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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 26th October 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 Quirk (in the Chair), Doggrell, Lloyd 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
P16/257	Apologies for absence. Cllrs Chalmers, Noakes and Price.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P16/258	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P16/259	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.
P16/260	Report from outside organisations – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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Chairman.....

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	- E-on Energy. Receipt of revised Unmetered Supply Certificate relating to street lighting for which the parish council has responsibility. Following the Borough Council's acquisition of several street lighting columns following a recent programme of upgrades, the Estimated Annual Consumption for the parish council has reduced resulting in a refund of £865.51. - Bedford Borough Council. Proposed temporary road closure – Cause End Road. From the easternmost junction of Lorraine Road to Bedford Road. Anticipated to be in operation from 8am to 6pm on up to 3 days from Monday 7th November to Wednesday 9th November 2016 – specific dates will be advertised locally closer to the time. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.			
P16/261	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P16/262	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 12 th October 2016.	Resolved to receive and adopt. Proposed: Cllr Lloyd. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P16/263	Matters arising from the minutes – for information only. - 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. Wild flower seeds and water lilies will be planted in spring following weeding and pruning of trees. Animal/bat houses and the duck house will then be taken forward.	No further comments received.	Clerk to keep on file.	N/A.

	▪ 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. No other submissions have been received – the latest consultation in the Wootton Newsletter remains ongoing. ▪ 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. Please refer to agenda item P16/269. ▪ P16/175 – Popes Way. Bedford Borough Council have completed 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 + P16/256 – Tithe Barn Road footpaths. Resolved 12th October 2016 (P16/256) that remedial works be undertaken to both footpaths – to include cutting back all overhanging shrubs, new tarmac surfaces and new kissing gates to be sited at the Tithe Barn Road end of both footpaths. ▪ P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments. ▪ P16/230 – Bins at Lorraine Road cemetery. Resolved 14th September 2016 (P16/230) to remove all small bins from the cemetery to prevent soil and broken glass being placed, causing			
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	a potential hazard for the cemeteries caretaker. To be reviewed after one month. Bins have now been removed. ▪ P16/243 – Works to tap(s) at Lorraine Road cemetery. Resolved 28th September 2016 (P16/243) to replace the wooden casing surrounding the existing tap but not to add additional taps at this stage. Works completed 12th October 2016. Move to close. ▪ P16/244 – Remedial works to footpaths at St. Mary's Church cemetery. Resolved 28th September 2016 (P16/244) to seek quotations to re-lay the surface tarmac or use a cold finish surface on the one footpath leading from Church Road to St. Mary's Church North Entrance.			
P16/264	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 Doggrell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
P16/265	a) Planning Applications – for resolution. 16/02843/FUL – 10 St. Mary's Road – single storey front and side extension following the removal of existing outbuilding. b) Planning Approvals – for information only. 16/02356/LBC – 18 Keeley Lane – exposing the original timber frame on the exterior of the building, rebuilding plinth and replacing windows. This council previously recorded NO OBJECTION. 16/02361/FUL – 39 Keeley Lane – erection of detached timber garden room in rear garden for use as home office/leisure room. This council previously recorded NO OBJECTION. 16/02445/AOC – 15/02060/MAF – Land South of Fields Road and East of Cranfield Road – condition 26 archaeological	Resolved NO OBJECTIONS. Proposed: Cllr Lloyd. Seconded: Cllr Doggrell. Resolved by all present. No further comments received.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	mitigation strategy (erection 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works). Details not provided to this council for comment. c) Planning Applications withdrawn – for information only. None. d) Planning Refusals – for information only. 16/02268/FUL – Hall End house, 66 Hall End Road – proposed change of use of small part agricultural land to domestic use with proposed ‘log cabin’ for use as playroom/storeroom and convert existing building to be used as family annexe. To view associated documents, decision notices and officer reports please see below for further information. e) Planning (other) – for information only. None.	No further comments received.		
P16/266	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.
P16/267	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.
P16/268	To consider a request that the bench (previously destroyed during a traffic accident) be replaced outside The Pound, adjacent to the noticeboard, opposite the Cock Inn PH on Bedford Road, and to resolve a suitable course of action.	Resolved that the Clerk be instructed to seek quotations to install a wooden bench in that location, set in a concrete base – total cost not to exceed £1,000. Further resolved the Clerk would email her findings and select the appropriate contractor using delegated powers (thus avoiding the need to bring the proposal back to a future committee meeting). Proposed: BBCllr/Cllr Wheeler.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Doggrell. Resolved by all present.		
P16/269	To receive the latest visual tree inspection report from FA Bartlett Tree Experts and to resolve a suitable course of action.	Resolved to accept the report and to instruct FA Bartlett Tree Experts to undertake all urgent works (priority 1). Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P16/270	To consider remedial works to kissing gates at several entrances to the recreation ground (Bedford Road lower school, Multi Use Games Area, Emergency Access gate and Jubilee Gardens) to ensure ease of access for wheelchair and pushchair users and those with limited mobility.	Resolved to leave on file and review in 12 months' time. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P16/271	To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2017-18, ahead of finalising the precept demand in January 2017.	Resolved to put forward the following capital/revenue projects for 2017-18: • £5,000 Lorraine Rd cemetery extension (Clerk was instructed to approach a land agent for a formal valuation on the land in question – the field adjacent to Lorraine Road cemetery extension, in the vicinity of Canons Close, next to a balancing tank for the Studley Road surface water drainage point); • £5,000 St. Mary's Church wall and railings (amend existing earmarked budget heading to reflect railings also). Further resolved members consider other capital/revenue projects and bring those, alongside those listed above and revenue budget headings (which the Clerk would work on) back to this committee for approval, before submission to Full Council.	All to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

		Proposed: Cllr Lloyd. Seconded: Cllr Doggrell. Resolved by all present.		
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Meeting closed at 7.40pm.