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Minutes of the **Planning & Environment Committee** meeting held on Wednesday 28th July 2021 at 7pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title			Power
Open Forum	There were was one member of the public present who wished to speak and observe discussions on agenda item P21/168. The chairman moved this agenda item be heard after agenda item P21/159 and all were in agreement. There were no other 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, Randell and Watson. In attendance: Cllrs O'Dell (arrived 7.20pm) and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton and was attending this meeting in that capacity to speak and observe discussions on agenda item P21/165 (21/02007/FUL Wootton Lower School, Harris Way. Siting of new temporary classroom). Also 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
P21/157	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.
P21/158	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.

P21/159	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.
P21/160	Report from outside organisations – for information only. - Bedford Borough Council. Wootton Neighbourhood Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Wootton Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Sharnbrook Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at: https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/neighbourhood-planning/wootton-neighbourhood-development-plan/ Paper copies of the documents are also available for inspection during normal opening hours at: - Wootton Library, Lorraine Road, Wootton, MK43 9LH. Representations must be made in writing by (preferably using the consultation form provided on the website) and can be: - emailed to: planningforthefuture@bedford.gov.uk; or - Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp. Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. <u>All representations must be received by 5pm on 23rd August 2021.</u>	No further comments received.	Clerk to keep on file.	N/A.

	All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website: https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/ Bedford Borough Council. Further extension to the temporary prohibition of through traffic along part of Footpath No 1. The order made by Bedford Borough Council on 20th January 2017 was extended on 14th July 2017, 20th July 2018, 19th July 2019 and 17th July 2020. The closure is to enable construction of a new housing development and will continue from Saturday 24th July 2021 for up to one year.			
P21/161	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. None.	N/A.	N/A.	N/A.
P21/162	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 14th July 2021.	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).
P21/163	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	No further comments received.	N/A.	N/A.

	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 were due to meet Q1 2020 to determine a tender process, but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions. • P20/228 – 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, but they have several other parishes to deal with too and timescales are not yet known. The clerk provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28th October 2020 (FC20/228) that Bedford Borough Council take on the columns if further testing is required. The further testing issue has now been resolved and the clerk is currently awaiting the relevant paperwork, confirming bar one minor issue, all is in order. Resolved 31st March 2021 (P21/082) to accept that paperwork and again request Bedford Borough Council take on the ownership/maintenance of the streetlights. The clerk has now been informed Bedford Borough Council will draft a scheme plan, costings and payback period for consideration. • 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			
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	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. The clerk is now obtaining planning permission and sourcing suitable contractors to quote for the works. This project has been delayed due to Coronavirus Covid-19 restrictions. • P20/013 + P21/171 – 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 was growing into a highways street lighting column). The conifers have now been removed and the ash tree trimmed. Memorial Makeovers have now recommended leaving the works until the end of 2020 to allow for further settlement which has been caused by the removal of the conifers. Memorial Makeovers have confirmed the structure remains sound and did revisit in early February 2021. The clerk has been informed works should commence imminently. Refer to agenda item P21/171. • P21/009 – Planning Application 20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Concerns were previously raised the tree had been felled before expiration of the tree protection notice period. Bedford Borough Council has responded as follows: <i>“We are aware that the tree was removed without consent and the Council’s Tree Officer is in discussions with the owner’s tree surgeon to secure a replacement tree within the current planting season. We would have supported the tree’s removal but would have required a replacement tree by planning condition had the application been allowed to run its proper course”.</i> This committee noted Bedford Borough Council’s response at its meeting on 13th January 2021 and stated it would continue to monitor the situation. BBCllr/Cllr Wheeler has been asked to chase for an update, however it is			
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	understood Bedford Borough Council currently has no planning enforcement officers in situ. • P21/028 – Open Design Competition, Berryfields/Fields Road roundabout. Resolved 27th January 2021 (P21/028) to place an article in March's Wootton newsletter inviting designs and/or proposals for the roundabout from residents and/or local schools. March's newsletter has now been delivered and reference was made again in June's edition. The clerk has received one suggestion to date and will bring that to a future meeting of this committee for consideration. • P21/132 – Installation of posts on the grass area of Popes Way Green (Lorraine Road end). Resolved 9th June 2021 (P21/132) to proceed with the installation and purchase the necessary posts from Glasdon UK Ltd. Installation costs have been obtained and an order placed with Glasdon UK Ltd. Delivery is expected to be within a 4-6 week period.			
P21/164	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2021-22, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
P21/165	a) Planning Applications – for resolution. 21/01581/FUL – 8 Fields Road. Garage conversion to form annexe and garden room, single storey side and rear extensions, first floor rear/side extension and external alterations. 21/01780/FUL – 41 Folkes Road. Single storey rear extension and loft conversion with front and rear dormers. New low-level boundary fence and gate to front.	Resolved NO OBJECTION. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Resolved TO OBJECT using the following material considerations: • The application encroached onto the public highway (pavement and grassed area) and would interfere with the same; • The application would adversely affect the street scene; Proposed: Cllr Bygraves.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	21/01892/FUL – 48 Church Road. Replace wooden fence with 1m high metal railings. 21/01893/LBC – 48 Church Road. Replace wooden fence with 1m high metal railings. 21/01946/FUL – 18 Grovebury Court. External alterations to change render to cladding. 21/02007/FUL – Wootton Lower School, Harris Way. Siting of new temporary classroom. b) Planning Approvals (by Bedford Borough Council) – for information only. 21/01076/FUL – 1 Stewart Court. Front extension and conversion of garage including external alterations. This council previously raised NO OBJECTION.	Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. BBCllr/Cllr Wheeler detailed there was a shortage of school places for SEND children and this temporary, self-contained classroom would provide places for children already attending the lower school, plus potentially 2-3 places for children currently at other settings. Resolved NO OBJECTION. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. No further comments received.		
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	21/01228/FUL – 7 Tysoe Close. Garage conversion. This council previously raised AN OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. 21/01297/S73 Site of Former 41 and 43 Cause End Road. Demolition of existing dwellings and erection of 8 residential units divided into 4 pairs of semi-detached houses, including variation of approved plans condition 2, attached to 19/01590/FUL to allow for the creation of habitable attic space for plots 3,4,5 and 6. This council previously raised NO OBJECTION. 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.	No further comments received.		
P21/166	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.
P21/167	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.
P21/168	To re-consider a request from a resident of Lorraine Road to reduce the height of a hedgerow at Lorraine Road cemetery and to resolve a suitable course of action.	The resident provided background to previous requests and works to the hedgerow, which was planted when the iron fencing was replaced some years ago. After discussion it was resolved to request the cemeteries caretaker reduce the height of the hedgerow below the height of the resident's fencing (the caretaker to determine the final reduction).	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Watson. Seconded: Cllr Bygraves. Resolved by all present.		
P21/169	To consider a request from Steve Reed MP, Shadow Secretary of State for Communities and Local Government that Wootton Parish Council support a recent motion passed by the House of Commons in support of the protection of residents' rights to have a say over individual planning applications in their own area and to resolve a suitable course of action.	The clerk detailed their attendance at a virtual seminar just ahead of this meeting (hosted by the National Association of Local Councils – Planning and Power) at which delegates had expressed concern over the wording in central government's white paper 'Planning for the Future'. If included in the upcoming Planning Bill would further erode democracy at local government level for both Parish/Town Councils and residents. After discussion it was resolved to support the motion, noting the above concerns. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P21/170	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).
P21/171	To consider an appropriate course of action in relation to outstanding remedial works to the War Memorial and to resolve a suitable course of action.	After discussion it was resolved to send a recorded delivery letter informing the contractor that Wootton Parish Council intended to make a small court claim, were the 50% deposit paid up front for materials not refunded within 14 days. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.34pm.