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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 9th November 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), Chalmers, Doggrell, Lloyd, Noakes, Price and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P16/272	Apologies for absence. The Clerk (Sue Playford).	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P16/273	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P16/274	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.
P16/275	Report from outside organisations – for information only. • Bedford Borough Council – Industrial Area 106a Bedford Road.	No further comments received.	Clerk to keep on file.	N/A.

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P16/276	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P16/277	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 26 th October 2016.	Resolved to receive and adopt. Proposed: Cllr Doggrell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P16/278	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. ▪ 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.	*Cllr Quirk reported F A Bartlett Tree Expert's concerns over an ash tree sited within the grounds of Wootton house, but with overhanging branches in St. Mary's cemetery. The tree was suffering from 'die back' (evidenced by fungal growth at the base) and branches could cause damage to the church. He had authorised F A Bartlett Tree Experts to remove dead wood. Cllr Quirk recommended writing to Wootton house to make them aware of these findings, upon receipt of the inspection report.	Clerk to keep on file.	N/A.

	This will now take place Nov 2016 – the Clerk last chased 25th October 2016. ▪ P16/150 + P16/177 +P16/269 – 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. Latest tree inspection report was submitted to this committee 26th October 2016. Resolved (P16/269) to undertake all priority 1 works. The Clerk will provide a verbal report following a meeting with FA Bartlett Tree Experts booked for the 9th November*. ▪ 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 a potential hazard for the cemeteries caretaker. To be reviewed after one month. Please refer to agenda item P16/283. ▪ 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.			
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	▪ P16/268 – New bench opposite the Cock Inn PH, Bedford Road. Resolved 26th October 2016 (P16/268) to re-site the bench previously destroyed.			
P16/279	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 Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
P16/280	a) Planning Applications – for resolution. 16/02983/FUL – Wood Farm, Wood End Road, Kempston – new access to hay barn. (This parish council has been informed as an adjoining parish to the site location). 16/03008/FUL – 17 Manor Road – partial demolition of existing outbuilding and erection of a part single part two storey rear extension. 16/03042/FUL – 4 Cranfield Road – two storey rear extension and insertion of dormer window to front roof slope. b) Planning Approvals – for information only. None. c) Planning Applications withdrawn – for information only. None. d) Planning Refusals – for information only. None. e) Planning (other) – for information only.	Resolved to note for the file. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present. No further comments received.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	16/01467/FUL – Belmont, Woburn Road, Wootton – demolition of existing dwelling house and erection of a two-storey office building and single storey compound building (Class B1) and associated car parking, change of use of residential curtilage and the adjacent paddock to compound to store scaffold (Class B8), construction of a balancing pond and the closure of two vehicular accesses and creation of one replacement vehicular access. Bedford Borough Council has informed Wootton Parish Council that this application will be included in the agenda for their Planning Committee meeting on 7th November 2016 – officer recommendation is to grant permission. (Please note this is within the adjoining parish of Elstow and Stewartby but Bedford Borough Council consulted Wootton Parish Council nonetheless. This council previously noted NO OBJECTIONS, but for the files only).			
P16/281	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.
P16/282	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.
P16/283	To revisit a previous resolution to remove smaller bins from Lorraine Road cemetery and to resolve whether action should be taken to replace them.	The agenda item was not discussed and will be carried forward to the next meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P16/284	To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2017-18, ahead of finalising the precept demand in January 2017.	It was noted the following had already been agreed (P16/271): £5,000 Lorraine Rd cemetery extension; £5,000 St. Mary's church wall and railings. Resolved to put the following suggestions forward also: £5,000 Memorial Hall flooring; £2,000 Removal of ash tree; £2,000 Repairs to St. Mary's footpath;	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

		Proposed: Cllr Price. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 7.30pm.