



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 12th September 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), Hensher, Lloyd and Martin. 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
P18/200	Apologies for absence. Cllr Noakes.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/201	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
P18/202	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.
P18/203	Report from outside organisations – for information only.	None.	N/A.	N/A.
P18/204	List of correspondence received (copies of correspondence can be requested from the Clerk).	None.	N/A.	N/A.

P18/205	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 29 th August 2018.	Resolved to receive and adopt. Proposed: Cllr Lloyd. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P18/206	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 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	No further comments received.	Clerk to keep on file.	N/A.

	like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different 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. • P18/199 + P18/212 – 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 P18/212. • P18/141 – Removal of HGV signage along Fields Road. BBCllr/Cllr Wheeler is pushing for urgent action to remedy this but has been informed by Bedford Borough Council the signage will NOT be replaced until the care facility development is complete. Move to close. • 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 reduced to improve visibility along the Church Road/Cause End Road junction. FA Bartlett Tree Experts have submitted a			
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	quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works. • P18/198 – Wootton Village entrance sign Wootton/Bedford Road. Resolved 29th August 2018 (P18/198) to brush/wash the brickwork along with the face stone and pick out the lettering in black. The Clerk is sourcing quotations for consideration.			
P18/207	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 Quirk. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2018.
P18/208	a) Planning Applications – for resolution. 18/01929/TPO – The Pyghtle, 64 Keeley Lane. Group of Field Maple, hawthorn – reduce back to boundary from over structure. 18/02160/FUL – 24 Fields Road. Demolition of existing single storey rear extension and conservatory and the erection of a new single storey rear extension. b) Planning Approvals (by Bedford Borough Council) – for information only. 18/01740/FUL – 12a Halegate. Single storey rear 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.	Resolved NO OBJECTION. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present. No further comments received.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	18/01593/FUL – 49 Cause End Road. Removal of three fence panels and erection of log cabin on driveway. 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.		
P18/209	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.
P18/210	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.
P18/211	To consider the installation of village entrance signs at all entrances to Wootton (excluding the Wootton Road/Bedford Road site en route to Kempston Rural) and to resolve a suitable course of action.	It was noted the village entrance sign along Wootton Road/Bedford Road was due to be cleaned and have the lettering re-highlighted, after which consideration would be given to installing a raised flower bed in front of it. Resolved to take this agenda item to Full Council for consideration and possible inclusion as a CIL (Community Infrastructure Levy) project. Clerk to ask all members for their suggestions in advance. Proposed: Cllr Hensher. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P18/212	Ongoing agenda item - to receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade (including the approval of 2018's Risk Assessment) and to resolve a suitable course of action.	Cllr Quirk confirmed the village hall could be used from 9.30-10.15am on the morning to assemble the parade, adding the grass cutting contractors would be asked to ensure the grass was cut ahead of the parade. The War Memorial Risk Assessment had been updated. All parade attendees were confirmed, and BBCllr/Cllr Wheeler confirmed he would	Cllrs Lloyd, Quirk and Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		oversee the road closures nearer the time.		
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Meeting closed at 7.25pm.