

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 4th July 2017, 7.05pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr A. Gibb, Mr J. Hobbs, Mr L. Ivall, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple and Mr R. Whitfield.

Absent: Councillors Mr G. Emery, Mr R. Harris and Mr A. Zerny.

Also Present: Five members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr G. Emery, Mr R. Harris and Mr A. Zerny.

Apologies also from Central Bedfordshire Council Cllr D Gurney.

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 Public Participation Session

No questions.

4 Minutes

The minutes of the previous meetings held on the 6th June 2017 and the 20th June which had been previously circulated, were approved and signed as a true and accurate record.

5 Town Council Committees

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

Planning Committee – 6.6.17

Playing Field, Allotment and Burials Committee – 20.6.17

Neighbourhood Plan Committee – 27.6.17

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

A discussion about Responsible Dog Ownership took place.

It was **resolved (i)** to contact the Chairman of Responsible Dog Ownership about meeting minutes. **(ii)** to disband of the Responsible Dog Ownership. **(iii)** to continue with Responsible Dog Ownership as an informal group.

6 Co-option – Two Council Vacancies

The Chairman advised that the town council has received four applications for the Councillor vacancies.

The Chairman invited the candidates who were present to speak the town council. The three candidates present spoke to the town council.

The Chairman advised that the town council will consider the co-option at the end of the meeting.

7 Reports from Central Bedfordshire Councillors

No reports.

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)

Cllr Gibb left the room before the next item.

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

Application No: CB/17/02779/FULL

12A Bull Street, Potton, SG19 2NR

Erection of triple garage block.

Cllr Gibb re-entered the room before the next item.

9 Potton Archive Store

It was noted that the Town Clerk had met with Tim Sills from Woodfine Solicitors on Tuesday 27th June 2017. Correspondence from Mr Sills which had been received following the meeting was noted.

The Chairman and Cllr Leggatt who are both also Potton Consolidated Charity trustees advised that the correspondence was considered at the charity meeting on the 3rd July 2017 and is going to be passed to Potton Consolidated Charity's solicitor.

The Chairman and Cllr Leggatt advised that the town council await a response from Potton Consolidated Charity after the charity's solicitor has responded.

10 Councillors Surgery

Councillors Surgery took place on the 17th June 2017. Cllrs Ellison and Lewis were in attendance. Report from Cllr Ellison was noted.

11 Youth Club

The quotation was noted and discussed.

The Chairman advised the town council, that Sport England have some interest in the skatepark project with a potential award being £50k.

The Chairman advised to note at this point that Sport England are not making a commitment / award but they simply need to evaluate that the town council are indeed eligible for public funds from this specific fund.

A discussion about repaying some of the donation from Potton Consolidated Charity for the skatepark took place.

It was **resolved** to defer the quotation for the youth club to the town council meeting in September 2017.

A discussion between the Chairman and Cllr Leggatt who are both trustees of Potton Consolidated Charity (PCC) took place about whether the PCC has budgeted for the youth club for a further year. The Chairman and Cllr Leggatt confirmed that PCC has allowed within its budget a donation to continue with the youth club for a further year.

Further discussion took place.

12 Skate Park

It was noted the skatepark group has organised for the Grand opening on 8th July 2017.

A discussion about drugs at the skatepark took place.

It was **resolved** to ask the Police to visit the skatepark.

Litter and bins were discussed. The effort of the public, picking up the litter was recognised.

It was **resolved** that the Clerks Assistant checks that the PA system which Wheelscape is providing for the Grand Opening is able to address a large crowd, because members of the public complained when they couldn't hear Cllr Langridge speak at the Queen's 90th Birthday beacon lighting event in April 2016.

13 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 4th July 2017 be approved.

ii. Biggles FM – Section 137

Members noted the correspondence received from the Biggles FM, with regard to asking for support.

A discussion about how little Biggles FM promote Potton took place.

Members were advised by Cllr Leggatt who is also a trustee of Potton Consolidated Charity (PCC), PCC donate a great deal to Biggles FM and PCC are disappointed that Biggles FM never plug Potton Consolidated Charity.

It was **resolved** that the Social Media Group put forward events to Biggles FM.

Members then discussed about a phone in Cllrs Surgery on Biggles FM.

Members discussed about supporting Biggles FM and using Section 137 to make a donation.

It was **resolved (i)** to make a donation in the financial year 2017-18 of £100 from Section 137 to Biggles FM. **(ii)** to work with Biggles FM to promote Potton.

iii. Budget 2017/18

The Chairman advised to consider items they would like to include in the draft budget.

The bridge in Henry Smith Playing Field was mentioned, a budget for Neighbourhood Plan will still needed and a new budget for the Green Wheel is needed.

14 High-Street Improvement Scheme and Market Town Regeneration Fund

1. Car Park

Members noted at the last town council meeting it was resolved to take forward the third design which incorporates the footpath extension as a basis for a tender.

Members considered a quotation from DJT Surfacing.

It was **resolved** to instruct DJT Surfacing to carry out a Detailed Design and Preparation of Contract Documents at a cost of £7,130 + v.a.t.

The Town Clerk asked members to advise on the surfacing they would like for the car park.

Members then **resolved (i)** that DJT Surfacing provide a cost against advantage for different surfaces for the car park. **(ii)** footway surface the same as the millennium footway **(iii)** that the footway needs to be protected for full width, so that bumpers of vehicles don't encroach over

the footway to restrict walkers. **(iv)** ducting in the car park is needed for electric in the future.

A member then asked for an update with regards to the proposals put forward by the Neighbourhood Plan Group for the Market Square.

The Town Clerk advised that he had spoken with Nick Shaw Principal Highways Officer, Central Bedfordshire Council and his response was as follows;

- There is an issue with providing echelon parking in the Market Square, insufficient road width.
- The two-way traffic idea leading to Brook End has some merit. and an instruction has been issued for a design and feasibility to be carried out.
- Road marking of bays in the Market Square with any remaining money is Yes.

The Town Clerk then advised that he had spoken with Nick Shaw Principal Highways Officer, Central Bedfordshire Council issuing an instruction for a design and feasibility to be carried out for the two-way traffic idea leading to Brook End.

A member then asked about the time for the benchmarking survey presentation which is scheduled to take place on the 18th July 2017.

The Town Clerk advised that a meeting of the Planning Committee is taking place at 7pm, with a complaints committee possibly taking place at 7.15pm. The Benchmarking presentation will take place at 8.00pm or at 7.15pm if the Complaints Committee doesn't take place.

It was **resolved** that because the complainant is unable to confirm if they can attend the complaints committee, that the benchmarking presentation takes place at 7.15pm and the Complaints Committee meets the complainant if they are able to attend once the benchmarking meeting has finished.

15 Trade Union Pay Claim

Correspondence from the Louise Ashmore, Bedfordshire Association of Town and Parish Council's with regards to Trade Union Pay Claim was noted.

It was **resolved (i)** that the Employment Committee meets to consider the implications. **(ii)** that the Town Clerk makes recommendations to the Employment Committee.

16 Central Bedfordshire Local Plan

i) The latest documentation on Central Bedfordshire Council's draft Local Plan was noted.

ii) Correspondence from the Rt Hon Alistair Burt with regard to Central Bedfordshire's Local Plan was noted.

The Chairman advised about the meeting which took place on the 22nd June 2017 and that the Central Bedfordshire's Local Plan was discussed.

A member of the public requested to speak.

The Chairman suspended standing orders to allow the member of the public to meet.

The member of the public asked when the memorial for Jessie Smith was going to be discussed this evening.

The Chairman advised that the memorial for Jessie Smith isn't an agenda item for this evening's town council meeting, the town council is only able to discuss an item if it is included on the agenda. Correspondence arrived from the stonemasons on the 30th June 2017 after the agenda was sent out.

The Chairman advised that the next meeting of the Town Council is scheduled to take place on the 5th September 2017. The Chairman then advised that the town council may have an extra-ordinary town council meeting later this month or in August.

The Chairman asked that Mrs Smith is advised when the memorial for Jessie Smith is next added to the agenda of the town council meeting.

Members then discussed about the Local Plan.

It was **resolved** to write to the CPRE (Campaign to Protect Rural England) about the protection of the Greensands Ridge.

Members then discussed about the Neighbourhood Plan and that questionnaire identified no more than five hundred additional houses.

It was **resolved** that the Neighbourhood Plan Group put forward a response to Central Bedfordshire Council's consultation for the Local Plan on behalf of the town council.

17 Emergency Plan

It was noted that the Clerks Assistant has been contacting the contacts for the Evacuation Centres to check if the information held in the plan is still correct or needs amending.

Members reviewed the amended Community Emergency Plan.

Members were advised that the contact details for the two new cllrs will be added to the Emergency Plan.

It was **resolved** with the addition of the two new cllrs, to approve of the amended Community Emergency Plan.

18 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 5th September 2017.

The Chairman advised that the co-option of two council vacancies would take place in a closed session.

All remaining members of the public left the room.

19 Co-option – Two Council Vacancies

The town council considered the four candidates for co-option.

The Chairman asked members to consider each of the applications. All four candidates received a proposer and seconder allowing them to be taken forward to the vote.

The Chairman asked members of the town council to vote on each of the four candidates in turn, with each Cllr having a maximum of two votes (Cllrs couldn't use both votes they have for the same candidate). The candidate with the lowest number of votes was removed.

The Chairman then asked members of the town council to vote again on each of the remaining three candidates in turn, with each Cllr again having a maximum of two votes (Cllrs couldn't use both votes they have for the same candidate).

It was **resolved** that the candidates to be co-opted to Potton Town Council are Jonathan Price Williams and Adrian Bell.

The meeting closed at 8.45pm.

Signed.....ChairmanDate

Mission Statement

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