the works will be carried out and financed by Bedford Borough Council.			
P18/193	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2018-19, to date.	Resolved to receive and verify the Income & Expenditure report without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2018.
P18/194	a) Planning Applications – for resolution. 18/01842/FUL – Fox Cottage, 27 Church Road. Single storey extension on the front of the property. 18/01380/M73 – 15/02060/MAF – Land South of Fields Road and East of Cranfield Road. Variation of approved plans condition 2 to change layout and number of the approved house type drawings on various plots to a new house type range (Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works). b) Planning Approvals (by Bedford Borough Council) – for information only. 18/01481/LBC – Keeley Grange, Bedford Road. Single storey rear extension and internal alterations to relocate kitchen. This council previously recorded NO OBJECTION.	Resolved NO OBJECTION. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present. Resolved NO OBJECTION but to pass the following observation back to Bedford Borough Council: Revised plans did not take into consideration the need for 1-2 bed, low cost/affordable housing – a requirement identified in the emerging Neighbourhood Plan. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present. No further comments received.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	18/01555/LDP – 2 Sherwood Close. Certificate to confirm that the details submitted do not require planning permission (proposed conversion of the existing loft void with roof lights to front and rear and pitched roof dormer to rear slope). This council was not consulted on this application. 18/01671/FUL – 25 Lorraine Road. Single storey front extension. This council previously recorded NO OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. 18/01637/FUL – 14 Folkes Road. Single storey rear/side extension and garden wall. This council previously recorded AN OBJECTION. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.	No further comments received.		
P18/195	To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/196	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/197	To receive a report from Cllr Quirk regarding interment procedures (Memorial Walls only) at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to accept the interment procedures with the following amendments: Item 5 to include reference to removed items being stored for safe keeping and available for return to the next of kin;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Addition of information regarding double (side-by-side) plots. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.		
P18/198	To receive a report from the Clerk regarding the brick Wootton Village entrance sign located along Wootton Road/Bedford Road and to resolve a suitable course of action.	The wall was built using the proceeds from a published book "History of Wootton", and had not been inspected nor maintained for several years. Resolved to brush and wash the brickwork along with the face stone and pick out the lettering in black. Further resolved the Clerk bring a further agenda item back to the next meeting of this committee (once the above works were complete) to consider the addition of a raised flower bed in front of the same. Clerk to include a further agenda item to consider village signs at other entrances to the village. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/199	To receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade, to include the possible booking (if available) of the village hall for assemble the parade and to resolve a suitable course of action.	Cllr Quirk reported arrangements were in hand as did BBCllr/Cllr Wheeler and Cllr Lloyd. The Clerk had updated the Risk Assessment (to be approved at a future meeting of this committee) and the insurance company had been informed of all arrangements. The Clerk confirmed the wreath would be ordered in the coming weeks and that the football teams would be reminded not to play on the day before 2pm. Cllr Quirk agreed to take forward the booking of the village hall (regardless of	Cllrs Lloyd and Quirk, BBCllr/Cllr Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		weather conditions) at the next meeting of the village hall committee. It was noted the Boys/Girls brigade would provide a marching band. The Clerk confirmed this would be a rolling agenda item.		
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Meeting closed at 7.35pm.