

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 4<sup>th</sup> October 2016, 7.05pm at the Community Centre.

**Present:** Councillors Mr D. Ellison, Mr G. Emery, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

**Absent:** Councillor Mr A. Gibb, Mr R. Harris and Mr P. Langridge.

**Also Present:** CBC Cllr Gurney, Andrew Fenton Treasurer of Party on Potton, Stephen Smith from Denison Investments, Russell Gray from Woods Hardwick Planning, seven members of the public and the Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr A. Gibb and Mr P. Langridge.

**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.

Cllr Zerny arrived.

**3 Party on Potton – Big Weekend**

The Chairman welcomed Mr Fenton, Treasurer of Party on Potton.

Mr Fenton advised the Town Council the following;

Income from the 2016 Big Weekend (BW) event was £43,767 and £34,696 at the 2014 event.

Expenditure from the 2016 BW event was £46,844 a loss of £3,077. Costs involved include Marquee and Toilets.

Party on Potton don't charge for daytime BW events and charge for tickets to attend evening BW events.

Party on Potton raised £9,000 between October 2014 and July 2016 from various activities especially Mobile bar.

Party on Potton are going to purchase a new double axle trailer for the mobile bar.

Party on Potton plan to give donations to groups that helped at the BW and this includes the Guides.

Mr Fenton had two comments for the Town Council.

1 Potton Playhouse were charged £338.00 hall hire by the Town Council for rehearsals.

2 Would like to see a photo of a Water Vole as proof that Water Voles exist

at the site. The bridge cost £1,000 in man hours (40hrs at £25 per hour), though Deepdale Trees are happy to pay this cost it seems extreme.

CBC Cllr Gurney arrived.

Mr Fenton then asked the Town Council to consider installing a 2.5metre wide gate along Henry Smith Playing Field Car Park for future Party on Potton Big Weekends to allow access and egress.

A member asked Mr Fenton to provide a recommendation for an appropriate gate, so that the Town Council consider the request.

It was **resolved** to give a vote of Thanks to Party on Potton and this is included in the Newsletter.

Mr Fenton was asked to remind the Party on Potton committee to provide photos for inclusion in the Newsletter.

The Chairman thanked Mr Fenton.

#### **4 Proposed development at Mill Lane, Potton**

Cllr Macdonald left the room. Cllr Ellison (Vice Chairman of the Town Council) chaired this item.

The Chairman welcomed Mr Smith from Denison Investments and Mr Gray from Woods Hardwick Planning.

Mr Smith and Mr Gray gave out proposed plans for the development to members.

They advised the town council that a planning application has been submitted for 62 dwellings on the site off Mill Lane. That a pinch point exists in the roadway leading to the site and traffic calming would be installed if the development goes ahead.

The area of the site within the red line is 2.79 hectares and the development site is 2.65 hectares.

Transport modelling had been carried out and this had identified that capacity exists on the local road network.

Members had the following questions

Q Will access be available via Newtown to the site.

A Pedestrian and Cycleway access will be available to the site from Newtown.

Q Will 1 acre of the site or £150,000 be paid to the Town Council as per the agreement with Broadland Developments.

A That agreement was from 10 years ago and the agreement is for 1 acre of the site or £150,000. An area of land of 1 acre in size for a Hall, hasn't been allocated on the site.

A member made the following comment that the town council need to understand the agreement with Broadland Developments for 1 acre of land or £150,000.

A member made the following comment that various housing developments are already due to be built in Potton.

It was **resolved** to suspend standing orders to allow members of the public to speak.

A member of the public asked about the pinch point and what the minimum width is at the tightest point. Mr Smith and Mr Gray answered that they didn't know what the minimum width is at the tightest point.

A member of the public asked how much Section 106 monies this development will generate. Mr Smith and Mr Gray answered the Section 106 figure is not known at this stage.

A member asked had a cumulative total of all developments in Potton been taken into account before submitting the application. Mr Smith and Mr Gray answered Yes.

A member asked how will services cope with all the developments. Mr Smith and Mr Gray answered any shortfall in services will be made up for by Section 106 monies for those services.

The Chairman thanked Mr Smith and Mr Gray for attending.

A member commented to Mr Smith and Mr Gray, that it would have been appreciated if the town council had met with them before the application had been submitted.

Mr Smith and Mr Gray left the room before the next item.

Cllr Macdonald re-entered the room before the next item and chaired the meeting.

## **5 Minutes**

The minutes of the previous meeting held on 6<sup>th</sup> September 2016 which had been previously circulated were approved and signed as a true and accurate record.

## **6 Public Meeting Minutes**

Members considered the minutes of the public meeting held on 12<sup>th</sup> September 2016 one amendment was made to the minutes that Cllr Temple was also present, the minutes were then approved.

## **7 Town Council Committees**

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

Planning Committees – 6.9.16 and 20.9.16

Social Media Committee – 9.9.16

Buildings and Facilities Committee – 20.9.16

Neighbourhood Plan Sub-Committee – 20.9.16

The town council were unable to consider the minutes of the Responsible Dog Ownership – 10.8.16 as they weren't yet available.

## **8 Matters Arising from the Meeting on the 6<sup>th</sup> September 2016**

**20 Biggleswade Road Open Space** – Members noted Cllr Zerny has been in contact with the planning officer at CBC about the Landscape Management Plan and the planning officer advised Cllr Zerny. *“Effectively, if our attention is drawn to (for example via a complaint) works not being carried out in accordance with the approved plan then the Council would have to look into it as a breach of conditions and/or the agreement and consider any necessary action to take.”*

Members had been made aware that Kier's have gained approval from CBC for the LEAP (Local Equipped Area of Play). Members had been provided with a plan for the LEAP. Members were also made aware that CBC planning consider the Landscape Management Plan to be acceptable.

Members had been informed that James Griffiths at Kier are going to be contacting CBC, about gaining a change to the Section 106 agreement because of the housing association and Kier could possibly ask for a change also at the same with regard to the open space in the Section 106, that the play area is removed from the Section 106 agreement and that the play area is then maintained by the Management Company.

A discussion took place.

A member commented that the town council needs to understand what the council is being asked to adopt.

**24 Road Naming** – Correspondence that Hutchinson and Simms had been approved as road names was noted.

## **9 To Receive any Questions from the Public**

Q1 How many additional Neighbourhood Plan responses had been generated since the setting up of Potton Residents for Sustainable Growth.  
A 100 additional responses have been received.

Q2 Is the Housing Needs Survey for Potton publicly available?

A Yes the Housing Needs Survey for Potton is publicly available.

Q3 Planning application for a driveway in Sandy Road, the surface must be permeable.

**10 Planning Application(s) outside the remit of the Planning Committee**

**Application No: CB/16/04000/REG3**

**Burgoyne Middle School, Mill Lane Potton SG19 2PG.**

Retention of one double temporary unit.

It was **resolved** to support the application.

**Application No: CB/TRE/16/00317**

**1 Brookfields Potton Sandy SG19 2TL.**

Works to trees subject to a Tree Preservation Order: Oak tree – crown raise to approximately 3-4 meters over the car park of neighbouring doctor's surgery; raise it off the roof of the garage of the property; remove damage branch, thin tree by approximately 20% and reshape where necessary. Tree located at the front of property and protected by TPO 1/1994 T1.

It was **resolved** no objection, subject to the approval of the Arboricultural Officer.

**Application No: CB/TCA/16/00326**

**2 Biggleswade Road Potton SG19 2LU.**

Notification of works to trees in a Conservation Area: Conifer-sectionally fell close to ground level.

It was **resolved** to approve the application.

**Application No: CB/16/03943/OUT**

**64 Biggleswade Road Potton SG19 2LX.**

Outline Planning Permission for up to 85 residential dwellings (including up to 35% affordable housing), demolition of 64 Biggleswade Road and associated outbuildings, introduction of structural planting and landscaping, informal open space, surface water flood mitigation and attenuation, vehicle access point from Biggleswade Road and associated ancillary works. All matters reserved with the exception of access.

It was **resolved** to object to the application due to overdevelopment of the town and Potton doesn't have the infrastructure to support additional houses (Potton already has developments being built, planning applications approved or planning applications at various sites and these include Biggleswade Road east, Sandy Road and Biggleswade Road west in addition to this application).

**11 Summer Sports Camp**

The report from Gary Richardson, Limited Edition Sports was noted.

It was **resolved** that a letter of Thanks be sent to Mr Richardson.

## **12 Councillors Surgery**

Councillors Surgery took place on the 17<sup>th</sup> September 2016. Cllrs Macdonald and Temple were in attendance. Members discussed the items raised at the surgery.

It was **resolved** that Cllr Gibb writes a report on the Potton-Sandy cycleway for the website.

The report from Cllr Temple was noted.

## **13 External Auditor – Audit for the year end 31 March 2016**

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

It was **resolved** to approve and accept the Annual Return which was presented to the town council for year ended 31st March 2016, following its return by the External Auditor now that they had given an audit opinion.

## **14 Finance**

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

It was **resolved** that the payments up to the 4th October 2016 be approved.

### **ii. Verify Bank Reconciliations against statement 1st August – 31st August 2016.**

It was **resolved** that the bank reconciliation for 1st August – 31st August 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 August 2016.**

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

Members proceeded to go through the detailed statement of income and expenditure against budget.

Cllr Hobbs advised that the Neighbourhood Plan budget would be spent in the second half of this financial year on the questionnaire.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st August 2016.

## **15 Emergency Plan**

Members reviewed the amended the Community Emergency Plan.

Two further amendments were made to the plan.

It was **resolved** with the two further amendments to approve of the amended Community Emergency Plan.

## **16 Traffic Regulation Orders**

Members noted the Traffic Regulation Orders for Potton.

It was **resolved** that members of the Roads and Transport Committee check that the traffic regulation orders are the same as marked on the roads.

## **17 Councillors Surgery dates**

Members discussed about the monthly Councillor Surgery which takes place once a month on a Saturday 10am – 12 noon in the Library.

The Chairman asked for volunteers.

Cllrs Whitfield and Lean volunteered for January 2017.

Cllrs Ellison and Macdonald volunteered for February 2017.

Cllr Jordan volunteered for March 2017.

Cllr Jordan volunteered Cllr Gibb to attend March 2017.

Cllr Leggatt volunteered for April 2017.

Cllr Leggatt volunteered Cllr Langridge to attend April 2017.

The Chairman suggested that the surgeries take place on the second Saturday of the month with the exception of March as this surgery will take place on the third Saturday (Seasonal Market day).

It was **resolved** that the surgeries are as follows Cllrs Whitfield and Lean January 2017, Cllrs Ellison and Macdonald February 2017, Cllrs Jordan and Gibb March 2017 (Seasonal Market Day) and Cllrs Leggatt and Langridge April 2017.

## **18 Potton Bowls Club**

Members noted the correspondence from Potton Bowls Club.

Members said they would welcome 100 additional trees in Potton.

It was **resolved** to refer the item to the Playing Fields, Allotments and Burials Committee.

## **19 Roads and Transport Committee**

Members considered the proposal by the Chairman of the Roads and Transport Committee to disband with the Roads and Transport Committee.

It was **resolved (i)** that the Town Clerk writes to Mr Givertz to give him an update. **(ii)** that the town council disband with the Roads and Transport Committee.

## **20 Biggleswade Road**

Cllr Zerny outlined his proposal with regard to Pottton Town Council take on responsibility for the beds created on the west side of Biggleswade Road near the roundabout.

Members discussed about the need to consider the protection of the verge from vehicles.

It was **resolved** to refer the item to the Playing Fields, Allotments and Burials Committee.

## **21 Seasonal Market Stall**

Members noted that it was necessary for the delivery charge to be paid, the only option to not pay delivery was to collect the stall from Derbyshire.

Members then noted Mrs Ream had contacted the town council on Monday 19<sup>th</sup> September 2016 to advise that she had requested the wrong stall and that the stall was used at the seasonal market on the 17<sup>th</sup> September 2016.

Members discussed the request by Mrs Ream that the town council make arrangements to return the used stall, a smaller stall is ordered and pay any costs.

Members also noted the quotation from the supplier.

It was **resolved** that the Seasonal Market will have to make do with the market stall as the town council don't agree to replace the stall.

## **22 Everton Road**

Cllr Zerny and a resident have requested the town council discuss about an area of unmaintained land on Everton Road between 22 Everton Road and the single garage in the garage block.

Members noted that Central Bedfordshire Council has advised as far as we can make out, the retained embankment between the footway and fence is within the highway extents.

Members discussed about maintaining the additional verge.

It was **resolved** to ask Cllr Gibb if his group would like to maintain the embankment on Everton Road between 22 Everton Road and the single garage in the garage block.

## **23 Site Assessment Framework**

Cllr Hobbs outlined motion to propose that the council use the Site Assessment Framework to assess any large scale development planning applications received.

Members discussed the Site Assessment Framework and large scale development planning applications .



It was **resolved** that the town council use the Site Assessment Framework to assess any large scale development planning applications.

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

## **24 Bedfordshire Association of Town Parish Councils (BATPC)**

### **1. Bedfordshire Bugle**

Members noted the latest edition of the Bedfordshire Bugle from Louise Ashmore at the Bedfordshire Association of Town and Parish Councils.

### **2. Training**

Members noted the latest edition of the Bedfordshire Association of Town and Parish Councils training programme.

### **3. A1 Stakeholder Group**

Members noted the report from A1 Stakeholder representative.

### **4. Local Government Finance Settlement - Parishes and Council Tax referendums**

1. Members noted the Government's technical consultation on the Local Government Finance Settlement for 2017-18.

2. Summary and NALC's initial reaction.

It was **resolved** to ask the Town Clerk to write and advise the town council oppose the potential changes.

### **5. Neighbourhood Planning**

1. Members noted the letter from the Minister to all local councils, in which he stresses the importance of parishes in communities and gives recognition to their work on neighbourhood planning.

2. Members noted the NALC Policy Consultation.

## **25 Planning objection response**

Members noted the amended letter from Cllr Whitfield.

Members were of the opinion that the letter reflects sentiments as to why Potton Town Council will oppose an application.

It was **resolved** that appropriate points from the letter are used when the town council objects about a planning application.

## **26 Update on Sandy Road Planning Application (Additional Item)**

Cllr Zerny advised that the DCLG (Department for Communities and Local Government) are looking at the planning application. CBC (Central Bedfordshire Council) has offered to give the RSPB (Royal Society for the Protection of Birds) monies if the objection is removed and application is approved. CBC have also advised monies will be given to NHS (National Health Service) for the Gamlingay Surgery.

Cllr Zerny then advised if the DCLG don't call the application in for review, that a Judicial Review could be started though only within six weeks.

Cllr Zerny requested that a Public Meeting is called if DCLG don't review the application for the public to consider how to proceed and will need to

consider structure of the meeting and the involvement of Potton Residents for Sustainable Growth.

It was **resolved** that if the DCLG don't review the application, that a Public Meeting is called for the public to consider how to proceed.

**27 Party on Potton – Community Day (Agenda item 26)**

Results of the questionnaire were noted.

Members then discussed about the questions and the results of the questionnaire.

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.

Cllr Zerny and the public left the room before the next item.

**28 Town Council Committees (Agenda item 27)**

Town Council accepted and adopted the following minutes and all recommendations contained from the Employment Committee – 9.9.16.

**29 Town Clerk proposals (Agenda item 28)**

**30 To Arrange Date of the Next Meeting (Agenda item 29)**

The next meeting of the Town Council had been arranged for Tuesday 1<sup>st</sup> November 2016.

The meeting closed at 10.00pm.

Signed.....Chairman .....Date

Mission Statement

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