

# FELMERSHAM & RADWELL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11 SEPTEMBER 2018

**Attendees:**

Councillors: Peter Hartop (Chair), Marjorie Pipe (Vice Chair), Jason Boswell, Rosie Cheetham and Rosemary Drewery

Parish Clerk/Responsible Finance Officer: Trevor Roff

Public: There were 2 members of the public in attendance

		Action
46/18	<b>Parishioners Talk Time</b>	
	Residents in attendance addressed the meeting to strongly object to the outline planning application that had been submitted for the proposed erection of two 3-bedroom semi-detached dwellings on land East of Town Lot Lane, Felmersham. Access constraints at this location and safety issues were identified as key grounds of objection. It was also reported at the meeting that an application for development on an adjacent site in this location was dismissed at appeal in 2004 (appeal reference APP/W0205/X/03/1129033) because of the limited visibility at the entrance, lack of footpaths and thus poor safety. The application had prompted a number of resident objections and these concerns had been conveyed to the Local Planning Authority. The Parish Council considered the application in more detail at item 53/18(e) below.	Note
47/18	<b>Apologies for Absence</b>	
	Apologies for absence had been received from Cllrs. Just and Coleman and Borough Councillor Doug McMurdo.	Note
48/18	<b>Declaration of Interests</b>	
	Trevor Roff declared a specific interest in the item on the Local Plan 2035 (minute 53/18(a) below) as his Partnership, Regeneration Positive, was involved in matters with landowners in connection with potential land allocations.	Note
	Cllr. Pipe declared an interest in relation to the outline planning application at Land East of Town Lot Lane, Felmersham (minute 53/18(e) below) and did not participate in the discussion or vote on this item.	Note
	Cllr. Cheetham declared an interest in relation to the outline planning application at Land East of Town Lot Lane, Felmersham (minute 53/18(e) below) and the item relating to The Sun Public House, Grange Road, Felmersham (minute 52/18(g) below) and did not participate in the discussion or vote on these items.	Note
49/18	<b>Approval of Minutes of Parish Council Meeting Held on 10 July 2018</b>	
	The meeting considered the draft minutes of the last meeting.  <b>RESOLVED:</b>  <b>The minutes of the meeting, held on 10 July 2018, were approved and signed as a correct record.</b>  <i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. pipe, All in favour)</i>	Note          PC

50/18	<b>Matters Arising</b>																																																																																																																																			
	All matters arising were considered and updates provided as part of specific agenda items with the exception of an update in relation to the issue of the overgrow hedgerow intruding onto the causeway at Felmersham bridge (minute 41/18(e) of the last meeting refers). The matter had now been addressed, on 22 August 2018, by Sharnbrook Parish Council and Bedford Borough Council.	Note																																																																																																																																		
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	<p>Doug McMurdo, Borough Councillor, had provided a detailed update on the following key issues:</p> <p>(i) <b>Local Plan 2030:</b> The Borough Council Executive, at its meeting on 5 September 2018, agreed the direction of its revised Local Plan that determines sites for housing and employment growth. The Executive had, in May 2018, resolved that the proposed Colworth Garden Village, adjacent to Sharnbrook and Souldrop, could not proceed due to opposition from the Santa Pod Raceway over the need for noise mitigation given the close proximity of the site to the development. Colworth was earmarked to underpin the Local Plan, contributing 2,500 new homes to the year 2035 and up to 4,500 thereafter.</p> <p>The absence of the Colworth Garden Village means that consideration has been given to alternative options to meet the Borough's housing need. This included the viability of the proposed Garden Villages at Thurleigh Airfield, Twinwoods and Wyboston as well as the proposed 'Bedford Brickworks' development covering land to the south of Bedford. It is considered that each of these sites has issues that make them unsuitable for allocation at this time. It is now the intention of the Executive, therefore, to reduce the length of the Local Plan period from the year 2035 to 2030, thus reducing the housing need figure. The below table sets out the proposed allocations for specific areas, comparing the version of the Local Plan consulted on at the beginning of the 2018 with the revised allocations; this will now be subject to a new public consultation from 18 September 2018 to 30 October 2018.</p>	Note																																																																																																																																		
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	<p>(ii) <b>Electoral Registration:</b> All households should recently have received electoral registration forms in the post as part of the Borough Council's annual canvass. Residents are being asked by the Borough Council to check that their details are correct and to respond to ensure that they are able to vote in the Borough elections in May 2019.</p>	Note
	<p>(iii) <b>Putnoe Walk In Centre - Consultation Halted:</b> The Bedfordshire Clinical Commissioning Group (BCCG), which organises NHS services locally, recently announced its intention to close the Putnoe Walk In Centre from Spring 2019. This was linked to plans to open a new Urgent Treatment Centre (UTC) on the Bedford Hospital site to provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week via referrals from Accident &amp; Emergency (A&amp;E) and the 111 phone service. The rationale of the proposed UTC is to reduce pressure on the Hospital's A&amp;E function and allow clinicians to access diagnostic services (such as X-rays) if necessary. The BCCG consultation on these plans was due to end on 19 August 2018 but it was announced, on 10 August 2018, that the consultation had closed early following the receipt of over 1900 responses. The BCCG has now indicated its intention to reconsider its proposals on the future of urgent care in Bedfordshire. The UTC is still on schedule to open from 1 October 2018.</p>	Note
	<p>(iv) <b>East West Rail:</b> Plans have been submitted by Network Rail to the Secretary of State for Transport to begin works as early as 2019 on the western section of the East – West Rail link. East West Rail will see the development of a new train line between Oxford and Bedford (western section). It is then planned to open a line from Bedford to Cambridge (central section) by the mid-2020's, with the scope in the future for it to extend further into the east of England. Trains running from Oxford to Bedford will stop at: Oxford Parkway; Bicester; Winslow; Bletchley; Woburn Sands, and Ridgmont. More details are available at the following link: <a href="http://www.eastwestrail.org.uk">www.eastwestrail.org.uk</a>.</p>	Note
	<p>(v) <b>Black Cat to Caxton Gibbet:</b> A scheme to reconfigure the Black Cat roundabout and deliver a new dual carriageway from the roundabout to Caxton Gibbet has been delayed to 2021/2022 by Highways England. During 2017 Highways England consulted on the options for changes to improve the traffic flow of the roundabout as well as proposed routes for the new road. Work was due to begin in 2019/2020 but it has been it has now been put back to ensure it is aligned with plans to improve the A1 stretching from the M25 to Peterborough.</p>	Note
	<p>(vi) <b>Homelessness Grant:</b> The Borough Council had received a Government grant of £307,000 to invest in services supporting rough sleepers. The funding will be used to employ six additional support workers and a Rough Sleeper Outreach Co-ordinator to ensure that the Borough Council works efficiently and effectively with partner organisations. Furthermore, 36 additional units of accommodation will be provided, as well as more emergency accommodation beds during the winter months. The additional funding follows the opening of a 29 bed Complex Needs Unit on St John's Street, Bedford; this facility provides 24/7 intensive support to help break the cycle of homelessness.</p>	Note



	(iii)	<b>New Drain</b> - The new drain that had been installed outside Kingscoat Cottage had not been a success and Borough Highways are trying to solve the problem; they will also be communicating with all householders whose property abuts the ditch reminding them of their responsibility to keep the ditch clear.	Note
	(b)	<b>Traffic Issues</b>	
		There were no specific traffic issues to report to the meeting. The meeting urged, however, that revised arrangements should be made for speed watch checks to be undertaken at appropriate locations given that the planned checks on Saturday 16 December 2017 had not taken place (minutes 07/18(b)(ii) of the meeting held on 9 January 2018 and 19/18(b) of the meeting held on 13 March 2018 refer).	Cllr. Coleman
	(c)	<b>Parish Litter</b>	
		The Portfolio Holder, Cllr. Cheetham, reported that a number of public litter bins continue to be missed by the refuse collectors on "black bin days". This had been reported Borough Councillor McMurdo who has undertaken to investigate the matter in the near future.	DM
	(d)	<b>Parish Trees</b>	
		The Portfolio Holder, Cllr. Cheetham, reported that the Borough Council Tree Inspector had recommend the removal of a dying tree in Tithe Barn, Felmersham on the grounds of public safety. The tree has significant decay in the base of the stem and is in severe decline; a sign notifying local residents will be put on the tree and the works are expected to be completed within the next couple of months. The Borough Council have further advised that the tree will be replaced as part of the 2019/2020 winter planting programme.  It was also reported at the meeting that a tree on Jubilee Lawn was dead and ideally this needed stump grinding. Cllr. Cheetham undertook to report the matter to Bedford Borough Council for attention.	Note  Cllr. Cheetham
	(e)	<b>Grounds Maintenance</b>	
		There were no issues to report to the meeting.	Note
	(f)	<b>Radwell Matters</b>	
		There were no issues to report to the meeting.	Note
	(g)	<b>Parish Assets</b>	
		The Portfolio Holder, Cllr. Just, had reported prior to the meeting that the old notice board on the village green by the bus shelter is in need of repair. The meeting acknowledged that the notice board was now the responsibility of Bedford Borough Council and the Parish Clerk was requested to report the matter to them for attention.	PC

		<p>The Chairman reported that The Sun Public House is now for sale and invited the Parish Council to confirm that they still regard the facility as an important community asset. The Sun was registered as an Asset of Community Value (ACV) and this places an obligation on the vendor to publicise the sale to enable a local community group(s) to express, formally, an interest in putting in a bid. In such cases, the building could not be sold for 6 months to give the community group enough time to raise the money and make an offer. As the rules stand, at the end of the moratorium, the owner of an ACV can decide who to sell it to and there is no obligation to accept the community bid.</p> <p><b>RESOLVED:</b></p> <p><b>That the Parish Council confirm that The Sun Public House is still regarded as an important Community Asset.</b></p>	Note
			Note
	(h)	<b>Communications</b>	
		<p>The Portfolio Holder, Cllr. Just, had reported prior to the meeting that the two outstanding cabinets (numbered 8 and 9) by Grange Rd, Felmersham and in Radwell should be completed by mid-September 2018. It was reported that Residents in parts of Felmersham and Radwell are still unable, therefore, to order fibre broadband until the installation is complete.</p>	Note
	(i)	<b>External Affairs</b>	
		<p>There were no issues to report to the meeting.</p>	Note
	(j)	<b>Rights of Way</b>	
		<p>The Portfolio Holder, Cllr. Hartop, reported that generally there are no current problems with Rights of Way in the parish, however, walkers should be aware that some footpath gates and stiles are overgrown and care needs to be exercised particularly with brambles. Under the previous Bedfordshire County Council administration, established Parish Paths Partnership (P3) volunteer groups would have addressed these issues which presumably the landowners are responsible to keep clear passage.</p>	Note
53/18	<b>Planning Matters</b>		
	(a)	<b>Local Plan 2030: Update</b>	
		<p>The meeting considered an update on the emerging Bedford Borough Local Plan and acknowledged that, following consideration of a report on the matter by the Executive of the Borough Council at its meeting on 5 September 2018, the revised plan for submission is based upon a reduced plan period to 2030 (from 2035), with a consequent revision of the objectively assessed housing need. The Executive report identified this as the most appropriate option as "no garden village scheme is sufficiently advanced to justify allocation" and "no other suitable development sites that fit with the plan strategy are available to allocate in place of a garden village".</p>	Note

	<p>The report further identified that the approach had considerable merit as it would allow the Borough Council to put in place policies to secure a five year land supply in accordance with Government policy at the earliest possible opportunity and for the longer term strategy for the plan area to be addressed at the first review when there will be greater certainty as to the deliverability of a new settlement within the plan area and also as to the implications of the Oxford-Cambridge growth corridor.</p> <p>Reducing the plan period takes account of the fact that the Local Plan must be the subject of an immediate review to incorporate new Government targets for growth and this commitment is made in the Plan in the introduction. Paragraph 1.6(b) of the Local Plan 2030 document itself specifically states that "due to the changes to national planning policy, in particular the need for the borough to plan for higher housing numbers beyond this local plan, the Borough Council will undertake an immediate review of the local plan once adopted". The report further identified that the proposed way forward (i) enabled the plan to progress to submission without further delay which is essential in order to comply with the Government's National Planning Policy Framework transitional arrangements, (ii) made provision for growth and (iii) allowed emerging neighbourhood plans to progress.</p> <p>The broad approach to the development strategy has not changed, in so far as the Local Plan focus for growth remains the urban area, suitable edge of urban sites and the larger villages where community facilities are (it is claimed) available or can be provided or improved. The strategy, as expected, now excludes growth in the originally proposed new garden village at Colworth, near Sharnbrook, following difficulties with the delivery of the proposal. The preferred Development Strategy can be summarised as follows:</p> <ul style="list-style-type: none"> <li>• Regeneration of the urban area of Bedford and Kempston including projects to create a vibrant and modern town centre, together with urban extensions in rural locations that are well connected to facilities in the urban area. In this regard growth is now estimated at <b>1,996 dwellings</b> in the Local Plan period to 2030 (previously 2,630 new dwellings in the period to 2035).</li> <li>• A reduced allocation for the regeneration of the former Stewartby Brickworks - with growth estimated at only <b>100 dwellings</b> in the revised Local Plan period (compared with 1,000 in the period 2035).</li> <li>• Development in villages at a scale that it assumes takes account of existing commitments and infrastructure capacity - with <b>2,260 dwellings</b> proposed across Key Service Centres (<b>2,000 dwellings</b> with <b>500</b> now allocated to <b>Sharnbrook</b>) and Rural Service Centres (<b>260 dwellings</b> with <b>25-50</b> now allocated to <b>Willington</b>) - previously estimated at 1,725 dwellings in total.</li> <li>• The preferred development strategy still does not rely on allocations in smaller villages to deliver homes to meet the borough-wide requirement. Communities in these locations would be able to bring forward development through their own Neighbourhood Plans.</li> </ul>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
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	<p>In respect of the urban area, more work has been carried out on the delivery timescale for the various sites identified in the Borough Council's "One Public Estate" programme and a separate report was considered by the Executive at its meeting on 5 September 2018. Much of the detail can be identified in the Appendices to the report which can be viewed at the following link: <a href="http://www.councillorsupport.bedford.gov.uk/documents/g4808/Public%20reports%20pack%2005th-Sep-2018%2018.30%20Executive.pdf?T=10">http://www.councillorsupport.bedford.gov.uk/documents/g4808/Public%20reports%20pack%2005th-Sep-2018%2018.30%20Executive.pdf?T=10</a>. Overall capacity in the urban area has now increased to 2,532 dwellings but about 30% of it is estimated for delivery in the post 2030 period. The urban capacity to 2030 also reflects the removal of a proposed allocation on land north of Beverley Crescent, Bedford (estimated capacity 175 dwellings) as there is insufficient evidence to show that the site is genuinely available for development; no land owner agreement is in place which presents a risk to delivery. It is, however, within the urban area and in the absence of an allocation could be progressed through a planning application.</p> <p>The proposals will be subject to consultation for a six week period from <u>18 September 2018 to 30 October 2018</u>. Following the close of the consultation, Borough Officers will prepare a summary of the main issues raised and these will be reported to a meeting of the Executive on 5 December 2018. If the Executive is satisfied that, having considered the main issues, the plan should be submitted for formal examination then it will be invited to recommend this course of action to a meeting of Full Council scheduled to take place later the same day. If Full Council approval is given, the Local Plan 2030 and supporting documents will be submitted for formal examination.</p> <p>A decision by Full Council on 5 December 2018 to submit the plan for formal examination will enable the plan to progress on the basis of current housing need (assessed at 14,550 dwellings in the period 2015-2030) rather than the higher dwelling requirement likely to result from the Government's standard methodology. Examination of the plan commences on the day that the plan is received by the Planning Inspectorate but, given the number of local authorities likely to submit plans during the transitional period, there may be a longer than usual period before the hearing sessions commence.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the update provided in respect of the emerging 2035 Local Plan be acknowledged.</b></p>	Note
		Note
		Note
(b)	<b>Planning Application: New Farm, Moor End Lane, Radwell</b>	
	<p>The Parish Clerk reported that, in respect of <u>Planning Application Number 18/01848/FUL</u>, relating to the proposed change of use of existing agricultural buildings for use as a fleet pre-delivery inspection facility and covered car storage (including external works and alterations, including cladding, flues, security fencing, widening of access and provision of a sliding gate) at New Farm, Moor End Lane, Radwell, MK43 7HZ, the Planning Authority had been advised that the Parish Council objects to the planning application.</p>	Note

	<p>The objections to the planning application were identified as follows:</p> <ul style="list-style-type: none"> <li>(i) The significant increase in traffic due to the large number of cars envisaged and the consequent high impact of vehicle movements in the village; it is inevitable that traffic movement will include Heavy Goods vehicles and Car Transporters and this will have a significant impact on the constrained Parish and on the Radwell Bridge which has been damaged on numerous occasions by agricultural vehicles. There is a further concern that the existing Milton Ernest enterprise will relocate to New Farm with even more traffic movements, with large numbers of fleet cars redirected into the countryside.</li> <li>(ii) The main access roads to the enterprise, via very narrow bridges, are totally unacceptable for industrial development. Felmersham and Radwell are both accessed by narrow single lane 200-year old bridges that are subject to flooding risk. The alternative access into Felmersham, via Pavenham Road, would also have a significant impact on the already congested and narrow infrastructure. The narrow access through Pavenham Road and Grange Road is not, therefore, acceptable in highway terms and the tight corner on the High Road by Harrowdene Farm is already a problem with the current levels of traffic. In summary, the proposed site is not considered to be sensible or acceptable for a car repair and logistics base.</li> <li>(iii) The access route is not a 100% private road as stated in the application; approximately half of it is public road and this is a well used bridleway between Baker's Lane and the Felmersham/Radwell Road. It is heavily frequented by local residents and children on family walks, walking dogs, jogging and horse-riding. If the development is permitted, despite all the car movements envisaged, the Parish Council is very concerned that the residents of Felmersham and Radwell will lose this safe, quiet, pleasant recreation that they have always had the right to enjoy. If the Local Planning Authority are minded to support this development, it is considered [as a minimum] that a planning condition prohibits the use of Moor End Road, Radwell for traffic associated with the enterprise.</li> <li>(iv) The proposed development is fundamentally out of character with the area. Felmersham and Radwell is in one of the few remaining predominantly rural areas of North Bedfordshire and a change of use at New Farm would be the first industrial development in the villages and would represent an unacceptable change to the existing character of the area. There is a further prospect and risk that, if development is permitted, further future expansion to a full industrial estate will occur and, if so, the farmland and rural character would be lost forever.</li> <li>(v) The proposed hours of operation (6.30am to 19.00pm Monday to Friday) are unacceptable;</li> <li>(vi) The planning application identifies that the site will be lit with floodlights and this will have a major detrimental impact on the character of the villages and is unacceptable in terms of light pollution.</li> </ul>	<p>Note</p>
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		<p>It was further reported that the Parish Council is in the process of preparing a Neighbourhood Development Plan for its area and, whilst not adopted and thus of limited planning consideration, it had been emphasised that the emerging view, based upon community feedback, is that there will be presumption against industrial development in the villages.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the decision to notify Bedford Borough Council that the Parish Council objects to Planning Application 18/01848/FUL for the reasons outlined above be ratified.</b></p>	<p>Note</p> <p>PC</p>
	(c)	<b>Planning Application: Avonworth, 34 Grange Road, Felpersham</b>	
		<p>The Parish Council had considered the full planning application that had been submitted in respect of the proposed demolition of the existing two storey dwelling with garage and erection of a new two storey dwelling with garage at Avonworth, 34 Grange Road, Felpersham, Beds, MK43 7HJ (<u>Planning Application Number 17/01910/FUL</u>).</p> <p>The Parish Clerk reported that, following consideration of the application, the Planning Authority had been advised that the Parish Council is concerned at the scale of the proposed development and, moreover, that it is out of context with the character and appearance of the Conservation Area. The response identified that, if the Borough Council are minded to support the application having regard to all relevant planning policies, conditions should be imposed to ensure that external finishes are in keeping with the area. Moreover, its location, directly next to the stone farm house, opposite the Old Stables and close to East/West Grange, reinforces the need to ensure that external finishes are in keeping with this part of the village.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the decision to notify the Borough Council that the Parish Council has some concerns at the proposed planning application 17/01910/FUL, as outlined above, be ratified.</b></p>	<p>Note</p> <p>Note</p> <p>PC</p>
	(d)	<b>Listed Building Consent Application: Underwood Farm, Radwell</b>	
		<p>The Parish Clerk reported that, in respect of <u>Listed Building Consent Application Number 18/02094/LBC</u>, relating to the proposed replacement windows and internal works at Underwood Farm, Moor End Road, Radwell, Beds, MK43 7HY, including the installation of a wood burning stove, replacement flooring and new workstation/desk, the Planning Authority had been advised that the Parish Council had no objection to the proposed works.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the decision to notify Bedford Borough Council that the Parish Council had no objection to Listed Building Application 18/02094/LBC be ratified.</b></p>	<p>Note</p> <p>PC</p>

(e)	<b>Outline Planning Application: Land East of Town Lot Lane, Felmersham</b>	
	<p>The Parish Council considered the outline planning application that had been submitted in respect of the proposed erection of two 3-bedroom semi detached dwellings with associated parking and residential amenity space on land East of Town Lot Lane, Felmersham (<u>Outline Planning Application Number 18/02043/OUT</u>).</p> <p>The meeting considered that the outline application was entirely speculative and premature pending the development of the Felmersham and Radwell Neighbourhood Plan and considered that it should be rejected in accordance with existing Bedford Borough Council Local Plan policies that resist such developments in rural areas and outside the Settlement Policy Area (SPA).</p> <p>Specifically, Policies CP13 and CP14 of the currently adopted 2008 Core Strategy and Rural Issues Plan (CSRIP) seek to manage the delivery of development in the rural area, using the defined SPA as a tool to control growth. In rural settlements, defined by an SPA, development will be restricted to that required to meet local business and community needs and to maintain the viability of the local community. Policy CP16 set a strategic target for the rural area of 1,300 dwellings by 2021 and Bedford Borough Council's monitoring indicates that this target was actually met by September 2012. There is no outstanding strategic housing requirement in the rural area under the policies of the adopted CSRIP and the expectation is that the neighbourhood plan process will enable rural areas, like Felmersham &amp; Radwell, to plan for the level of development required to meet local needs.</p> <p>The meeting further referred to the access constraints relevant to the proposed development site at the end of a single-track road leading to a busy farm, and identified the archaeology interest in the area.</p> <p><b>RESOLVED:</b></p> <p><b>That the Parish Council strongly objects to the proposal in respect of outline planning application reference 18/02043/OUT, for the reasons outlined above, and Bedford Borough Council be notified accordingly.</b></p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>PC</p>
(f)	<b>Neighbourhood Planning</b>	
	<p>The Portfolio Holder reported that the established Steering Group had been considering the key issues that have been identified and evidence collected during the neighbourhood planning process and had identified a range of policy options and possible actions for responding to them, mapped to Neighbourhood Plan core objectives.</p> <p>The Parish Council, at its meeting on 10 July 2018, were advised that this analysis would form the basis of the next stage consultation with the community in Autumn 2018 and, in this regard, a number of draft documents had been prepared and these had been circulated to the Parish Council for consideration and approval:</p>	

	<p>(i) <b>Final Draft Site Assessment Report:</b> A development site analysis/robust assessment of the original 13 sites submitted for potential allocation, together with 2 new sites that had recently been put forward at (i) Perch Heights, Carlton Road, Felmersham (14 residential dwellings) and (ii) Land at Harrowdene Farm, Felmersham (20 residential dwellings), has been undertaken by Woods Hardwick Planning to inform views of locations for growth in the Parish. Planning legislation requires a site assessment methodology to balance sustainability and deliverability objectives in a way which ensures that the Neighbourhood Plan intentions are met whilst achieving Sustainable Development which is defined in paragraphs 18-19 of the National Planning Policy Framework (NPPF). Each site had, therefore, been assessed against its suitability, availability and achievability (as required by paragraph 47 of the NPPF). This is in addition to the assessment of acceptability, from a community perspective, as a separate requirement of neighbourhood planning.</p> <p>(ii) <b>Final Draft Housing Theme Report:</b> The original version, circulated to Parish Councillors and the Steering Group on 4 February 2018, had now been updated following progress with the Bedford Borough Local Plan and receipt of the final draft Site Assessment Report. The Housing Theme report has been prepared from the background information collected during the neighbourhood planning process, the community feedback and the evidence that has been gathered from the essential technical studies that have been commissioned.</p> <p>The report is based upon an emerging direction of travel, determined from the evidence collected, that (i) targets the delivery of 19 new homes in the Local Plan period over shortlisted sites considered suitable for allocation following assessment, (ii) a preference for a mix of 2/3 bedroom semi-detached or terraced housing, the provision of bungalows and the provision of retirement housing for the elderly and (iii) a proposal to incorporate policies to ensure that design standards are met. The report provides the reasoning and rationale for determining the shortlisted sites and acknowledges that the community could indicate an alternative distribution of growth, including a further opportunity to express a preference for specific sites to achieve growth targets. The report also incorporates a comprehensive analysis of responses from the original neighbourhood questionnaire.</p> <p>(iii) <b>An Issues and Options Summary Document</b> to provide residents with (i) a background to the neighbourhood planning process, (ii) a summary of the feedback from the consultations undertaken to date, (iii) the latest housing growth position and, importantly, (iv) a summary of the assessments for all potential sites and the reasons for the proposed direction of travel. This document should be distributed with the consultation survey or, as an alternative, referred to in the survey and made available on-line or by contacting the Parish Council. It could also be made available at drop-in sessions, organised during the consultation period which are recommended. Importantly, it provides the basis of feedback to the local community on the progress to date with the neighbourhood planning process.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
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	<p>(iv) <b>Survey Representation Forms.</b> The survey is comprehensive and covers the key policy areas that have been considered by the Steering Group for all 5 themes and which have been determined from the evidence gathered/issues identified to date. The "neutral" option for responses, that featured in the original neighbourhood questionnaire, has been removed as respondents can, if preferred, leave some questions unanswered. The survey representation forms will, when approved, need to be printed and delivered to all households.</p> <p>In finalising the survey documentation, the following matters need to be taken into account:</p> <ul style="list-style-type: none"> <li>• <b>Timescale:</b> It is planned that the survey would be issued for consultation during the period Monday 22 October 2018 to Friday 30 November 2018. It is the intention to organise a community "drop in" session on Saturday 27 October 2018 (11.00am - 4.00pm) to provide information and to assist residents that need help and support in completing the survey representation forms.</li> <li>• <b>Distribution:</b> The Steering Group intends to organise the distribution and collection of the survey representation forms and the draft documents will be updated to reflect this approach.</li> </ul> <p>The arrangements that are now being made to further consult the community on emerging options and initial ideas will enable future policies to be determined and the Neighbourhood Plan to be drafted in line with the views and requirements of the community.</p> <p>This next stage consultation represents the outcome of the considerable endeavours by the Steering Group and reflects the progress made since September 2015 when the Parish Council applied for the designation of the whole of the Felmersham &amp; Radwell Parish as a Neighbourhood area. In this regard, the Parish Council conveyed its thanks and appreciation to the Steering Group for their efforts and continuing commitment to the project.</p> <p>The Portfolio Holder reported that Bedford Borough Council are holding a series of four evening workshops on Tuesday 25 September and Wednesday 26 September 2018 to assist Neighbourhood Plan groups in the preparation of their Neighbourhood Plans. The workshops will address the different stages of preparation of the Neighbourhood Plan, covering (a) an overview of Neighbourhood Planning, (b) community consultation, (c) carrying out successful site assessments and writing policies and (d) final stages, covering the pre-submission consultation, plan submission, examination and the referendum process. The Portfolio Holder had registered to attend workshop sessions (c) and (d) on Wednesday 26 September 2018.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>(1) That the update provided in respect of the neighbourhood planning process be acknowledged.</b></p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
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		<p>(2) That the final draft Site Assessment Report, prepared by Woods Hardwick Planning Ltd, be acknowledged;</p> <p>(3) That the final draft Housing Theme Report, and the direction of travel in relation to growth targets and potential locations for growth, be received and supported;</p> <p>(4) That the issues and options summary report and draft representation forms be received and supported as the basis for public consultation from 22 October 2018 to 30 November 2018.</p> <p><i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. Boswell, All in favour)</i></p>	<p>Cllr. Drewery</p> <p>Cllr. Drewery</p> <p>Cllr. Drewery</p>						
54/18	<b>Finance &amp; General Administration</b>								
	(a)	<b>Schedule of Receipts &amp; Payments: 2018/2019</b>							
		<p>The schedule of receipts and payments, covering the period 1 July 2018 to 31 August 2018 and attached at <b>Appendix A</b>, was considered.</p> <p><b>RESOLVED:</b></p> <p><b>That the schedule of receipts and payments, attached at <u>Appendix A</u> to the minutes, be approved.</b></p> <p><i>(Proposed by: Cllr. Pipe, Seconded by: Cllr. Boswell, All in favour)</i></p>	<p>Note</p> <p>PC</p>						
	(b)	<b>Financial Position - Account Balances</b>							
		<p>The financial position of the Parish Council, as at 31 August 2018, was reported as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Current Account</td> <td style="text-align: right;">£8,187.90</td> </tr> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£8,356.45</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£16,544.35</b></td> </tr> </table> <p>This compares to a total balance, as at 30 June 2018, of £19,035.81.</p> <p>The Parish Clerk updated the meeting by confirming that the grasscutting contribution from Bedford Borough Council, in the sum of £624.15, had been received by bank transfer on 10 September 2018 and that the Parish Council had been notified that the second instalment of the Parish Precept, in the sum of £8,750, would be paid on 13 September 2018.</p> <p>The Chairman reminded the meeting that the Parish Council, on 13 November 2018, would be considering its revenue budget and precept for 2019/2020 and invited Parish Councillors to consider issues and priorities for inclusion.</p> <p><b>RESOLVED:</b></p> <p><b>That the financial position of the Parish Council, as at as at 31 August 2018, be acknowledged.</b></p>	Current Account	£8,187.90	Business Reserve Account	£8,356.45	<b>TOTAL</b>	<b>£16,544.35</b>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
Current Account	£8,187.90								
Business Reserve Account	£8,356.45								
<b>TOTAL</b>	<b>£16,544.35</b>								

(c)	<p><b>Budget Monitoring Report – 2018/2019</b></p> <p>The meeting considered and acknowledged the Budget Monitoring Report for the period to 31 August 2018 (circulated prior to the meeting). This identified expenditure incurred and income received against the approved 2018/2019 revenue budget with no specific areas of concern or significant variances at this stage. The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports.</p> <p><b>RESOLVED:</b></p> <p><b>That the budget position statement, for the period to 31 August 2018, be acknowledged and the financial position be kept under review.</b></p> <p><i>(Proposed by: Cllr. Pipe, Seconded by: Cllr. Boswell, All in favour)</i></p>	<p>Note</p> <p>PC</p>
(d)	<p><b>Accounting Statements – 2017/2018: Post Inspection Approval</b></p> <p>The Clerk/Responsible Finance Officer reported that, in accordance with Regulation 15(2) of the Accounts &amp; Audit Regulations 2015, the financial statements and other documents had been made available for public inspection for a period of 30 working days from 4 June 2018 to 13 July 2018. There were no representations made and no matters have been identified that affect the financial statements reported to the Parish Council at its meeting on 22 May 2018 (minute 32/18(g) refers). The Accounting Statements represent Section 2 of the Annual Governance and Accountability Return (AGAR) that must be completed and published by smaller authorities.</p> <p><b>RESOLVED:</b></p> <p><b>That, following the period of public inspection, the Accounting Statements (at Section 2 of the Annual Governance and Accountability Return) for the year ended 31 March 2018 be approved.</b></p> <p><i>(Proposed by: Cllr. Hartop, Seconded by: Cllr. Cheetham, All in favour)</i></p>	<p>Note</p> <p>PC</p>
(e)	<p><b>Standing Orders</b></p> <p>The National Association of Local Councils had published an updated version of the model standing orders, incorporating the following minor amendments:</p> <ol style="list-style-type: none"> <li>1. Amendment to Standing Order 17 "Accounts and Accounting Statements" to refer to Section 2 (rather than Section 1) of the Annual Governance and Accountability Return;</li> <li>2. Amendments to Standing Order 15 "Proper Officer" and Standing Order 21 "Responsibilities under Data Protection Legislation" to identify the option to appoint a Data Protection Officer, rather than a specific requirement to make such an appointment following the Government decision to exempt Local Council's from the definition of "public authorities" for the purposes of General Data Protection Regulation;</li> </ol>	

	<p>3. Amendment to Standing Order 18 "Financial Controls and Procurement" to clarify the wording of the Standing Order and to make reference to the use of an existing list of approved suppliers (framework agreement) as an alternative to the requirement to advertise a contract opportunity on the Contracts Finder website.</p> <p>Felmersham &amp; Radwell Parish Council had adopted the model standing orders at its meeting on 22 May 2018, with suitable minor amendments to suit the circumstances and needs of the Parish Council, and it is recommended that these minor amendments are now incorporated. The meeting considered an updated version (previously circulated) incorporating the above amendments.</p> <p>It was reported that the model standing orders that are in bold type contain statutory requirements and it is recommended that these are adopted without amendment. Other model standing orders not in bold are designed to help Parish Councils operate effectively but do not contain statutory requirements so they have generally been adopted as drafted, with suitable minor amendments to suit the circumstances and needs of the Parish Council.</p> <p><b>RESOLVED:</b></p> <p><b>That the revised version of the Standing Orders be approved.</b></p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>PC</p>
55/18	<b>Correspondence</b>	
	<p>Key items of correspondence received since the last meeting include:</p> <p>(a) Weekly lists from the Borough Council of applications received under the Licensing Act 2003 &amp; Local Government (Miscellaneous Provisions) Act and the Gambling Act 2005. These can be found at: <a href="http://www.bedford.gov.uk/business/licences_and_street_trading/licensing_act_2003/applications.aspx">http://www.bedford.gov.uk/business/licences_and_street_trading/licensing_act_2003/applications.aspx</a></p> <p>(b) Regular news updates from Bedford Community Voluntary Service (CVS) with details of a range of events and courses organised by the voluntary, community and social enterprise sector.</p> <p>(c) Regular press releases from Bedford Borough Council with details of local issues, service development proposals and organised events.</p> <p>(d) Product and contact details from a number of suppliers of street furniture and play equipment.</p> <p>(e) Correspondence from Bedford Borough Council, dated 19 July 2018, outlining that the draft Mental Health Accommodation Strategy 2017-2022 had now been adopted following public consultation. The Strategy is available at: <a href="http://www.bedford.gov.uk/housing_development_and_policy.aspx">www.bedford.gov.uk/housing_development_and_policy.aspx</a>.</p> <p>(f) Correspondence from Jordans Mill, dated 11 July 2018, with details of guided tours that are being organised in the Mill Museum during summer months.</p>	<p>All</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>



	<p>(s) Correspondence from the Friends of Bedfordshire Society in respect of a campaign to promote pride in the County of Bedfordshire, including the promotion of a County Day (Bedfordshire Day) which is celebrated annually on 28 November, the anniversary of the birth of local figure, John Bunyan. Organisations are being encouraged, as part of the celebrations, to fly the Bedfordshire flag or to organise events to celebrate in style.</p> <p>(t) The September 2018 edition of the Bedfordshire Bugle and details of the Autumn 2018 training programme had been received and had been circulated to all Parish Councillors for consideration.</p> <p>(u) Correspondence from Bedford Borough Council, dated 17 August 2018, in respect of various consultations that are currently being undertaken. These include (i) The feasibility of setting up an Energy Supply Company as a joint venture with a chosen licensed supplier, (ii) Bedfordshire Fire &amp; Rescue Service People Strategy and (iii) Park User Surveys in respect of Addison Howard Park and Bedford Park.</p> <p>(v) Correspondence from a resident, dated 31 August 2018, about the acquisition of land at Colletts Lane, Radwell and the aspiration for small scale development in this location.</p> <p>(w) Correspondence and location plan from Borough Highways, dated 1 September 2018, outlining the proposed temporary closure of High Street, Pavenham from Monday 17 September 2018 to Friday 21 September 2018 to facilitate an electrical service upgrade.</p> <p>(x) Invitation from the Police and Crime Commissioner to all Parish Councillors to the next Annual Parish Conference on Thursday 13 September 2018 from 6.00pm to 8.00pm at Council Chambers, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
56/18	<b>Date of Next Meeting</b>	
	The next meeting will take place on <b>Tuesday 13 November 2018 at 7.30pm.</b>	Note

**APPENDIX A**

## FELMERSHAM & RADWELL PARISH COUNCIL TRANSACTIONS: 1 JULY 2018 - 31 AUGUST 2018

## SCHEDULE OF RECEIPTS

TRANSACTION DATE	DESCRIPTION	AMOUNT RECEIVED £	VAT £
31 JULY 2018	BANK INTEREST	0.37	-
31 AUGUST 2018	BANK INTEREST	0.36	-
<b>TOTAL RECEIPTS</b>		<b>0.73</b>	<b>-</b>

## SCHEDULE OF PAYMENTS

TRANSACTION DATE	DESCRIPTION	AMOUNT PAID £	VAT £
5 JULY 2018	A R WORBOYS - GRASS CUTTING: 14 JUNE 2018	337.11	56.19
5 JULY 2018	A. MUSKETT LTD: QUARTERLY STREET LIGHT MTCE	61.20	10.20
5 JULY 2018	A R WORBOYS - GRASS CUTTING: 28 JUNE 2018	337.11	56.19
12 JULY 2018	E-on: ELECTRICITY SUPPLY	166.51	7.93
17 JULY 2018	PARISH CLERK PAYROLL: JULY 2018	483.39	-
17 JULY 2018	BEDFORD BOROUGH COUNCIL - PAYROLL SERVICE	15.00	2.50
18 JULY 2018	PARISH CLERK/OFFICE EXPENSES: JULY 2018	7.99	-
16 AUGUST 2018	PARISH CLERK PAYROLL: AUGUST 2018	460.89	-
16 AUGUST 2018	BEDFORD BOROUGH COUNCIL - PAYROLL SERVICE	15.00	2.50
31 AUGUST 2018	WOODS HARDWICK: NEIGHBOURHOOD PLANNING	600.00	100.00
31 AUGUST 2018	PARISH CLERK/OFFICE EXPENSES: AUGUST 2018	7.99	-
<b>TOTAL PAYMENTS</b>		<b>2,492.19</b>	<b>235.51</b>