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Minutes of the Virtual Meeting of the **Planning & Environment Committee** held via Zoom on Wednesday 14th October 2020 at 7.04pm.

Agenda no	Agenda item title			Power
Open Forum	There were no members of the public or press present via Zoom and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Quirk, (in the chair), Bygraves, Hensher, Lloyd, Noakes and Randell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
P20/200	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P20/201	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P20/202	To consider any dispensation requests received by the clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
P20/203	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.

P20/204	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. None.	N/A.	N/A.	N/A.
P20/205	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 30 th September 2020.	Resolved to receive and adopt. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P20/206	Matters arising from the minutes – for information only. ▪ P19/059 – 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. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Resolved 10th April 2019 (FC19/059) to source accompany/individual qualified to assist with the works. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report has been received. Other potential contractors continue to be chased. The clerk and Cllrs Lloyd and Quirk were due to meet Q1 2020 to determine a tender process but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions. ▪ P18/154 – Transfer of parish council-owned streetlights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough	No further comments received.	Clerk to keep on file.	N/A.

	Council carry out structural examinations to all columns. Clerk has been told the Borough Council are dealing with this, but they have several other parishes to deal with too and timescales are not yet known. The clerk provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020. ▪ P18/183 – Works to St. Mary’s cemetery extension hedgerow. Resolved 8th August 2018 (P18/183) that the height be reduced to improve visibility along the Church Road/Cause End Road junction. FA Bartlett Tree Experts have submitted a quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works. The clerk has been informed (18th August 2020) these works will now be carried out by Bedford Borough Council’s own contractors and BBCllr/Cllr Wheeler will liaise with Canon Ackroyd to inform him of latest developments. Works have been delayed and are expected to be completed by the end of October 2020. ▪ P20/061 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location, and costings) be submitted to the Clerk ahead of further discussions by this committee. Resolved 10th April 2019 (FC19/060) to obtain quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay and the clerk has applied for a planning pre-application. The clerk is now obtaining planning permission and sourcing suitable contractors to quote for the works. ▪ P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Resolved 30th October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works. The area has been pressure washed and a start date is awaited for the resurfacing works. ▪ P20/013 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to			
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	remove the conifers and carry out remedial works to the adjoining hedgerow and ash tree (the latter was growing into a highways street lighting column). The conifers have now been removed and the ash tree trimmed and Memorial Makeovers continue to be chased for timescales.			
P20/207	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2020-21, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2020.
P20/208	a) Planning Applications – for resolution. 20/02026/FUL – 1 Summerfield Drive. Single storey side/rear extension. 20/02029/FUL – 10 Granby Way. Loft conversion with flat roof dormer to side elevation and roof lights. 20/02138/FUL – 12-14 Bedford Road. Erection of part two and single storey rear and side extensions. 20/02181/AGR – Bourne End Farm, Bourne End Road. Erection of agricultural building. b) Planning Approvals (by Bedford Borough Council) – for information only. None. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only.	Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	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.			
P20/209	To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P20/210	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P20/211	To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2021-22, ahead of finalising the precept demand in January 2021 and to make recommendation to Full Council as necessary.	All present agreed to forward requests to the clerk before the next meeting of this committee.	All to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
P20/212	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
P20/213	To consider the potential erection of a headstone/memorial to a plot at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved any request received from either party would require the agreement of both parties before approval was granted. If necessary, the clerk would bring the request to this committee for determination. Further noted any works (once agreed) would need to be completed within 12 months otherwise approval would be required again. This resolution was specific to this request only and any similar scenarios would require separate discussions. The clerk agreed to keep a	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		note on file as a reminder of this resolution, ahead of any received application. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.		
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Meeting closed at 7.23pm.