

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 1st November 2016, 7.05pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr G. Emery, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr P. Langridge, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple and Mr R. Whitfield.

Absent: Councillors Mr J. Lean and Mr A. Zerny.

Also Present: CBC Cllr Gurney, fourteen members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr J. Lean and Mr A. Zerny.

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 meeting held on 4th October 2016 which had been previously circulated were approved and signed as a true and accurate record.

4 Town Council Committees

Responsible Dog Ownership – 10.8.16

Planning Committees – 4.10.16 and 18.10.16

Playing Fields, Allotments and Burials Committee – 18.10.16

A member raised a question about minute 9 Trees from the Playing Fields, Allotments and Burials Committee meeting, with regard to where the monies are coming from to pay for the tree work. The member was advised that part **iii** of the recommendation, recommended where the monies come from within the councils budget.

The same member then raised a question about minute 4 Community Orchard from the Playing Fields, Allotments and Burials Committee meeting, with regard to the fenced area marked on the Biggleswade Road open space plan and whether the area should be a community orchard. The member was advised the community orchard group included Cllrs Ellison, Gibb and Whitfield and the group will be reporting to the Playing Fields, Allotments and Burials Committee about the orchard.

Neighbourhood Plan Sub-Committee – 18.10.16

Town Council accepted and adopted all of the above minutes and all recommendations contained from the Town Council Committees.

5 Matters Arising from the Meeting on the 4th October 2016

None.

6 To Receive any Questions from the Public

A member of the public asked that the town council consider agenda item 7 Development in Potton before item 6 To Receive any Questions from the Public.

The Chairman agreed that agenda item 7 Development in Potton is considered before agenda item 6 To Receive any Questions from the Public.

7 Development in Potton

7.1 Public Meeting Minutes

Members considered the minutes of the public meeting held on 24th October 2016, the minutes were then approved.

7.2 Sandy Road Planning Application

Members noted that this item is included on the agenda following a request by Cllr Ellison.

Standing Orders were suspended to allow members of the public to speak.

Various comments were made about Central Bedfordshire Council not having a Local Plan.

Members then noted the correspondence that Mr Givertz has provided on behalf of Potton Residents for Sustainable Growth with the costs of a Judicial Review.

It was **resolved** that the town council supports the idea of a Judicial Review.

A discussion between members took place about a Judicial Review.

It was **resolved (i)** that the town council will fund up to £2,000 for the Judicial Review for Sandy Road Planning Application. **(ii)** that the town council submit the Judicial Review. **(iii)** that monies for the Judicial Review are taken from Contingency. **(iv)** that the town council increases the precept by 1% on top of any other increase to the precept the town council may decide to replace the monies.

7.3 Planning Application(s) outside the remit of the Planning Committee

Cllrs Gibb and Jordan left the room for the following planning application.

Application No: CB/16/04201/FULL

Land to the rear of 14 and 16 Bull Street, Potton SG19 2NR.

Erection of new dwelling and garage.

It was **resolved** no comment.

Cllrs Gibb and Jordan re-entered the room before the next application.

**Application No: CB/16/04345/FULL
Church of St Mary, Hatley Road Potton.**

Provision of new oak north door and new glazed oak screen in north porch.
It was **resolved** to support the application.

Cllr Macdonald left the room for the following planning application.

**Application No: CB/16/04460/OUT
Land opposite the Playing Field Mill Lane Potton.**

Outline Application: residential development of up to 62 dwellings including all ancillary works with all matters reserved except access.

It was **resolved** to object to the application for the following:

- 1) Access to the site is via an unadopted narrow highway.
- 2) Location is close to play area, playing fields and School, an increase in traffic would be dangerous and create congestion.
- 3) Impact on local businesses.
- 4) Infrastructure.
- 5) Environmental impact.
- 6) The development is outside the settlement envelop of Potton.
- 7) Sustainability – Public Transport and Healthcare.

Cllr Macdonald re-entered the room before the next application.

Cllr Emery left the room for the following planning application.

**Application No: CB/16/02527/FULL
1 Orchard Close Market Square Potton SG19 2NT.**

Detached dormer bungalow and single garage.

It was **resolved** to object to the application because of the access concerns, no comment on the building.

Cllr Emery re-entered the room before the next application.

Cllr Whitfield left the room for the following planning application.

**Application No: CB/16/04894/OUT
Jay Farm, Myers Road, Potton, Sandy SG19 2RG**

Residential Development of up to 90 dwellings.

It was **resolved** to object for the following reasons:

- 1) Unstainable.
- 2) The site is outside the development window for Potton.
- 3) Access to the site.
- 4) Overbearing because of raised site.

The Town Council supports Central Bedfordshire Council objection when the application was last to be submitted.

Cllr Whitfield re-entered the room before the next application.

**Application No: CB/TRE/16/00421
15 Brookfields Potton Sandy SG19 2TL.**

Works to trees subject to a Tree Preservation Order: Prune various trees and remove to ground level one Oak tree as stated on the application form. Trees protected by **TPO 6/1975**.

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

**Application No: CB/16/04885/FULL
3 and 5 Sun Street and 28 Market Square Potton SG19 2LR.**

Proposed change of use of C3 residential dwellings at 3 and 5 Sun St, Potton Sandy and A1 use area above existing Hairdressing Salon above No 28 Market Sq, Potton Sandy into mixed use of A3/A5 Pizzeria.

**Application No: CB/16/04887/LB
3 and 5 Sun Street and 28 Market Square Potton SG19 2LR.**

Proposed change of use of C3 residential dwellings at 3 and 5 Sun St, Potton Sandy and A1 use area above existing Hairdressing Salon above No 28 Market Sq, Potton Sandy into mixed use of A3/A5 Pizzeria.

Both applications were considered together. It was **resolved** no objection. Though exterior sign needs to be in keeping with the High Street Improvement Scheme.

8 To Receive any Questions from the Public (Agenda item 6)

Question 1 – The planning application for land opposite the Playing Field Mill Lane Potton, indicates that foundations have been installed on the site. Answer – Not aware that any foundations are on the site, though application advises, the local authority has checked the foundations on the site.

Question 2 – The applicant for the planning application for Orchard Close Market Square advised members that he had followed pre-application advice he had received from Central Bedfordshire Council and followed the conditions;

1. Contact the local Fire Brigade. Contacted.
2. Turning area of 6.25 metres. 8 metres.
3. Parking provision for 2 + 1 visitor. 4 parking spaces.
4. Secure parking for bikes (one for each bedroom).
5. Bins will be taken out by Meeting Lane to near Sheffield Close.
6. Depth space of 500mm radius.
7. 21 metres away from facing habital rooms.

Question 3 – The town council should consider having additional town council meetings.

Answer – The Chairman advised about the councils meeting structure and a number Extra-ordinary have taken place in the last few months. The Chairman continued that the town council always likes to see the public attend.

Question 4 - The planning application for Sheffield Close if granted will result in a loss of twenty two garages and not fourteen as mentioned in the application. The application if granted will provide eight parking spaces for the four properties.

9 Battle's Over – A Nation's Tribute and WWI Beacons of Light 11th November 2018 (Agenda item 8)

Members considered the correspondence received from Bruno Peek LVO OBE OPR, Pageantmaster with regard to Battle's Over – A Nation's Tribute and WWI Beacons of Light 11th November 2018.

It was **resolved (i)** that Potton Town Council join in the commemoration and remembrance of the end of the war and light the town councils gas-fueled beacon which was lit at The Queen's 90th birthday in April 2016 beacon, at 7pm on Sunday 11th November 2018. **(ii)** the location of where the beacon will be lit to be confirmed.

10 Central Bedfordshire Council – Planning Briefing 5th October 2016 (Agenda item 9)

Cllr Lean and Temple attended the Central Bedfordshire Council – Planning Briefing which took place on the 5th October 2016.

The report from Cllr Lean was noted.

11 Councillors Surgery (Agenda item 10)

Councillors Surgery took place on the 15th October 2016. Cllrs Emery and Lean were in attendance.

The report from Cllr Emery was noted.

12 Replacement Skate Park (Agenda item 11)

Cllr Jordan outlined his proposals.

The R.F.O. (Responsible Financial Officer) had advised members about the town council's Financial regulations under section 11 Contracts.

After much discussion.

It was **resolved (i)** to submit correspondence including a quotation to Potton Consolidated Charity for them to consider funding of £50,000 towards a replacement skatepark at next week's meeting. **(ii)** that Cllr Jordan, Clerks Assistant Sarah and Cllrs Ellison and Macdonald to progress forward with the project with the target of having the new park in place by summer 2017. **(iii)** agreement that a £100k budget is required to complete the project. **(iv)** formal tender process undertaken due to the value of the contract to be awarded managed by Clerks Assistant, Mrs Sarah Williamson.

It was also **resolved** to thank the Clerks Assistant, Mrs Sarah Williamson for her work with the replacement skatepark.

13 Finance (Agenda item 12)

i. To approve the list of payments.

It was **resolved** that the payments up to the 1st November 2016 be approved.

ii. Verify Bank Reconciliations against statement 1st September – 30th September 2016.

It was **resolved** that the bank reconciliation for 1st September – 30th September 2016 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of September 2016.

An income and expenditure by budget heading report showing progress against the budget 2016/17 at the end September 2016 had been supplied to members.

Members proceeded to go through the detailed statement of income and expenditure against budget. The Chairman reminded members about the Extra-ordinary meeting of Town Council on the 15th November 2016 and advised that members should spend some time between now and then looking at this report.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 30th September 2016.

14 Mill Lane Pavilion - Potton History Society (Agenda item 13)

Members noted the correspondence from the Clerk of Potton Consolidated Charity with regard to an extension to the Pavilion for Potton History Society.

After much discussion about the lease the town council has with Potton Consolidated Charity for Mill Lane Pavilion.

It was **resolved** to advise Potton Consolidated Charity **(i)** that the town council fully supports the proposal from Potton History Society to attach an extension to the Mill Lane Pavilion to store their archives, be a committee room etc. **(ii)** the town council do query about sub-letting of the building, whether variations are required to the lease, consideration needs to be given to locking and unlocking of the gate, number of parking spaces they will require, utility bills and toilet facilities.

15 Correspondence (Agenda item 14)

15.1 CBC Community Planning – Correspondence was noted.

15.2 CBC Kerbside collection of garden waste - suspension between December – February – Correspondence was noted.

16 Mrs Ruth Burmo (Agenda item 15)

A request was made that the item is moved to later in the meeting.

It was agreed that this item is moved to later in the meeting.

17 Highways Rural Match Fund scheme application 2017/18 (Agenda item 16)

Correspondence received about the Highways Rural Match Fund scheme application 2017/18 was noted.

18 Remembrance Sunday (Agenda item 17)

Members noted the remembrance parade will be taking place on Sunday 13th November 2016 starting in the Market Square at 10.30am.

The Chairman encouraged all members to join him on the remembrance Sunday parade.

The Chairman then asked members to join him on Sunday 6th November 2016 in the Market Square, from 10am onwards in helping to install Potton's Christmas Lights.

19 Cllrs wine and mince pies (Agenda item 18)

Members discussed about which meeting they would like the annual cllrs wine and mince pies to take place.

It was **resolved** that the Cllrs wine and mince pies takes place on the 20th December 2016.

20 Mrs Ruth Burmo (Agenda item 15)

Members noted that Cllr Langridge has requested for this item to be included on the agenda.

It was **resolved** to agree with Cllr Langridge's request, in that the town council writes to Mrs Burmo.

21 *Staffing (Agenda item 19)

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following agenda items (27 and 28) will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

22 To Arrange Date of the Next Meeting (Agenda item 20)

The next meeting of the Town Council is scheduled for Tuesday 6th December 2016 and an Extra-ordinary meeting scheduled to take place on the 15th November 2016.

The meeting closed at 9.00pm.

Signed.....ChairmanDate

Mission Statement

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