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Minutes of the Virtual Meeting of the **Planning & Environment Committee** held via Zoom on Wednesday 10th February 2021 at 7pm.

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), Hensher, Lloyd, Noakes and Randell. In attendance: Cllr Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P21/032	Apologies for absence. Cllr Bygraves. The Clerk to the Council and Responsible Financial Officer, Sue Edgar Playford was not in attendance having recently undergone a medical procedure.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P21/033	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P21/034	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.

	No requests received.			
P21/035	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
P21/036	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. None.	Cllr Quirk referenced an email received from a resident requesting the extension of a footpath along Hall End, between Tinkers Corner and The Chequers PH. It was agreed to take the request forward with the most relevant committee.	Clerk to take forward.	N/A.
P21/037	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 27 th January 2021.	Resolved to receive and adopt. Proposed: Cllr Noakes Seconded: Cllr Randell Resolved by all present. (To be signed in person by the Chairman after this meeting).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P21/038	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	No further comments received.	Clerk to keep on file.	N/A.

	to determine a tender process, but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions. ▪ P20/228 – 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 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. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28th October 2020 (FC20/228) that Bedford Borough Council take on the columns if further testing is required. ▪ 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. ▪ P20/013 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to 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. Memorial Makeovers have now recommended leaving the works until the end of 2020 to allow for further settlement which has been caused by the removal of the conifers. Memorial			
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	Makeovers have confirmed the structure remains sound and will be revisited in Q1 2021. ▪ P21/009 – Planning Application 20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Concerns were previously raised the tree had been felled before expiration of the tree protection notice period. Bedford Borough Council has responded as follows: <i>“We are aware that the tree was removed without consent and the Council’s Tree Officer is in discussions with the owner’s tree surgeon to secure a replacement tree within the current planting season. We would have supported the tree’s removal but would have required a replacement tree by planning condition had the application been allowed to run its proper course”.</i> This committee noted Bedford Borough Council’s response at its meeting on 13th January 2021 and stated it would continue to monitor the situation. • P21/028 – Open Design Competition, Berryfields/Fields Road roundabout. Resolved 27th January 2021 (P21/028) to place an article in March’s Wootton newsletter inviting designs and/or proposals for the roundabout from residents and/or local schools.			
P21/039	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.	In the absence of the clerk no reports were available.	N/A.	Governance and Accountability for Smaller Authorities in England 2020.
P21/040	a) Planning Applications – for resolution. 21/00102/FUL – 17 Hollies Walk. Single storey rear extension. b) Planning Approvals (by Bedford Borough Council) – for information only. 20/02935/FUL – 20 Oak Close. Loft conversion with rear dormer.	Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present. No further comments received.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	This council previously raised NO OBJECTION. 20/0291/FUL – 89 Bedford Road. Double storey rear and side extension. Two storey front extension in place of porch. This council previously raised NO 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.			
P21/041	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.
P21/042	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.
P21/043	To consider a response to the owners of a plot with flower coverage encroaching onto a neighbouring plot and to resolve a suitable course of action.	Resolved to write to the owners of the plot, requesting it be tidied and all flowers be kept within the plot boundaries. A four week notice period would be given. In the absence of the clerk Cllr Quirk agreed to draft a letter, for the clerk's approval before sending. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Cllr Quirk to take forward.	Localism Act 2011, Ch 1, s1-8.
P21/044	To consider amending current cemetery regulations in light of ongoing coronavirus (Covid-19) restrictions and to resolve a suitable course of action.	Resolved to accept the amendment – increasing numbers at a burial or graveside service to 30. The notice	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		would be displayed at the cemetery and provided to local undertakers. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present.		
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Meeting closed at 7.11pm.