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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 29th November 2017 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), Hensher, Martin and Noakes. Cllr O'Dell was in attendance. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P17/262	Apologies for absence. Cllrs Lloyd and Regmi. Borough Councillor Wheeler was unable to attend.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P17/263	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P17/264	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.
P17/265	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.

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P17/266	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P17/267	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 8 th November 2017.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P17/268	Matters arising from the minutes – for information only. • 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. ▪ P16/175 – Popes Way. Bedford Borough Council have completed works to overhanging trees and are investigating the infill of an adjoining 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 Wootton Parish Council (WPC). To date the Clerk has been unable to provide sufficient information to the Land Registry – adverse possession may be considered. ▪ n/a – Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council's Highways department and the owner of 50 Cause End Road, to resolve ongoing issues regarding the infilling of a ditch alongside Popes Way Green and placement of his front/side boundary fencing. Bedford Borough Council instructed the owner to take down the fence panels (possibly pending an application to purchase highways land) and gave recommendations on how best to infill the ditch to ensure surface water continued to drain appropriately. The Clerk has been asked to contact Bedford Borough Council to clarify what action is being taken. See agenda item P17/276. ▪ P17/90 – Request to review the height and materials used in the construction of fencing within the new play area on the Berryfields Estate. Resolved 12th April 2017 (P17/90) no	No further comments received.	Clerk to keep on file.	N/A.

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	action can be taken until the management entity is known. Clerk to keep on file. ▪ P17/146 – Horse Chestnut tree – Lorraine Road cemetery. Resolved 31st May 2017 (P17/146) to remove the tree and plant a replacement away from fencing and houses. Clerk has met with the retired tree warden who will recommend a suitable replacement and new position. Tree was removed on 3rd August 2017. See agenda item P17/273. ▪ P17/170 – RoSPA report – Keeley End Pond. The report makes recommendation that the adjoining property owner consider works to the pond bank to better-support the drive way and garage. Clerk has contacted a relative of the owner and is awaiting a further response. ▪ P17/171 – Fly-tipping (ditch behind 48-62 Lorraine Road). Clerk has written to the tenant farmer requesting clearance works in the area. ▪ P17/197 + P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross and has works still outstanding at Keeley Lane. ▪ P17/222 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Clerk is sourcing quotations. ▪ P17/235 – Monoux Family Tomb. The clerk has provided the family with points of contact to assist with all necessary remedial works. ▪ P17/248 – Tree works in St. Mary's churchyard extension. The clerk has informed the nearby resident permission has been granted for the works and is awaiting a response before contacting FA Bartlett Tree Experts to obtain a start date.			
P17/269	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2017-18, to date.	No further comments received. Proposed: Cllr Noakes. Seconded: Cllr Hensher.	Clerk to take forward.	Governance and Accountability for Smaller Authorities in England 2017.

		Resolved by all present.		
P17/270	a) Planning Applications – for resolution. 17/03052/FUL – Vine Cottage, Wood End – siting of replacement caravan for ancillary use within the residential curtilage of Vine Cottage. 17/03158/FUL – 51 Folkes Road – first floor extension above existing bay window on front elevation, two storey rear extension and loft conversion. 17/03168/FUL – 38 Grovebury Court – two storey rear extension and garage conversion. 17/03173/FUL – 80-82 Keeley Lane – erection of detached infill dwelling (revised scheme). (Please note Bedford Borough Council refused an earlier application which went to appeal with the Secretary of State). b) Planning Approvals (by Bedford Borough Council) – for information only. 17/02332/AOC – Land South of Fields Road – 15/02122/MAF – Condition 12 – Construction Management Plan (Erection of an affordable housing scheme (As defined within Annex 2 of the NPPF) comprising a 55-unit supported living facility (use class C3), ancillary restaurant/café (use class A3) and associated infrastructure and works. This council previously raised AN OBJECTION. 17/02773/FUL – 21 Haycroft – replacement of 1.8m feather board fencing with two gates. This council previously raised NO OBJECTION.	Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. No further comments received.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	17/02848/FUL – 49 Ashpole Avenue – erection of ground and first floor rear extensions. This council previously raised AN OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. None. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.			
P17/271	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.
P17/272	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.
P17/273	To receive an update from the Clerk regarding replacement trees at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to discuss this issue with FA Bartlett Tree Experts, get a quotation for all works and to bring that to a further meeting of this committee. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P17/274	To receive a report from Cllr Hudson regarding the upkeep of gravestones and memorials within Lorraine Road cemetery and to resolve a suitable course of action.	It was noted Cllr Hudson was unable to attend the meeting to deliver his report in person. Resolved to revisit the report in Spring 2018 with a view to undertaking remedial works to weeds at least. Proposed: Cllr Quirk. Seconded: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
P17/275	To receive a report from Cllr Quirk and the Clerk regarding proposed works to a footpath within St. Mary's churchyard, leading from Church Road to the North-Side church entrance and to resolve a suitable course of action.	It was noted St. Mary's had to determine whether a faculty was required – given the proposed materials were not a like-for-like match. However, it was accepted the proposal would provide a safer surface than tarmac and in visual terms looked identical to tarmac. Resolved to revisit this agenda item when further information was received. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P17/276	To receive a report from the Clerk regarding encroachment of Highways land at 50 Cause End Road and to resolve a suitable course of action.	It was noted a letter sent by Wootton Parish Council to Bedford Borough Council (asking what action was being taken to address the situation) had been received. The Clerk had been informed further information would follow. Resolved to revisit this agenda item when that information was received. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.40pm.