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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 14th September 2016 at 7pm 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 Quirk (in the Chair), Chalmers, Doggrell, Lloyd, Noakes, Price and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P16/218	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P16/219	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P16/220	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
P16/221	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.

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P16/222	List of correspondence received (copies of correspondence can be requested from the Clerk). - Bedford Borough Council – response from Paul Rowland (Assistant Director, Planning) following observations passed forward by Wootton Parish Council in relation to planning application 16/02067/LBC. - Bedford Borough Council – correspondence received from Chenge Taruvinga, Senior Planning Officer) advising site 563 has been withdrawn by the site promoter from the Call for Sites process/Local Plan 2035.	No further comments received.	Clerk to keep on file.	N/A.
P16/223	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 24 th August 2016.	Resolved to receive and adopt. Proposed: - Cllr Chalmers. Seconded: - BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P16/224	Matters arising from the minutes – for information only. - P11/47 + P15/40 - Overgrown alleyway Lorraine Road/Hoo Close. The ash tree has been removed by the Crown Estate although the trunk remains. The Clerk has asked BBCllr Wheeler to establish what the Borough Council intend to do regarding the damaged fencing and now the brook which is full of fly-tipping. - P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9th March 2016 (P16/70) that BBC/Cllr Wheeler chase BBCllr Royden (Portfolio Holder for Environment and Transport) on a regular basis to get repairs done throughout the village. - P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – clerk and BBC/Cllr Wheeler continue to chase. - P15/75 + P15/136 + P15/137 + P15/152 – Regeneration of Keeley End Pond. Rotavating/clearance works have now been completed and two rounds of planting have been undertaken. Clerk is sourcing water lilies before wildlife housing is added.	No further comments received.	Clerk to keep on file.	N/A.

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	▪ P16/84 – Illuminated Wootton village sign – Fields Road entrance. Resolved 30th March 2016 (P16/84) to include designs to date in June 2016's edition of the Wootton Newsletter and to ask for residents votes/comments by 1st August 2016. Results to be published in September 2016's edition. One resident has said she wishes to submit her own design, and Cllr Quirk has suggested including an area of concrete hardstanding behind the sign to accommodate a second Christmas tree. ▪ P16/137 – Replacement trees. Resolved 25th May 2016 (P16/137) a sapling oak be planted at Lorraine Road cemetery. This will now take place Sep/Oct 2016. ▪ P16/150 + P16/177 – Visual Tree Inspection. Resolved 8th June 2016 (P16/150) to request a quotation for a further inspection in accordance with FA Bartlett Tree Experts' findings in June 2015. Resolved 13th July 2016 (P16/177) to accept their costings of £100 + VAT per site, and FA Bartlett Tree Experts have confirmed they will undertake the inspection by the end of August for submission to the Clerk by the end of September 2016. ▪ P16/175 – Popes Way. Bedford Borough Council are due to undertake works to overhanging trees and it is hoped they will do the same with an overgrown ditch near the entrance to Cause End Road. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of the parish council. ▪ P16/216 – Tithe Barn Road footpaths. Clerk and BBCllr/Cllr Wheeler to meet with Bedford Borough Council Highways Engineer to view this and other sites in order to establish a way forward with regard to all remedial works.			
P16/225	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2016-17, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Chalmers. Seconded: Cllr Price. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.

P16/226	a) Planning Applications – for resolution. 16/02356/LBC – 18 Keeley Lane – exposing the original timber frame on the exterior of the building. Replacing the windows with wider ones of the same style. 16/02361/FUL – 39 Keeley Lane – erection of detached timber garden room in rear garden for use as home office/leisure room. b) Planning Approvals – for information only. 16/00983/FUL – 50 Tithe Barn Road – demolition of existing outbuilding and erection of new 3 bedroom end of terrace dwelling adjacent to existing dwelling; associated landscaping works. Bedford Borough Council’s Planning Committee resolved to grant permission (CIL liable) at their meeting on 15th August 2016. This council had previously recorded AN OBJECTION. 16/01987/TPO – Ashglade House, 155a Bedford Road – T1 Ash, crown reduce by 2m and deadwood T2 Ash, reduce back from building to achieve 1.5-2m clearance crown lift to 3.5m. 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. None.	Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present. No further comments received.	Clerk to take forward and keep on file.	Town & Country Planning Act 1990 & subsequent.
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P16/227	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.
P16/228	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.
P16/229	To receive a report from Cllr Quirk regarding Risk Assessments for the cemeteries and street lighting and to resolve a suitable course of action.	Cllr Quirk detailed future repair issues with the church wall at St. Mary's (rear) and railings (front). It was noted the parish council had a legal obligation to maintain both – funds were currently being earmarked within reserves to that effect. Cllr Quirk believed works were not imminent but would be needed in two years' time. He recommended negotiations begin with church authorities and planning officers at the earliest opportunity – as both planning permission and costings would be required. Resolved Cllr Quirk take this forward with the church and planning officers (reporting regularly back to this committee). Proposed: Cllr Noakes. Seconded: Cllr Chalmers. Resolved by all present. Discussions were then held regarding the cemetery footpath within St. Mary's. There was some debate over how poor it was – Cllr Price agreed to provide photographic evidence ahead of a further agenda item to discuss this matter again. Cllr Quirk then detailed trip hazards with some derelict graves at St. Mary's,	Clerk, Cllr Quirk and BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		stating the church may wish to look at tidying them to remove the issue. He agreed to take that request forward also with St. Mary's. Resolved to accept the cemetery risk assessment in light of the above. Proposed: Cllr Noakes. Seconded: Cllr Chalmers. Resolved by all present. Cllr Quirk then stated whilst he had undertaken risk assessments of street lights in the past, he no longer felt qualified to do so. Resolved that the Clerk provide BBCLr/Cllr Wheeler with a list of parish council-owned street lights, ahead of a request to Bedford Borough Council that they undertake an annual risk assessment/programme of repairs as necessary. Proposed: Cllr Lloyd. Seconded: BBCLr/Cllr Wheeler. Resolved by all present.		
P16/230	To receive a report from Cllr Quirk regarding glass and other unsuitable materials being placed within the bins at Lorraine Road cemetery and to resolve a suitable course of action.	Cllr Quirk stated the cemeteries caretaker had found soil and broken glass in the smaller bins recently, which had almost resulted in injury. Broken glass was a clear health and safety issue – soil would rot the bin bases over time. The bins were for dead flowers only - previous signage had been used in the past to no effect. Resolved to take the smaller bins away and review in one month whether to replace them.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Price. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 7.25pm.