



# WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Planning & Environment Committee** meeting held on Wednesday 27<sup>th</sup> October 2021 at 7pm at  
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

| Agenda no                             | Agenda item title                                                                                                                                                                                                                                              |                        |                        | Power                                                      |
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| <b>Open Forum</b>                     | 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).    |
| <b>Present</b>                        | Cllrs Quirk, (in the chair), Bygraves, Hensher, Lloyd and Noakes.<br>In attendance: Cllr Wheeler. Cllr Wheeler is also the borough councillor for Wootton.<br>Also in attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer). |                        |                        |                                                            |
| <b>Absent (no apologies received)</b> | Cllr Watson.                                                                                                                                                                                                                                                   |                        |                        |                                                            |
| Agenda no                             | Agenda item title                                                                                                                                                                                                                                              | Resolution             | Action                 | Power                                                      |
| <b>P21/236</b>                        | <b>Apologies for absence.</b><br>Cllr Randell.                                                                                                                                                                                                                 | Noted for the minutes. | Clerk to keep on file. | Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40. |
| <b>P21/237</b>                        | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                    | N/A.                   | N/A.                   | Localism Act 2011, Ch 7, s31.                              |
| <b>P21/238</b>                        | <b>To consider any dispensation requests received by the clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>No requests received.                                                                              | N/A.                   | N/A.                   | Localism Act 2011, Ch 7, s33.                              |

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| P21/239 | <p><b>Report from outside organisations – for information only.</b></p> <ul style="list-style-type: none"> <li>Bedford Borough Council. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Clapham Parish Council has submitted its Neighbourhood 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 Clapham Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available to view on the Council's website at: <a href="http://www.bedford.gov.uk/neighbourhoodplanning">www.bedford.gov.uk/neighbourhoodplanning</a>. Paper copies of the documents are also available for inspection at the Horse and Groom PH, 15 High Street Clapham during the following opening hours:<br/> Tuesday, Wednesday and Thursday<br/> 12pm to 11pm<br/> Friday and Saturday<br/> 12pm to midnight<br/> Sunday<br/> 12pm to 9pm.</li> </ul> <p>Representations must be made in writing (preferably using the consultation form provided on the website) and can be emailed to: <a href="mailto:planningforthefuture@bedford.gov.uk">planningforthefuture@bedford.gov.uk</a>; 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.</p> <p>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 plans. <b><u>All representations must be received by 5pm on 21 November 2021.</u></b> 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 plans will each undergo independent examination and referendum. For further details on this process, please refer to</p> | No further comments received. | Clerk to keep on file. | N/A. |
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|  | <p>the Locality Neighbourhood Plan Roadmap on their website <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/">https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/</a></p> <ul style="list-style-type: none"> <li>Bedford Borough Council. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Felmersham and Radwell Parish Council has submitted its Neighbourhood Development Plans to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Felmersham and Radwell Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available to view on the Council's website at: <a href="http://www.bedford.gov.uk/neighbourhoodplanning">www.bedford.gov.uk/neighbourhoodplanning</a>. Paper copies of the documents are also available for inspection during daylight opening hours at the following location – St Mary's Church, Church End, Felmersham. Representations must be made in writing (preferably using the consultation form provided on the website) and can be emailed to: <a href="mailto:planningforthefuture@bedford.gov.uk">planningforthefuture@bedford.gov.uk</a> 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 plans. <b><u>All representations must be received by 5pm on 25 November 2021.</u></b> 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 plans will each undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website</li> </ul> |  |  |  |
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|                | <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/">https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |                        |                                                      |
| <b>P21/240</b> | <b>List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A.                                                                                                          | N/A.                   | N/A.                                                 |
| <b>P21/241</b> | <b>Minutes of the previous meeting.</b><br>Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on 10 <sup>th</sup> October 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Resolved to receive and adopt.<br>Proposed: Cllr Quirk.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to keep on file. | Local Government Act 1972, Sch 12, Part VI, p41 (1). |
| <b>P21/242</b> | <b>Matters arising from the minutes – for information only.</b> <ul style="list-style-type: none"> <li>P20/228 + P21/248 – Transfer of parish council-owned streetlights to Bedford Borough Council. Resolved 27<sup>th</sup> 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 24<sup>th</sup> June 2020. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28<sup>th</sup> 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 31<sup>st</sup> 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 and continues to chase for an update. Refer to agenda item P21/248.</li> <li>P21/171 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to</li> </ul> | N/A.                                                                                                          | N/A.                   | N/A.                                                 |

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|                | <p>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. Correspondence has been sent by recorded delivery to the registered address. Site visits with two further prospective contractors have been held and the clerk is awaiting quotations for remedial works. It should be noted the first contractor determined no urgent works were required and the war memorial was not likely to move/shift. Resolved 13<sup>th</sup> October 2021 (P21/235) to appoint Brown &amp; Ralph to undertake further remedial works.</p> <ul style="list-style-type: none"> <li>• P21/207 + P21/249 – Open Design Competition, Berryfields/Fields Road roundabout. Resolved 27<sup>th</sup> 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. Resolved 11<sup>th</sup> August 2021 (P21/183) to have all submissions professionally designed to ensure a level playing field ahead of a public vote. The clerk and Cllr Lloyd have met with a resident who will produce designs for the public vote. Refer to agenda item P21/249.</li> </ul> |                                                                                                                                                         |                        |                                                                                       |
| <b>P21/243</b> | <b>To receive and approve the Income &amp; Expenditure report for all Planning &amp; Environment cost centres and Earmarked Reserves report for all cost centres for 2021-22, to date and to resolve a suitable course of action.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Resolved to receive and approve both reports without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2021. |
| <b>P21/244</b> | <b>a) Planning Applications – for resolution.</b><br><a href="#">21/02736/FUL</a> – 9 Russell Way. Single storey rear extension following demolition of existing conservatory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Resolved <b>NO OBJECTION</b> .<br>Proposed: Cllr Lloyd.<br>Seconded: Cllr Noakes.                                                                       | Clerk to keep on file. | Town & Country Planning Act 1990 & subsequent.                                        |

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|                | <p><b>b) Planning Approvals (by Bedford Borough Council) – for information only.</b><br/> 21/02427/HPN – 4 Latimer Close. Prior notification for single storey rear extension(s) between four and eight metres depth. This council was not previously consulted on this application.</p> <p>21/02328/FUL – 8 Halegate. Single storey side/rear extension. This council previously raised <b>NO OBJECTION.</b></p> <p><b>c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only.</b><br/> None.</p> <p><b>d) Planning Refusals (by Bedford Borough Council) – for information only.</b><br/> 21/01892/FUL – 48 Church Road. Replace wooden fence with 1m high metal railings.<br/> This council previously raised <b>NO OBJECTION.</b></p> <p>21/01893/LBC – 48 Church Road. Replace wooden fence with 1m high metal railings.<br/> This council previously raised <b>NO OBJECTION.</b></p> <p><b>e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only.</b><br/> None.</p> | <p>Resolved by all present.</p> <p>No further comments received.</p> <p>No further comments received.</p> |      |                                                |
| <b>P21/245</b> | <b>To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Not applicable.                                                                                           | N/A. | Town & Country Planning Act 1990 & subsequent. |
| <b>P21/246</b> | <b>To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Not applicable.                                                                                           | N/A. | Town & Country Planning Act 1990 & subsequent. |

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| <b>P21/247</b> | <b>To consider a request from a resident of Lorraine Road to undertake works to a hedgerow/trees at Lorraine Road cemetery and to resolve a suitable course of action.</b>       | After discussion it was resolved to wait for the annual tree inspection report (which was due imminently) before determining a course of action. It was noted all growth on the resident's side of the fencing was their responsibility to cut back/maintain.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Lloyd.<br>Resolved by all present. | Clerk to take forward.      | Localism Act 2011, Ch 1, s1-8. |
| <b>P21/248</b> | <b>To consider continued negotiations with Bedford Borough Council regarding the transfer of parish council-owned streetlights and to resolve a suitable course of action.</b>   | The clerk confirmed they were waiting on further clarification regarding the adoption process. In light of that, it was agreed to bring this agenda item back to a further meeting of this committee.                                                                                                                                          | Clerk to take forward.      | Localism Act 2011, Ch 1, s1-8. |
| <b>P21/249</b> | <b>To consider next steps in relation to idea submissions received for the Berryfields/Fields Road roundabout design competition and to resolve a suitable course of action.</b> | After discussion it was resolved to include five of the images in December's edition of the Wootton newsletter to enable a public vote to take place. It was noted any winning design would require Bedford Borough Council approval.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Quirk.<br>Resolved by all present.                         | Cllr Lloyd to take forward. | Localism Act 2011, Ch 1, s1-8. |

**Meeting closed at 7.27pm.**