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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 11th January 2017 at 7pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There was one member of the public present who wished to speak under Full Council Open Forum. A second member of the public, Frazer Hickling (Phillips Planning Services Ltd) was also present, to make a brief presentation under agenda item P17/09). There were no other members of the public or press present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Quirk (in the Chair), Lloyd and Noakes. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P17/01	Apologies for absence. Cllrs Doggrell and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P17/02	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P17/03	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.

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Chairman.....

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P17/04	Report from outside organisations – for information only. Bedford Borough Council – New Street Naming and Numbering (Fields Road South).	No further comments received.	Clerk to keep on file.	N/A.
P17/05	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P17/06	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 14 th December 2016.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P17/07	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. - P16/150 + 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. Please see agenda item P17/13. - 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	No further comments received.	Clerk to keep on file.	N/A.

	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 and the Clerk is working to achieve this. ▪ 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. Clerk is still awaiting quotations. ▪ P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments. Clerk continues to chase for an update. ▪ 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. Clerk is still awaiting quotations. ▪ P16/268 – New bench opposite the Cock Inn PH, Bedford Road. Resolved 26th October 2016 (P16/268) to re-site the bench previously destroyed.			
P17/08	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: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
P17/09	a) Planning Applications – for resolution. To include a brief presentation from Phillips Planning Services Ltd (Frazer Hickling) regarding a proposal to apply for planning permission for the erection of a detached dwelling on land between 80-82 Keeley Lane.	Frazer Hickling (Phillips Planning Services Ltd) attended the meeting to inform members of his client's wish to apply for planning permission for the erection of a detached dwelling on land between 80-82 Keeley Lane. He introduced himself and thanked members for the opportunity to make the presentation.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

		He had been advised to speak to the parish council (without pre-determination) following advice received from Bedford Borough Council. The proposal was to infill a gap between 80-82 Keeley Lane – building a 3 bedroom detached dwelling with parking to the front. He showed members present a copy of the draft plans, which detailed a street scene in keeping with the current scene. The traditional style of dwelling was sympathetic to the area and feedback from Bedford Borough Council had been positive. It was noted however, the site was outside the existing settlement area, but having seen no objections to a similar scheme on Hall End Road, it was hoped this proposal would be considered (when received) in a similar light – taking into consideration Policy 55 of the National Planning Policy Framework. Cllr Noakes asked how many parking spaces would be included and was informed two – in line with national requirements. No garage was proposed, however the driveway was in keeping with other frontages. Cllr Quirk confirmed formal judgement could only be given upon receipt of the planning application from Bedford Borough Council but noted the infill would give opportunity for local people to stay in the area - adding Central Government now urged Local Planning		
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	b) Planning Approvals – for information only. 16/03125/FUL – 22 St. Mary’s Road – one and two storey side and rear extensions. This council previously recorded AN OBJECTION. 16/03281/FUL – 46 Cause End Road – garage conversion and alterations. Single storey rear extension. This council previously recorded NO OBJECTION. c) Planning Applications withdrawn – for information only. None. d) Planning Refusals – for information only. None. e) Planning (other) – for information only. None.	Authorities to consider infilling. He noted the position of a Grade 1 listed building nearby, but it was understood the proposal caused no adverse impact to that property. Frazer confirmed the Borough Council’s conservation officer had raised no concerns during pre-application discussions. No other comments were made, Frazer was thanked for attending and then left the meeting. No further comments received.		
P17/10	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.
P17/11	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.

P17/12	To consider producing a leaflet or other means of guidance regarding the planting of trees at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved the Clerk print and provide instructions on an ad hoc basis. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P17/13	To receive a report from Cllr Quirk regarding a fallen ash tree situated on private grounds behind St. Mary's churchyard, which fell during the Christmas period causing damage to the church, headstones, yew tree and churchyard brick wall and to resolve a suitable course of action.	Cllr Quirk provided an update with regard to the fallen tree. St. Mary's loss adjusters (Quadra) had visited the site to assess the damage to the church and some tree branches had been removed to allow better access. He confirmed the tree no longer posed a risk. The parish council had three courses of action to consider: • To ask the owner to move the tree and repair all damage; • To leave the tree in situ and take no further action; • To move the tree and claim the expense back from the tree owner. The Clerk confirmed she had requested a quotation to cover the cost of removing the tree, which was not yet received. After further discussion it was resolved the Clerk instruct the parish council's insurers to liaise with the tree owner's insurers in order to take matters forward and to request: • Removal of the tree; • Remedial works to damaged headstones; • Remedial works to a damaged yew tree;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Remedial works to the damaged wall. It was noted the wall was now leaning and so Cllr Quirk recommended remedial works to the remaining wall be undertaken at the same time (costs to be borne by Wootton Parish Council). Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
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Meeting closed at 7.35pm.