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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 10th February 2016 at 7.05pm in the Memorial Hall, Bedford Road, Wootton.

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 Lloyd (in the chair in the absence of Cllrs Quirk and P. Bennett), Brady, Doggrell, Noakes and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent		None.			
Agenda no	Agenda item title		Resolution	Action	Power
P16/29	Apologies for absence. Cllrs P. Bennett, Chalmers, Price and Quirk.		Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P16/30	Disclosure of local and/or disclosable pecuniary interests. None.		N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P16/31	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.		N/A.	N/A.	Localism Act 2011, Ch 7, s33.
P16/32	Report from outside organisations – for information only. None.		N/A.	N/A.	N/A.
P16/33	List of correspondence received (copies of correspondence can be requested from the Clerk).		The clerk reported Cllr Quirk had since made another site visit with Phil Lant. A	Clerk to keep on file.	N/A.

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Chairman.....

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	Bedford Borough Council – confirmation planning permission is NOT required for works to the cemetery footpath at Lorraine Road or new Memorial Walls. The clerk has requested a further site visit with Phil Lant (as agreed 13th January 2016 – P16/13).	further quotation in respect of the cemetery footpath had been submitted as further works were needed to the edging – this would be for discussion at the next meeting.		
P16/34	Minutes of the previous meeting. Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on the 27 th January 2016.	Resolved to receive and adopt. Proposed: - Cllr Doggrell. Seconded: - Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P16/35	Matters arising from the minutes – for information only. - P11/47 + P15/40 - Overgrown alleyway Lorraine Road/Hoo Close. The Crown Estate attended a recent meeting with members of the parish council and will clear the brook again and have said they will undertake works to the ash tree. The Borough Council are due to replace the damaged fencing along the footpath. - P13/40 + P15/64 – Roads and footpaths. Resolved 11th March 2015 (P15/64) to request remedial works to footpaths in the following areas: Thorpe/Foster/Neale/Emerton Way, Tithe Barn Road, from the Cause End Road junction (pharmacy side) and the entire length of Bedford Road (both sides) from the village boundary sign on Bedford Road to the village exit on Cranfield Road. Andy Prigmore (BBC Highways) has also confirmed patch work will be carried out along Fields Road and Hall End Road. The clerk was informed (25th November 2015) works to install an unmanned pedestrian crossing, widen the footpath at Hall End (near the upper school) and install a double mini roundabout at the Bedford/Church/Cranfield/Fields Road junction would take place in November, after Christmas and February 2016, respectively. - P14/50 + P15/196 + P16/27 – Identification of Parish Council/Borough Council street lights. Resolved 27th January 2016 (P16/27) to note the Borough Council were currently	P16/28 – The clerk reported she was seeking advice from the National Association of Local Councils regarding any potential breach of contract, before proceeding further and reporting again.	Clerk to keep on file.	N/A.

	undertaking a programme of replacement columns and to leave this item on file. Consider this alongside item P15/269 below*. • P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – but have yet to start. • P14/250 + P15/124 + P15/138 + P15/151 + P15/210 + P15/225 – Tree works. Resolved (14th October 2015) to appoint Bartlett Tree Experts to undertake all necessary works. Clerk is awaiting confirmation on works being completed – specialist works were delayed and expected to be completed by the end of January 2016. • P15/75 + P15/136 + P15/137 + P15/152 – Regeneration of Keeley End Pond. Rotivating/clearance works to be completed by the end of February 2016**. • P15/139 – Ongoing and proposed capital projects for 2015-16. Resolved 10th June 2015 (P15/139) that: ▪ Replacement columns at Hall End and Potters Cross remain ongoing (current columns are failing); ▪ Replacement trees at St. Mary's cemetery extension remain ongoing; ▪ Plans be drafted ahead of taking forward a proposed new tarmac pathway, turning circle and memorial wall(s) at Lorraine Road cemetery (see *** below; ▪ Wootton village (brick built) sign for Fields Road to be taken forward. Resolved 5th August 2015 (P15/185) that the sign be illuminated if possible and sited in front of the wooden gates on Fields Road; ▪ Regeneration of Keeley End Pond. See ** above. ▪ P15/174 – Lack of accessible bus stops within the village. Resolved 29th July 2015 (P15/174) the Borough Council be			
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	asked to fund works starting with the bus stop opposite the health centre. Other parishes have had works undertaken without needing to use ward monies. BBCllr/Cllr Wheeler is investigating whether developer contributions can be used to fund the works. ▪ P15/222 – Road safety concerns – Fields Road. Resolved 14th October 2015 (P15/222) to challenge the Borough Council's findings following a parish council vote of no confidence. ▪ P15/266 – Works to foliage at St. Mary's cemetery extension. Resolved 25th November 2015 (P15/266) to undertake works to cut back undergrowth. Works completed – move to close. ▪ P15/269 – Replacement lighting columns – Squires Road. Please refer to agenda item P16/27*. ▪ P16/13 – Access improvement works to Lorraine Road cemetery footpath/Two new Memorial Walls. Clerk has received confirmation planning permission is NOT required. A site visit with Phil Lant has been requested***. ▪ P16/28 – Continuing delays to replacement lighting columns – Potters Cross and Hall End. Resolved 27th January 2016 (P16/28) to inform the contractor of member's wishes to have the works completed by an alternative contractor. Clerk to inform Allan Peacock (Street Lighting) Ltd accordingly and seek insurance advice before reporting back and proceeding further.			
P16/36	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2015-16, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Noakes. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Local Councils (Practitioners' Guide (England) 2014).
P16/37	a) Planning Applications – for resolution. 16/00100/FUL – 85 Cause End Road – loft conversion with front and rear dormer windows, roof-lights and porch.	Resolved no objections. Proposed: Cllr Noakes. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to take forward and keep on file.	Town & Country Planning Act 1990 & subsequent.

	16/00105/TPO – 5 Potters Cross – ash – reduce by 25%. b) Planning Approvals – for information only. 15/02752/FUL – 18B Cause End Road – single storey side/rear extension, removal of chimney stack, installation of canopy over side entrance, installation of additional windows to the side elevation and a velux window to the existing roof and associated works. This council previously recorded NO OBJECTIONS. c) Planning Applications withdrawn – for information only. None. d) Planning Refusals – for information only. None. e) Planning (other) – for information only. Correspondence from Bedford Borough Council regarding its decision to grant permission for the following planning applications: 14/02939/MAF – Land at Hall End Road adjacent to Church End Road - construction of 58 dwellings, including 17 on-site affordable housing units together with ancillary car parking, private amenity space and landscaping and associated highway, access and infrastructure works: 14/03047/FUL – Land adjacent to 58 Church Road – construction of balancing pond (in conjunction with proposed residential development to its south),	Resolved no objections. Proposed: Cllr Noakes. Seconded: Cllr Wheeler. Resolved by all present. No further comments received. Cllr Lloyd wished to place the following points on record: - At a Bedford Borough Planning Committee meeting, members of the parish council highlighted the lack of a safe route to school for children attending the lower school (focus was only on the upper school). - A request was made for a signed agreement between the landowner and developer, detailing who would be responsible for the balancing pond's		
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	together with associated landscaping and maintenance access from Hall End Road:	ongoing maintenance (before planning permission be approved). Neither point has been taken forward.		
P16/38	To request above applications be considered by the Full Planning Committee of Bedford Borough Council.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P16/39	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P16/40	To receive a report from Cllr Quirk with regard to ongoing headstone topple-testing and subsequent risk assessment carried out at all cemetery sites following the original review in September 2015 and to resolve a suitable course of action.	Resolved to accept Cllr Quirk's findings and write to the next of kin in both instances to inform them of his findings. Proposed: Cllr Brady. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P16/41	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).	No members of the public or press were present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
P16/42	To receive a report from Cllr Quirk regarding a cemetery interment fees reduction request and to resolve a suitable course of action.	Resolved to grant a 50% reduction to the standard fee of £360. Proposed: Cllr Doggrell. Seconded: Cllr Brady. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.25pm.