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Minutes of the Virtual Meeting of the **Planning & Environment Committee** held via Zoom on Wednesday 31st March 2021 at 7.05pm.

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 and Noakes. In attendance: Cllr Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P21/070	Apologies for absence. Cllr Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P21/071	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P21/072	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.
P21/073	Report from outside organisations – for information only.	N/A.	N/A.	N/A.

	None.			
P21/074	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.	A proposed response to one resident of Popes Way Green was accepted by all present.	Clerk to take forward.	N/A.
P21/075	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 10 th March 2021.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Quirk. 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).
P21/076	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. - 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	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. 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. The further testing issue has now been resolved and the clerk is currently awaiting the relevant paperwork, confirming bar one minor issue, all is in order. Refer to agenda item P21/082. • 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 Makeovers have confirmed the structure remains sound and did revisit in early February 2021. The ground remains waterlogged.			
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	- 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. March’s newsletter is currently being delivered.			
P21/077	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 Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2020.
P21/078	a) Planning Applications – for resolution. 21/00359/FUL – 62 Folkes Road. Relocation of fence and erection of electric gates.	Resolved TO OBJECT using the following material considerations: - The proposal encroached onto a public highway; - The proposal would adversely affect the street scene; - The proposal adversely affected safe ingress/egress to that, and adjoining properties.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	21/00452/FUL – 32 Elmsdale Road. Single storey front extension and two storey side extension. 21/00453/FUL – 12 Popes Way. First floor rear extension above part existing and new covered area. 21/00468/FUL – 15 Church Road. Single storey front extension. 21/00529/FUL – 94 Bedford Road. One and two storey rear extension following the demolition of existing conservatory and lean-to. b) Planning Approvals (by Bedford Borough Council) – for information only. None. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. None.	Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present. Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
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	e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.			
P21/079	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.
P21/080	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.
P21/081	To consider a new application to renew a street trading consent outside of Bedford Town Centre for Carmen Martinez T/A Flavours Americannos and to resolve a suitable course of action.	Resolved to object to the application, as the van would be sited close to residential properties. A query was also raised as to whether permission had been given for the use of the land by the landowner. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
P21/082	To receive a report from Cllr Lloyd regarding a hedgerow within Studley Road (adjacent to the grass area leading to Little Wootton) and to resolve a suitable course of action.	Resolved the resident be granted permission to remove the hedgerow, at their expense and on the basis every effort had been made to liaise with the administrators for Cowlgrove Ltd. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P21/083	To receive a report from the Clerk regarding the transfer of parish council-owned street lighting columns to Bedford Borough Council and to resolve a suitable course of action.	Resolved to accept the report from Andy Muskett Ltd which confirmed all street lighting columns (bar one) had no defects affecting their performance. One column had verge erosion around the base mounting unit and a bi-annual inspection was recommended. Further resolved to request again that Bedford Borough Council now take on the ownership/maintenance of the same.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
P21/084	To receive a report from the Clerk regarding membership of the Institute of Cemetery and Crematorium Management (ICCM) and to resolve a suitable course of action.	Resolved to take out membership of the ICCM and review the same in 12 months' time. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.34pm.