

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 4th April 2017, 7.10pm 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 J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: All Present.

Also Present: CBC Cllr Gurney, Mr Desborough - Triumph Wellbeing, eighteen members of the public and the Town Clerk.

1 Apologies for absence

All Present.

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 Mill Lane Recreation Ground

The Chairman welcomed Mr Desborough from Triumph Wellbeing.

Mr Desborough from Triumph Wellbeing spoke to the Town Council about using either Mill Lane Recreation Ground or Henry Smith Playing Fields for his company Triumph Wellbeing to carry out a boot camp.

Q = Question

A = Answer

S = Statement

Q – Cllr – How long would you like to use the Mill Lane Recreation Ground or Henry Smith Playing Fields.

A - Mr Desborough – Six months to a year.

Q – Cllr – What do other councils do for boot camps and what do they charge.

A - Mr Desborough – Most other councils are happy to have boot camps and don't charge. The only council I know which charge is Cambridge City Council.

Q – Cllr – How many sessions do you currently provide.

A - Mr Desborough – Currently eight sessions per week.

Q – Cllr – What evenings do you carry out sessions.

A - Mr Desborough – Currently Monday, Wednesday and Thursday.

Q – Cllr – Is this a commercial enterprise for you.

A - Mr Desborough – Yes.

S – Cllr – Suggest charge £1 a month.

Q – Cllr – Do you have insurance.

A - Mr Desborough – Insurance, First Aid and DBS (Disclosure and Barring Service).

S – Member of the public - Clash with other users.

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

S – Member of the public – Twelve metres only available to the edge of the pitch. Potton Colts pay to use the facility, can we (Potton Colts) have a peppercorn rent. We (Potton Colts) don't want the boot camp at Mill Lane, want them to use Henry Smith Playing Fields.

It was **resolved (i)** that the Town Clerk investigates what other councils charge and report back to the May Town Council meeting. **(ii)** request a copy of insurance before being able to use Henry Smith Playing Fields or Mill Lane Recreation Ground.

The Chairman thanked Mr Desborough for attending.

4 Public Participation Session

Q = Question

A = Answer

S = Statement

Q1.

A resident advised they had written to Central Bedfordshire Council (CBC) about the bus timetable changes. Request that the Chairman reviews emails sent to CBC and contacts Susan Childerhouse, Head of Public Protection & Transport, Community Services, CBC about the reduction in the number of buses.

S and Q2.

A resident advised about riding of trial bikes along Bridleway 13 to the old quarry in Potton. Bridleway 13 is unusable because of trial bikes. Have spoken to Bedfordshire Police about the trial bikes since May 2016, taken registration numbers of vehicles for the Police and have spoken to CBC. Lodged a planning complaint about the quarry being used by trial bikes. The use of trial bikes is anti-social behaviour. Request a consistent point of contact. The Police Sergeant from Biggleswade Police Station arranged for a Police Constable to visit the area.

CBC Cllr Zerny advised that he had spoken with the Rights of Way Officer at CBC about the trial bikes using the quarry and Bridleway 13. The Rights of Way Officer at CBC had advised that the quarry landowner hasn't given permission for the trial bikes to use the old quarry.

CBC Cllr Gurney advised that the Police are taking positive steps and they do still know it is going on. Request that the town council writes to the Police about the trial bikes.

The resident then advised that laminated signs had been installed and then ripped down.

It was **resolved** to write to Central Bedfordshire Council and Bedfordshire Police about the trial bikes.

The resident then requested that the layby is removed on the road near layby 13.

Chairman advised that Central Bedfordshire Council and the landowner are the appropriate people for removal of the layby.

The resident then mentioned about trial bikes using the old quarry near Deepdale.

Chairman advised that trial bikes are legally allowed to use the quarry in Deepdale for a certain number days each year.

A member mentioned about Rural Policing and contacting the Police and Crime Commissioner.

It was **resolved** to write to the Police and Crime Commissioner about the trial bikes.

Q3

A resident asked if the town council will allow the Rainbow flag to be flown on the flag pole of the Library on Tuesday 27th June for Rainbow day. The resident advised they would provide the Rainbow flag.

It was **resolved** to agree to the Rainbow flag to be flown on the flag pole of the Library on Tuesday 27th June for Rainbow day, as long as the resident provided the Rainbow flag.

5 Minutes of previous meeting(s)

The minutes of the previous meeting held on 7th March 2017 which had been previously circulated were approved and signed as a true and accurate record.

6 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committees:

Planning Committees – 7.3.17

Neighbourhood Plan – 20.3.17

Playing Fields, Allotments and Burials Committee – 21.3.17

The minutes and all recommendations contained from the following Town Council Committees were deferred to the next town council meeting:

Responsible Dog Ownership – 20.3.17

7 Reports from Central Bedfordshire Councillors

Cllr Gurney advised winning on some points for planning and Cllr Young had apologised to her for how he spoke at the meeting last week which Cllr Gurney and Zerny attended.

Cllr Zerny advised he had nothing to report.

8 Development in Potton

8.1 Property Count

The Chairman summarised the Town Clerks report

- As of the 31st March 2015 Potton's Property Count was 2,250 dwellings.
- During the period 1st April 2015 to 31st March 2016 the number of dwellings increased by 27.
- By the 31st March 2016 planning permission has been approved for 241 additional properties. (Land to the South of 'The Paddocks' = 90, Land at Biggleswade Road 120 and Land at Biggleswade Road Phase 1 = 31)
- Between the 1st April 2016 and 31st January 2017 planning permission has been approved for a further 152 additional properties. (Land to the South of Sandy Road = 90 and Land opposite the Playing Field, Mill Lane = 62)
- Further applications which have not yet been decided have been submitted for 266 more properties. (Land surrounding 100 Sandy Road = 186 and Off, of Sutton Road, Potton = 80)

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

Application No: CB/17/01096/OUT

Off, of Sutton Road, Potton.

Outline Application: Development of up to 80 dwellings with associated landscaping, open space and vehicular and pedestrian access.

It was **resolved** to object to the application for the following reasons;

- Health Services – Link with Gamlingay
- Traffic Flow
- Parking
- Public Transport
- Signalling at the Junction
- Outside Settlement Envelope
- Footpath on both sides of Bury Hill is mentioned, one doesn't exist
- Enlarging the town
- Link walkway to Sheepwalk, land not owned

A member advised that the LGA (Local Government Association) Director had advised at the recent Bedfordshire Housing Conference about a skills shortage in planning section due to retirements and retention.

A discussion about no additional employment in Potton and more commuting in the direction of Biggleswade and Sandy.

A resident pointed out that the ecological survey had been carried out at the wrong time of year, no birds nesting and bats at that time of year.

Frequency of bus service was mentioned and the lack of parking near train stations in Biggleswade and Sandy.

It was mentioned that a petition had started and 405 signatures had been gained.

It was then mentioned that CBC own land on Bury Hill which would have an overbearing nature on Potton and this site is the same.

Chair of Neighbourhood Plan advised that the Neighbourhood Plan officer has offered to assist because Potton is over-run with planning applications.

**Application No: CB/17/00916/FULL
2 Horslow Street, Potton, Sandy, SG19 2NS.**

Alterations and restoration of existing outbuilding adjacent to a listed building.

It was **resolved** to leave the decision to the Planning Officer.

**Application No: CB/17/00917/LB
2 Horslow Street, Potton, Sandy, SG19 2NS.**

Listed Buildings: alterations and restoration of existing outbuilding adjacent to a listed building.

It was **resolved** to leave the decision to the Planning Officer.

**Application No: CB/17/01169/OUT
Land between 119 and Eagle Farm, Everton Road, Potton, Sandy, SG19 2PD.**

Outline Application: Residential development comprising 7 No. detached dwellings, together with access road, footways, drainage and landscaping.

It was **resolved** to object to the amended application and the existing application remains the same.

8.3 Mill Lane Planning Application

A member advised they weren't impressed with the solicitor's comments and would request the town council pay for a second opinion.

The stages and costs of a judicial review were discussed. With the full cost of a judicial review being in the region of £40,000.

A resident mentioned about legality of taking ownership of bridleway and need to find an expert on Highways.

It was **resolved (i)** to seek further legal advice from Public Access Barrister and Solicitor. **(ii)** set a budget of £500 for legal advice. **(iii)** Cllr Zerny to provide contact details for the solicitor. **(iv)** Resident to provide contact details for the public access barrister. **(v)** to have an extraordinary meeting on the 18th April 2017 for this item if necessary.

9 Correspondence

1. The Royal Society for the Protection of Birds (RSPB) - Forest Management noted.
2. Bedfordshire Association of Town and Parish Councils - Road Investment Strategy 2020 – 2025, A1 East of England Strategic Road Study - Stakeholder Reference Group - March 2017 noted.
3. Rt Hon Alistair Burt, Member of Parliament for North East Bedfordshire noted.

10 Councillors Surgery

Councillors Surgery took place on the 11th February 2017. Cllrs Gibb and Jordan were in attendance.

Cllr Jordan gave a verbal report.

- Bury Hill planning application.
- Closing of the Market Square.
- Gas repair work in Blackbird Street.
- Closeness of the A428.
- Shop owners parking in the Market Square.
- Rubbish in the Brook.
- Lack of vernacular architecture.
- Identification of Cllrs.

The report from Cllr Jordan was noted.

11 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 31st March 2017 be approved.

ii. Verify Bank Reconciliations against statement 1st February – 28th February 2017.

It was **resolved** that the bank reconciliation for 1st February – 28th February 2017 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of February 2017.

An income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of February 2017 had been supplied to members.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 28th February 2017.

iv. Section 137 application

Members noted the correspondence received from Autism Bedfordshire, about asking for support for the services and support they provide in Potton to 3 families with children or adults on the autistic spectrum.

Members discussed about supporting Autism Bedfordshire and using Section 137 to make a donation towards.

It was **resolved (i)** to ask Greensands Medical Practice if a donation to Autism Bedfordshire for residents of Potton is worthwhile. **(ii)** if Greensands Medical Practice believes a donation to Autism Bedfordshire is worthwhile for residents of Potton, that the town council award £200.

v. Extreme Risk

Members noted as per financial regulation 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Members noted the extreme risk item is the grass being cut more frequently in the Churchyard at an additional cost of £900.

12 Welcome Pack

Members considered the Clerks Assistant report about the Welcome Pack / Town Guide.

Members started to discuss the report and the three quotations.

Members had concerns about the number and type of advertisements, proposed by one of the companies.

Members continued to discuss the report and the quotations.

It was **resolved (i)** to go with Right Click Creative for the Town Guide. **(ii)** that the Social Media group of the Town Council lead on the Town Guide.

It was **resolved** to suspend standing orders to allow the meeting to continue past 9pm.

13 Frederick (Eric) William Jakes MBE

Members noted the Clerks Assistant had obtained quotation as per the town council resolution (i) to install a plaque on an existing bench. (ii) for a large brass plaque for installation on the Library. (iii) for a new bench and a plaque.

After much discussion which included the suggestion that Mrs Mayne unveil the plaque.

It was **resolved (i)** to purchase a plaque at a cost of £95.00. **(ii)** that a tree bench is considered later after the car park extension. **(iii)** bench to be checked for damage and repaired if necessary, bench checked to see if it needs staining (painting), bench cleaned removing of all bird muck etc just in advance of the unveiling on the 8th May 2017 and to install the plaque on the tree bench in the Market Square nearest the Defibrillator by the 8th May 2017. **(iv)** that Cllr Langridge decides on the wording for the plaque and advises the council office.

14 Potton History Society Store

Members noted the town council had resolved at the last town council meeting that Potton History Society pay all costs involved in drawing up a sub-lease between Potton History Society and Potton Town Council.

Members also noted the response from George Howe *"PHS is prepared to do this in principle. But before we finally commit ourselves to make this payment we would like PTC to be able to advise PHS the total cost of making this lease, from PTC to PHS."*

It was **resolved** to obtain a quotation to draw up a simple lease from the following two solicitor's Woodfines and Brignalls Balderston & Warren.

15 Skate Park

The town council were advised that work to remove and replace the skate park would start on Tuesday 2nd May 2017. The town council were provided with screenshots of the final design from Wheelscape.

It was mentioned that Clerks Assistant visits the site on a daily basis from the 2nd May 2017 to when the work is complete, to check progress.

It was **resolved** to advertise the closure of the skate park and the loss of car parking spaces after Easter, in advance of the work starting to remove and replace the skate park on Tuesday 2nd May 2017.

16 Newsletter

Members noted the Spring edition of the Newsletter has been printed and delivery is scheduled to be completed before Easter.

It was **resolved** that the next newsletter is delivered in advance of the Grand opening of the Skate park (Date of the Grand opening of the Skate park to be confirmed by the Skate park group).

Members discussed about community interaction with the local schools and the Skate park installer (Wheelscape).

It was **resolved** to advise the local schools about the Skate park installation and to arrange community interaction with the Skate park installer (Wheelscape) and local schools during installation.

17 High-Street Improvement Scheme and Market Town Regeneration Fund

Members noted the Playing Fields, Allotments and Burials Committee on the 21st March 2017 resolved (i) to obtain a quotation from DJT Surfacing to carry out an Existing Site Survey (existing site level and topographical survey) and Preliminary Design (Carry out feasibility and option study and issue preliminary design for client approval), mentioning to them about extending the Millennium path, though only if the increase of the number of car park spaces doesn't fall below the target of double. (ii) that the quotation to carry out an Existing Site Survey and Preliminary Design is considered at the town council meeting on the 4th April 2017.

Members considered the quotation from DJT Surfacing which was tabled at the meeting.

It was **resolved** to instruct DJT Surfacing to carry out the work as per the quotation for carrying out professional services in relation to the proposed redevelopment of the Brook End Car Park with the following design and technical services associated with the redevelopment of the car park:
Existing Site Survey - Carry out existing site level and topographical survey
Preliminary Design - Carry out feasibility and option study and Issue preliminary design for client approval at a cost of £4,950.00 plus Vat.

18 Community Agent

Cllr Macdonald had provided a written motion for the town council to discuss funding towards the role of Community Agent for Potton which is currently fully funded by Potton Consolidated Charity.

It was **resolved** that the town council set up an Ear Marked Reserve of £2,000 to fund to Potton Consolidated Charity for the Community Agent role to continue in Potton.

19 Potton Hall for All

Cllr Jordan requested the item to be withdrawn for consideration at the next meeting of Town Council on 2nd May 2017.

It was **resolved** that the item is withdrawn and considered at the next meeting of Town Council on 2nd May 2017.

20 To Arrange Date of the Next Meeting

The next meeting of the Town Council is scheduled for Tuesday 2nd May 2017.

The public and the Town Clerk left the room before the next item.

21 Staffing*

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.

The meeting closed at 9.30pm.

Signed.....ChairmanDate

Mission Statement

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