

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 19th January 2016, 7pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Mr P. Langridge Chairman, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr G. Emery, Mr L. Ivall and Mr R. Jordan.

Also Present: CBC Cllr Tony Bennett, Nick Shaw Principal Highways Officer CBC Paul Shinkwin Principal Highways Engineer Amey, 19 member of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr G. Emery and Mr R. Jordan. Apologies for anticipated late arrival had been received from Cllr Mr L. Ivall.

The Chairman asked the members of the public if they were all present for agenda item 6. Potton 20mph scheme Phase2.

The members of the public advised the Chairman that they are all present for agenda item 6. Potton 20mph scheme Phase2.

The Chairman advised the town cllrs, members of the public and the rest of people present, that he wants to suspend standing orders to allow members of the public to speak during agenda item 6. Potton 20mph scheme Phase2.

2 Declaration of Interest

Councillors were reminded that they should declare an interest in any matter of personal or prejudicial interest to be discussed at this meeting. Information about this requirement had been on the table.

3 Minutes

The minutes of the previous meetings held on 5th January 2016, which had been previously circulated, were approved and signed as a true and accurate record with the following amendments.

4 Matters Arising

None.

5 To receive crime statistics from Bedfordshire Police

Members noted the Crime Statistics from Bedfordshire Police.

6 Potton 20mph scheme Phase2

The Chairman asked Nick Shaw Principal Highways Officer CBC to speak to the Town Council about Potton 20mph scheme Phase2.

Mr Shaw had brought along to the meeting two different plans and Potton Speed Data.

The Chairman asked for the plans and speed data to be distributed to the town councillors and members of public.

Mr Shaw advised that £10,000 of Potton 20mph scheme Phase2 had already been spent or will be spent on gathering speed data, producing designs and carrying out a consultation. That the remaining monies are for implementation, £50,000 will hopefully be available to be spent in the next Financial Year which starts in April 2016.

Mr Shaw went through the Potton Speed Data for King Street 20mph speed limit, Royston Street 20mph speed limit, Everton Road 20mph speed limit, Willow Road 20mph speed limit, Newtown 20mph speed limit, Station Road 30mph speed limit, Bury Hill 30mph speed limit and Gamlingay Road 30mph speed limit.

Mr Shaw explained about volume of traffic on the streets and roads mentioned above.

Mr Shaw advised that Phase 2 of the 20mph scheme is to support the existing 20mph zone in Potton.

Mr Shaw went through Central Bedfordshire Council's decision to have plans drawn for Phase 2 of the 20mph scheme to be implemented in Station Road and Sandy Road.

Mr Shaw advised about confusion of where the current 20mph zone stops and starts.

Mr Shaw explained what the £50,000 could be spent on to enhance the 20mph zone.

Mr Shaw advised that an effective measure of reducing speed is raised tables (vertical deflection).

Mr Shaw then advised that CBC ward Cllrs Gurney and Zerny have advised that vertical deflection won't be popular with local residents.

Mr Shaw advised that the other option is two chicanes (horizontal deflection).

Mr Shaw advised further option, installation of one chicane as on plans option A.

Mr Shaw advised that two chicanes would result in a loss of parking for the Victorian cottages along the section of road.

Mr Shaw advised that chicanes will visually narrow approach lanes and priority will be given to traffic in one direction.

Mr Shaw advised he is aware about the crossing for Biggleswade Road.

Mr Shaw advised that the 20mph zone would be extended to start by Ibbett Lane before the mini roundabout. The scheme will hopefully reduce speed of the

roads that come off of Sandy Road and Station Road. The Paddocks would also be included in the 20mph zone.

Question – Cllr, can we do something that is effective within budget.

Answer – Mr Shaw, less traffic on other roads in Potton than on Sandy Road and Station Road.

Question – Cllr, speed of traffic is higher other roads in Potton, could chicanes be installed on them instead.

Answer – Mr Shaw, chicanes only work in high traffic areas, low volume traffic areas require raised tables work.

Question - Cllr, could the monies be used to reduce speed on Gamlingay Road.

Answer – Mr Shaw, Gamlingay Road would require more than the budget, as a number of speed reduction features would be required.

Question - Cllr, could the monies be used to reduce speed on Bury Hill.

Answer – Mr Shaw, like Gamlingay Road, Bury Hill would require more than the budget, as a number of speed reduction features would be required.

Question - Cllr, Sandy Road / Station Road is the only scheme possible to deliver within the budget, even though speeds are lower in this road.

Answer – Mr Shaw, the road with the highest amount of traffic enter the town is Sandy / Station Road. The Town Council could apply to the rural match funding, Central Bedfordshire Council Local Transport Plan Match Fund for speed management schemes to increase the monies available.

Question - Cllr, could a speed reduction scheme be installed in King Street.

Answer - Mr Shaw, loss of parking if chicanes are installed and vibration problems with houses if raised tables installed.

Mr Shaw advised that Sandy Road / Station Road is affordable and would start the 20mph zone earlier and should benefit other streets off these roads. Local ward members and portfolio holders have been consulted.

Mr Shaw then advised he would like to gather thoughts from the town council, on a scheme that will be within budget.

CBC Cllr Bennett advised that the 30mph zone on Sandy Road would be extended by 150 yds if the Station Road and Sandy Road scheme goes ahead.

Cllr, Station Road only 10% over speed limit, King Street 60% over speed limit.

Cllr, most of the Speedwatch members live in Judith Gardens and volunteer because of speed on Gamlingay Road, no Speedwatch members live in Sandy Road or Station Road.

Cllr, a 40mph buffer zone has been requested on all approach roads to Potton to reduce speeds before entering the 30mph speed limit.

Mr Shaw, not aware of a request for a 40mph buffer zone to be implemented in Potton.

Cllr, the Town Council when consulted about a speed reduction on B1042, requested a buffer zone of 40mph to be installed.

Mr Shaw advised he would look into the request for 40mph buffer zones on approach roads into Potton.

Cllr, could a speed camera be installed.

Mr Shaw advised that approval is needed for the £50,000 to be carried over to the 2016-17 budget and if approved the monies must be spent in 2016-17.

Cllr, need to highlight to drivers they are entering the 30mph zone on Gamlingay Road.

Cllr, gateways are in place on Gamlingay Road, though they need to be maintained to be seen.

Mr Shaw advised he would look into the gateway on Gamlingay Road.

The Chairman asked members of the public if they had any questions.

Question - Member of public, could a flashing light 30mph sign be installed.

Answer - Mr Shaw, flashing light 30mph signs are not effective.

Question - Member of public, some of the speed signs are glow in the dark for example Sutton Road, could the others be changed to glow in the dark.

Answer - Mr Shaw, cost involved to change the signs to glow in the dark.

Comment - Member of public, figures on King Street are not correct because of the location of the loop, need to move loop to a different location in King Street.

Comment - Member of public, a number of accidents happen in King Street partly due to speed.

CBC Cllr Bennett advised that Phase 1 has been completed that Phase 2 budget is £60,000.

Cllr, from the information I have gathered Gamlingay Road, King Street and Bury Hill is where most would like the money to be spent, to reduce speed in Potton.

Mr Shaw advised that £10,000 has been spent on design and speed gathering.

Cllr, speed gathering information is still useful and won't be needed to be spent again and it is only a new design that is required at a lot less than £10,000.

Mr Shaw requested the town council formulate a response.

The Chairman thanked CBC Cllr Tony Bennett, Nick Shaw Principal Highways Officer CBC, Paul Shinkwin for attending.

Cllr Zerny, Twelve members of the public, CBC Cllr Tony Bennett, Nick Shaw Principal Highways Officer CBC and Paul Shinkwin Principal Highways Engineer Amey left the room before the next item.

7 Highways

The blue book for reporting Highway problems was on the table at the meeting.

1. Highways Customer Service report was noted.
2. Market Square waiting times correspondence was noted.

8 To Receive any Questions from the Public

A member of the public advised he would provide various proposals for improvements to improve parking and traffic flow in Chapel Street, Horslow Street, Bull Street and King Street for the town council to consider supporting to the next Town Council meeting.

A member of the public asked about speedwatch signs for Potton.

Cllr Zerny re-entered the room.

A member of the public mentioned about illegal parking.

Four members of the public, left the room before the next item.

9 Planning Applications

Application No: CB/16/00019/FULL Land to the rear of 30 Sutton Mill Road Potton SG19 2QB.

Erection of one bedroom dwelling after the demolition of garage.

It was **resolved** to object due to overdevelopment of the site.

Application No: CB/TCA/15/00512 20 Chapel Street Potton SG19 2PT.

Works to trees within a Conservation Area: Prune 3 No Silver Birch trees & 1 No Robinia tree located within the rear garden.

It was **resolved** to approve subject to the approval of the Arboricultural Officer.

Application No: CB/16/00016/FULL 6 Hatley Road Potton SG19 2DX.

Erection of one detached dwelling and detached double garage following demolition of glasshouse and piggery.

It was **resolved** no comment.

10 Late Planning Applications

None.

11 Planning Items for Information:

The following Central Bedfordshire Council Decisions were noted.

Application No: CB/15/03423/FULL 7 Aldgate Close Potton Sandy SG19 2RU.

Single storey side and front extensions.

GRANTED

Application No: CB/15/03801/FULL 2 & 4 Downside Gardens Potton Sandy SG19 2RE.

Sub-divide one dwelling into two dwellings.

GRANTED

The following Central Bedfordshire Council enforcement case was noted.

New enforcement case opened (not confirmed) 2 Wrestlingworth Road, Potton, Sandy, SG19 2DP CB/EN/16/0001

12 Correspondence

1. Donation – Kier Homes correspondence noted.
2. CBC – Green Infrastructure was noted. Members discussed about the Cycle Route and the Green Wheel linking with the Neighbourhood Plan.
3. Cllr Emery and Cllr Langridge – Nomination of Kim Gutteridge for Fundraising. It was **resolved** that the Town Council nominate Kim Gutteridge for a volunteering award. The town council considered an offer of a seat(s) to attend the awards ceremony, Cllr Zerny volunteered to attend the awards ceremony and it was **resolved** that Cllr Zerny attends the awards ceremony on behalf of Potton Town Council.
4. CBC – Cheering Volunteering correspondence noted.
5. Police and Crime Commissioner - Police Council Tax Precept Consultation 2016 correspondence noted.
6. RSPB – Wind Turbine correspondence noted. The Chairman advised members to contact the Town Clerk, if they would like to attend at some point during the installation of the wind turbine.
7. The Chairman advised that the Town Clerk had recently completed training and a certificate had been provided.

13 Councillors Surgery

The Councillors Surgery took place on Saturday 9th January 2016.

Cllrs Langridge and Macdonald were in attendance at the surgery.

Cllr Macdonald had provided the following written report.

No visitors as such but we had a couple from our councillors:

- The street light between Sun House, and the Market Square keeps flashing in and off.
- Two sign posts in King Street, one with parking restrictions at the Co-op and the T Junction sign at the far end are rotten/rusted through at the bottom and need to be reported to Highways.

14 Finance

i. **To approve the list of payments.**

It was **resolved** that the payments up to the 19th January 2016 be approved.

ii. **Tree Survey**

Members noted that the Town Clerk had met with Mr R Morwood during week commencing 4th January 2016.

The Town Clerk advised that Mr Morwood could complete two of the four tree surveys before the end of March if members wish to instruct Mr Morwood to carry out the work. Mr Morwood had recommended that the order to carry out the tree surveys be as follows, St Mary's Churchyard, Henry Smith Playing Field, Potton Cemetery and finally Mill Lane Playing Fields.

Members discussed the information provided by Mr Morwood which included his quotation.

It was **resolved** that Mr Morwood carry out four tree surveys in the recommended order, that two are completed before the end of March 2016 and the total cost for all four tree surveys is £1,370.00.

iii. **Street Lighting**

Members noted the quotation provided by Mr Seymour for street light replacements in Brook End and Royston Street, switching off of five street lights and a flood light at Mill Lane Playing Fields.

It was **resolved** that Mr Seymour carries out the work as per his quotation at a total cost of £3,640.00 and the streetlights are replaced from April 2016.

iv. **Mill Lane Gate**

Members noted that at the Town Council meeting on the 16th November 2015 minute 16 Mill Lane Car Park, it was resolved (i) that opening and closing of the gate on a permanent basis is considered under the precept. (ii) that on a temporary basis until the 31st March 2016 that the gate on Monday to Friday is opened between 9am and 6pm Greenwich Mean Time and 9am and 8pm British Summer Time with additional cost of the caretaker locking the gate taken from the salaries budget. (iii) that the office staff unlock and open the gate on the way into work in the morning. (iv) that the Caretaker closes and locks the gate in the evening. (v) that the gate is only open at weekends and bank holidays for hirers of the Pavilion.

Members discussed about locking and unlocking the gate.

It was **resolved** (i) to ask the Caretaker if he is willing to unlock and lock the car park gate on Monday to Friday. (ii) if the Caretaker is willing to unlock and lock the car park on Monday to Friday, the

Town Council will then need to consider how to pay for this additional cost.

Two members of the public, left the room before the next item.

15 Christmas Lights

It was noted that the Christmas Lights were taken down on Sunday 10th January 2016 and all assistance was greatly appreciated.

Cllr Leggatt advised that another connector had failed on a lamp post and needs replacing. Cllr Leggatt also advised he had informed the Clerical Assistant about the connector failing on a lamp post between Camerons and The Coach House and it took CBC nine months to replace the last one!!

The Chairman reminded members about the need for a Christmas Lights Committee.

Members were advised that Party on Potton are willing to install and dismantle Potton Christmas Lights annually.

Cllrs Ellison and Macdonald volunteered to be members of the Christmas Lights Committee.

It was **resolved** that Cllrs Ellison and Macdonald be elected to serve on the Christmas Lights Committee.

16 Neighbourhood Plan

Cllr Hobbs advised that Central Bedfordshire Council had postponed the Neighbourhood Plan workshop until February 2016.

Cllr Hobbs advised the Neighbourhood Plan Committee are working through the Town Plan.

The Chairman thanked Cllr Hobbs and the rest of the Neighbourhood Plan members.

17 St Mary's Churchyard

A paper copy of the minutes from a meeting that took place on Saturday 16th January 2016, were passed to Cllr's Langridge, Leggatt and Whitfield (members who have paper copies of council papers), Cllr Ivall not present.

Cllr Gibb went through the minutes from the Churchyard meeting that took place on Saturday 16th January 2016, which Cllrs Langridge and Gibb had attended with representatives of St Mary's Church.

The minutes of the meeting were noted.

18 Youth Club

Members noted the quarterly report from Groundwork, which had also been forwarded to the Clerk of Potton Consolidated Charity.

Members commented, that Groundwork had been able to carry out a school assembly at Burgoyne Middle School.

As the meeting was past 9.00pm it was **resolved** to suspend standing orders to allow the meeting to continue.

19 Market Town Regeneration

The Chairman asked Cllr Gibb to give an update on the Market Town Regeneration meeting, that had taken place before the town council meeting.

Cllr Langridge left the room.

Cllr Gibb advised members that a good number of establishments had sent a representative to attend the meeting.

Cllr Langridge re-entered the room.

Cllr Gibb then advised that Sally Williams from Retail Revival had been present and gave a presentation.

Cllr Zerny left the room.

Cllr Gibb finally advised that traders will contact Cllrs Gibb and Jordan, with regard to the opportunity of regeneration.

20 The Queen's 90th Birthday Beacon

Members noted at the Town Council meeting on the 5th January 2016, it was resolved that Potton Town Council has a beacon to celebrate the Queen's 90th Birthday.

Members also noted the Town Council has registered that it is having a Beacon to celebrate the Queen's 90th Birthday and Potton Fire Station has also been advised about the Beacon.

Members then noted an invite has been sent for the Lord Lieutenant or a Deputy Lieutenant to attend. An article has been included in the Newsletter advising of the Beacon and asking for a suggestion(s) of a place to have the Beacon.

The Chairman advised that Party on Potton has been asked, to provide a mobile bar and refreshments for the event.

Members discussed about a location for the Beacon. It was suggested in the field off Bury Hill.

Members suggested that an upturned beacon was at the fire station, the Church bells should ring and Cllr Gibb to speak to the Scouts with regards to being involved.

Cllr Leggatt advised at the Potton Consolidated Charity meeting the previous evening, a street party was discussed.

Members discussed about the Potton Community Agent having a Queen's 90th Birthday tea party.

21 Newsletter

Members noted a sixteen page Spring Newsletter has been sent to the printer, a proof is awaited and delivery will be completed by the middle of February.

Members discussed about articles to include in the next Newsletter.

Members asked for an article to be included in the next newsletter for Party on Potton.

Members made no resolution on any of the current groups who have an article in the newsletter, to no longer have an article in the next Newsletter.

Members commented that they wanted to continue with not allowing adverts in the newsletter.

Members discussed about the new website. The Town Clerk advised that he had sent all members an email in early December 2015 with a link to the new website.

It was **resolved** that the Town Clerk send out the website link by email again to all members of the town council.

22 Council Meetings

Buildings and Facilities Committee

Members noted the Town Council approved at the Town Council meeting on the 6th October 2015 the Terms of Reference for the Buildings and Facilities Committee.

Part 2 of the Terms of Reference "*The committee will consist of nine elected town Councillors and a maximum of three users of the town council buildings and facilities*"

Members then noted the users of the town council buildings and facilities were contacted and the following would be interested in joining the Committee.

Geoff Emery	Potton Hall for All
Lisa Steeples	Groundwork Youth Club
John Boston	Potton History Society
Mavis Giles	Potton Playhouse
Robert Leonard	Potton Show
Mrs Sexton	Potton Ladies
Mr Horgan	Gamlingay Writers
Howard Moore	Chairman of Potton Town FC

It was **resolved** to invite all of the above users to a 9pm meeting of the Buildings and Facilities Committee on Tuesday 2nd February 2016 and the Committee could then make a recommendation to town council of which three people to have on the Committee.

Council Meetings

Members discussed about the town councils current meetings.

Members discussed about the frequency of meetings.

From the benchmarking exercise, members were advised that Potton Town Council has far more meetings than other councils.

Members made various suggestions on meetings.

It was suggested that against the Town Clerk indicates whether an item is for noting or action.

It was **resolved** (i) that the town council meet on the 1st Tuesday of the month except August. (ii) that a Planning Committee meets on the 1st and 3rd Tuesday of the month except August at 7.00pm. (iii) that the Town Council elect a Planning Committee at the next meeting of Town Council. (iv) that the Town Council meet at 7.15pm from the March 2016 meeting onwards. (v) that one or two committee meetings, which are to be for no more than one hour in length take place on the 3rd Tuesday of the month, after the Planning Committee.

Calendar of Meeting's for the Council year 2016-17

It was **resolved** that the town council meetings are as follows.

Annual Town Council 1	Tuesday	03/05/2016
Town Council 2	Tuesday	07/06/2016
Town Council 3	Tuesday	05/07/2016
Town Council 4	Tuesday	01/09/2016
Town Council 5	Tuesday	04/10/2016
Town Council 6	Tuesday	01/11/2016
Town Council 7	Tuesday	06/12/2016
Town Council 8	Tuesday	03/01/2017
Town Council 9	Tuesday	07/02/2017
Town Council 10	Tuesday	07/03/2017
Town Council 11	Tuesday	04/04/2017
Annual Town Council 1	Tuesday	02/05/2017

23 *Staffing

*Exempt information – Public Bodies (Admission to Meetings) Act 1960 and Section (1) of the Local Government (Access to Information Act) 1985. The Press and Public are given notice that they may be requested to retire during consideration of this item.

24 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 2nd February 2016.

The meeting closed at 10.00pm.

Signed.....ChairmanDate

Mission Statement

The aim of Potton Town Council is to serve the people of this town to the best of its ability.