



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** held on Wednesday 11th March 2020 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

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), Bygraves, Lloyd, Noakes and Randell. In attendance: Cllr Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P20/050	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.
P20/051	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P20/052	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.	N/A.	Localism Act 2011, Ch 7, s33.
P20/053	Report from outside organisations – for information only.	N/A.	N/A.	N/A.

	None.			
P20/054	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. None.	N/A.	N/A.	N/A.
P20/055	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 26 th February 2020.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P20/056	Matters arising from the minutes – for information only. ▪ P19/059 – 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, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Resolved 10th April 2019 (FC19/059) to source accompany/individual qualified to assist with the works. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report has been received. Other potential contractors continue to be chased. The clerk and Cllrs Lloyd and Quirk will meet Q1 2020 to determine a tender process. ▪ P18/154 – Transfer of parish council-owned streetlights 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. Clerk has been told the Borough Council are dealing with this,	No further comments received.	Clerk to keep on file.	N/A.

	but they have several other parishes to deal with too and timescales are not yet known. The clerk continues to chase. ▪ 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 quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works. The clerk and BBCLr/Cllr Wheeler continue to chase. ▪ P19/137 + P20/061 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location and costings) be submitted to the Clerk ahead of further discussions by this committee. Resolved 10th April 2019 (FC19/060) to obtain quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay and the clerk has applied for a planning pre-application. Refer to agenda item P20/061. ▪ P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Resolved 30th October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works. The clerk has been informed remedial works will take place in Spring 2020 as winter weather will have an adverse effect on the finish and longevity. ▪ P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk has submitted a request to Bedford Borough Council for signage. The costing is £300 however the clerk has been asked to escalate this request with Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council as the slow response and timescales are not acceptable. That escalation was transferred to Chris Pettifer, Chief Officer, Transport, Bedford Borough Council and the clerk has been informed works should take six weeks (from 25th November 2019) to complete. The clerk has since been			
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	informed a further delay has pushed works back by a further two weeks. ▪ P20/013 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to remove the conifers and carry out remedial works to the adjoining hedgerow and ash tree (the latter is growing into a highways street lighting column). Once those work are complete, Memorial Makeovers will complete the War Memorial works.			
P20/057	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2019-20, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2019.
P20/058	a) Planning Applications – for resolution. None. b) Planning Approvals (by Bedford Borough Council) – for information only. 19/02810/FUL – 8 Potters Cross. Removal of existing external metal flue pipe to front elevation and the construction of anew brick chimney flue to the side gable elevation. 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. None. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only.	No further comments received.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	None.			
P20/059	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.
P20/060	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.
P20/061	To receive an update from the Clerk regarding the installation of a location sign at the entrance to Lorraine Road cemetery and to resolve a suitable course of action.	The Clerk's report was noted and it was agreed they would continue to take forward the installation of the sign (better described as the Lorraine Road cemetery entrance sign).	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P20/062	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
P20/063	To receive completed tender application(s) in respect of the Grass Cutting (Amenities and Highway) contract and to resolve to appoint a contractor for the period 1st April 2020 – 31st March 2023.	After discussion it was resolved to appoint Warner's of Bedford Ltd as the grass cutting contractor for the period 1 st April 2020 – 31 st March 2023. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.20pm.