

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th September 2017, 7.05pm at the Community Centre.

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

Absent: Councillor Mr G. Emery.

Also Present: Central Bedfordshire Council Cllr D Gurney, Sally Wileman for Public Art, Paul Pibworth for Public Art, Angela Dallariss, Senior Youth Worker from Groundwork and Kira Bernard, Lead Youth Worker from Groundwork and ten members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr G. Emery.

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

1 – A resident spoke to the town council about cars in Bull Street which have been keyed and causing a great deal of expense to car owners. The resident mentioned about the installation of CCTV in Bull Street.

A discussion took place with regards to cars being keyed in Bull Street and the importance of reporting the damage to Bedfordshire Police.

It was **resolved** to write to the Police and Crime Commissioner about cars being keyed in Bull Street.

2 – A resident to the town council also about cars in Bull Street which have been keyed. The resident mentioned about inconsiderate parking, car park extension and resident parking like near Biggleswade Train Station.

Chairman advised that the car park extension is progressing.

Cllr Zerny arrived.

It was **resolved** to write to Central Bedfordshire Council and the Police and Crime Commissioner about cars being keyed in Bull Street.

3 – A resident spoke to the town council about Bridleways and horse riding on the highway. The resident advised that some car owners verbally abuse horse riders when they ride on the road. The resident requested that horses be allowed to ride on the edge of farmland.

A discussion took place about vehicles and horses, bridleways, ownership of farm land, Green Wheel and Green Infrastructure Plan.

It was **resolved** to write to the Rights of Way section at Central Bedfordshire Council about new bridleways being created on farmland Central Bedfordshire Council are in ownership of in Potton.

4 Minutes

The minutes of the previous meetings held on the 4th July 2017 and the 8th August 2017 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 – 4.7.17 and 18.7.17
Neighbourhood Plan Committee – 1.8.17

6 Public Art

The Chairman invited Sally Wileman to talk to the town council about public art.

Sally Wileman advised the town council, that Kier Homes the developer for Biggleswade Road, Potton are required to fund towards public art in Potton. Applications were invited from artists for the public art. Eight applications were received and four of the applicants were seen to discuss in detail proposals. The Committee which involves representatives from Central Bedfordshire Council, Kier Homes, Potton Town Council and residents of Potton choose Paul Pibworth a resident of Potton to be applicant to carry out the public art. The Committee with the artist are looking at where the art work should be placed in Potton.

Sally Wileman introduced Paul Pibworth.

Paul Pibworth advised the town council that he is making a horse out of concrete and stainless steel. Mr Pibworth showed members a scale model of a horse. Waymakers with branded irons will also be installed. Also making an apple.

The Chairman asked members if they have any questions.

A member asked what is the timescale for the project. Mr Pibworth advised that the timescale for the project is two years.

Mr Pibworth advised that sixteen workshops will take place during the project.

The Chairman thanked Mr Pibworth.

A member asked that a thank you be given to Sally Wileman for her involvement in the project.

A thank you was given to Sally Wileman for her involvement in the project.

Chairman advised he was going to alter the order of the agenda to consider the youth club items.

7 Youth Club Report (Agenda item 11)

The quarterly report was noted.

8 Youth Club (Agenda item 12)

The Chairman invited Angela and Kira to speak to the town council.

Angela and Kira gave the town council an update about the youth club. Advising numbers have been low due to school holidays and skatepark. Making arrangements with the school to attend to try to increase numbers attending the youth club.

The Chairman offered to assist if they have difficulties in making arrangements with the school.

The Chairman thanked Angela and Kira for attending.

Angela Dallariss, Senior Youth Worker from Groundwork and Kira Bernard, Lead Youth Worker from Groundwork left the room.

9 Youth Club Quotation (Agenda item 13 viii)

Groundwork had provided a quotation for the youth club for a further year 1st October 2017 – 30th September 2018, which had been considered at the town council meetings in June and July 2017.

Members discussed about the town council paying for the youth club instead of Potton Consolidated Charity who had funded the youth club since it started in 2012. Members then discussed about trips for the youth club.

It was **resolved** to approve the Groundwork quotation to continue with the youth club for the year 1st October 2017 – 30th September 2018 including four trips at a cost of £9,145 for the year.

10 Reports from Central Bedfordshire Councillors (Agenda item 7)

Cllr Zerny advised nothing to add to his report which he circulates.

Cllr Gurney advised about the draft local plan.

A discussion took place with regards to the Potton to Sandy cycleway and the closure of Sandy Railway Station as mentioned in the draft local plan.

11 Development in Potton (Agenda item 8)

11.1 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 March 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)

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

Application No: CB/TCA/17/00292

Location: 11A King Street, Potton, Sandy, SG19 2QT.

Proposal: Notification of works to trees in a conservation area: Reduce of Yew Hedge by 50%.

A member commented that the application is in correct, that the yew tree hedge is just one yew tree.

It was **resolved** to approve of the application subject to the approval of the arboricultural officer.

Application No: CB/17/03387/RM

Location: Land North of Potton Football Ground on the East Side of Biggleswade Road Potton.

Proposal: Reserved Matters: following outline application CB/13/00921/OUT (151 dwellings, employment, community hall, open space and new access) detail relating to the design, layout, appearance, landscape and scale that part of the original relating to the site for the community hall.

Members noted that the town council is the applicant for this planning application.

It was **resolved** no comment.

Application No: CB/17/03434/FULL

Location: Unit 2, 8 Market Square, Potton, Sandy, SG19 2NP.

Proposal: Conversion of vacant industrial unit into a microbrewery, involving a change of use from "workshop" to B2 light industrial and installation of a flue pipe into the east facing roof.

It was **resolved** to support the application as it brings a business into the town.

12 Councillors Surgery

Councillors Surgery took place on the 15th July 2017. Cllrs Temple and Whitfield were in attendance. Report from Cllrs Temple and Whitfield was noted.

Councillors Surgery took place on the 19th August 2017. Cllrs Emery and Lewis in place of Cllr Lean were in attendance. Cllr Lewis advised nobody attended the surgery.

Members noted a Councillors Surgery is planned to take place on the 16th September 2017. Cllrs Bell and Gibb will be attending the surgery.

13 Bedfordshire Day (Agenda item 10)

Members noted the correspondence from the Friends of Bedfordshire Society regarding the 2017 Bedfordshire Day.

It was **resolved** that the town council fly the Bedfordshire Flag on the 28th November 2017.

14 Finance (Agenda item 13)

i. To approve the list of payments.

It was **resolved** that the payments up to the 5th September 2017 be approved.

ii. Verify Bank Reconciliations against statement 1st April – 30th April 2017.

It was **resolved** that the bank reconciliation for 1st April – 30th April 2017 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of April 2017.

An income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of April 2017 had been supplied to members.

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 30th April 2017.

iv. Verify Bank Reconciliations against statement 1st May – 31st May 2017.

It was **resolved** that the bank reconciliation for 1st May – 31st May 2017 be approved.

v. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of May 2017.

An income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of May 2017 had been supplied to members.

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st May 2017.

vi. Verify Bank Reconciliations against statement 1st June – 30th June 2017.

It was **resolved** that the bank reconciliation for 1st June – 30th June 2017 be approved.

vii. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of June 2017.

An income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of June 2017 had been supplied to members.

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 30th June 2017.

viii. Potton Show

Members noted the Town Council has received a request for financial contribution towards the costs of Potton Show.

Members also noted the Town Council has awarded currently awarded £638 of the £938 Section 137 budget.

It was **resolved** to award £100 from section 137 towards Potton Show.

ix. Verify Bank Reconciliations against statement 1st July – 31st July 2017.

It was **resolved** that the bank reconciliation for 1st July – 31st July 2017 be approved.

x. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of July 2017.

An income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of July 2017 had been supplied to members.

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st July 2017.

xi. Budget 2018/19

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

The following items were mentioned;

1. Youth Club.
2. Bridge over sluice in Henry Smith Playing Field.
3. Green Wheel.
4. Green Infrastructure Plan
5. Neighbourhood Plan.
6. Maintaining Art.
7. CCTV – Market Square / Bull Street.

15 Civic Service (Agenda item 14)

Members noted arrangements are progressing with the Annual Potton Civic Service which will take place on Sunday, 15th October at 3.00pm and Deputy Lieutenant Christopher Kilroy, accompanied by his wife Carol, will represent the Lord-Lieutenant at this ceremony who is HM The Queen's representative in the County.

Members also noted the Clerk's Assistant had contacted Potton Federation on the 21st June 2017 and again in advance of this town council meeting about the choir attending the civic service. A response is still awaited.

It was then noted that the Clerk's Assistant has contacted Rev Smith to obtain the order service and establish how many readings need to be carried out by the town council appointed people.

16 Remembrance Sunday (Agenda item 15)

Members noted arrangements have started for Remembrance Sunday which will take place on Sunday 13th November 2016 and Deputy Lieutenant Christopher Kilroy, accompanied by his wife Carol, will represent the Lord-Lieutenant at this ceremony who is HM The Queen's representative in the County.

A discussion with regards to the service of remembrance took place.

It was **resolved (i)** that it is the service of remembrance that takes place in the Market Square and the act of remembrance takes place at the war memorial. **(ii)** that a donation of £100 to the Royal British Legion under Section 137 for the poppy wreaths to lay on Remembrance Sunday.

17 Appointment of members to existing committees (Vacancies) (Agenda item 16)

It was **resolved** that newly co-opted councillors be elected to serve on the Committees and Groups as indicated to fill the vacancies.

Playing Fields, Allotments and Burials Committee - Mr A. Bell.

Market Town Regeneration – Mr J. Price Williams.

Neighbourhood Plan Committee – Mr J. Price Williams.

18 Skatepark (Agenda item 17)

Members noted the correspondence from Sport England which confirmed, Sport England have made a conditional award of £50,000 for the Replacement Skatepark project.

Members were reminded that the money is not yet guaranteed.

19 History Store (Agenda item 18)

Members noted a meeting took place on Tuesday 15th August with representatives of the History Society, the Clerk of Potton Consolidated Charity and the Town Clerk. The meeting was attended by George Howe, Peter Ibbett from Potton History Society and the Town Clerk.

Members were provided with correspondence which had arrived from the Clerk of Potton Consolidated Charity.

Members noted the correspondence.

It was **resolved** that the information provided by the Clerk of Potton Consolidated Charity be sent to the town council's solicitor Woodfine's for consideration.

20 Market Town Regeneration Fund (Agenda item 19)

Members noted regular meetings take place between the Town Clerk and officers from CBC about the town council's Market Town Regeneration Fund projects to assess progress.

Members also noted responses are expected by the end of September with regards to both projects for consideration at the town council meeting in October 2017.

A member asked whether a response had been received from Central Bedfordshire Council (CBC) with regards to the Clayton's (Butchers in the Market Square) and whether CBC is able to speed up the High Street Improvement Scheme process so that the improvements can take place at the same time as appropriate repairs which are needed following a vehicle driving into the front of the premises.

It was **resolved** to contact Central Bedfordshire Council to obtain a response to establish whether CBC can speed up the HSIS process so that the improvements can take place at the same time as appropriate repairs.

21 Potton Hall for All (Agenda item 20)

Members noted the notes of the meetings that had taken place on Friday 18th August 2017 and Thursday 24th August 2017 with regards to Potton Hall for All.

Cllr Gibb briefed members about the meeting which took place on Friday 18th August 2017 which he had attended.

Cllr Bell offered to assist with the Potton Hall for All.

Members discussed about Cllr Bell being the town council's representative for Potton Hall for All. Members were reminded that Cllr Emery is the town council's representative for Potton Hall for All.

Cllr Zerny advised members that he had spoken with the Community Engagement Manager of Central Bedfordshire Council about the town council receiving a response to the most recent correspondence with regards to Potton Hall for All and the officer had advised awaiting responses from colleagues at Central Bedfordshire Council.

22 Proposed Waiting Restriction - Biggleswade Road, Potton (Agenda item 21)

Members noted the correspondence from Central Bedfordshire Council with regards to a proposed traffic scheme (Proposed Waiting Restriction - Biggleswade Road, Potton east side, from a point approximately 1 metre north of a point in line with the south boundary of the 'BP Garage' extending in a southerly direction to the roundabout).

Members discussed about vehicles parking on the pavements on the east side, south and north of the roundabout and whether the town council should contact the car owners of the vehicles.

Members then discussed about Kier Homes and Central Bedfordshire Council's decision with regards to highways on Biggleswade Road.

It was **resolved** to put forward to Central Bedfordshire Council, that the town council would like to see the order extended to include from the roundabout on Biggleswade Road, to the Hollow (east side).

23 Highways (Item not on the agenda)

Members brought up other Highways issues and the town council agreed that the items should be discussed.

1. Tesco

Signage has been installed again advising parking is only permitted for 30 minutes.

Cllr Zerny advised that the signage is incorrect and the signs are scheduled to be changed to advise that parking is permitted for

1hour.

2. Traffic Calming Measures in Mill Lane, Potton

This item has a response date of 29th September 2017 which is before the next town council meeting.

Works proposed as part of a highway improvement scheme associated with an adjacent residential development.

A Raised Table at a nominal height of 75mm and approximately 20 metres long, including ramps, extending across the full width of the road is proposed to be sited at the following location in Potton:-

1. Mill Lane, at a point approximately in line with no.22 Mill Lane at it's junction with Newtown.

A Priority Narrowing, comprising a Overrunnable Herringbone Block Paving approximately 30 metres long on the south side of the road (traffic proceeding eastwards required to give way to opposing traffic) is proposed to be sited at the following location in Potton:-

1. Mill Lane, at a point approximately 10 metres west of its junction with Newton.

Following discussion between the town council and residents it was **resolved (i)** that the town council provide the following comments;

- Junction improvements carry out after construction of site completed, so that road resurfacing can also be carried out where appropriate.
- Objection – junction not appropriate for the development.
- Not workable for the haulage company noise from vehicles driving over the raised tables especially when vehicles are empty, also increased pollution from vehicles slowing and speeding up for raised tables.
- Drainage, raised areas flooding nearby by properties.
- Children on the road walking to the play area and school.
- Noise from paving.

(ii) that it is vital that someone from the town council attend the traffic management meeting when this item is discussed.

24 BATPC AGM formal notice and call for registrations (Agenda item 23)

Members noted the correspondence which has arrived with regards to BATPC AGM which takes place on Thursday 19th October 2017, formal notice and call for registrations. Potton Town Council can send three voting representatives to the meeting.

Members also noted that Cllr Emery had indicated he is willing to volunteer to attend the BATPC AGM on behalf of the town council.

It was **resolved (i)** that Cllr Emery attend the BATPC AGM on behalf of the town council. **(ii)** any other councillors wishing to attend should advise the Town Clerk before the deadline of 21st September 2017.

25 Resilient highways consultation (Agenda item 22)

Members noted the correspondence from Central Bedfordshire Council with regards to Resilient highways consultation.

Members raised that the south side of the Market Square isn't included and because that side of the Market Square doesn't get any sun during the winter the snow and ice doesn't melt. Members also raised about Newtown being included for the bus route.

It was **resolved** to contact Central Bedfordshire Council to request that the south side of the Market Square and Newtown are added to the resilient highways roads.

26 PA System (Agenda item 24)

Members discussed about a PA system, with regards to what events the PA system would be used and the town council's requirements for a PA system.

Cllr Price Williams volunteered his daughter who has experience with PA systems to investigate and identify an appropriate PA System for the town council to use at events.

It was **resolved** that Cllr Price Williams' daughter investigates and identifies an appropriate PA system for the town council to use at events.

Cllr Price Williams asked members to consider a budget for the PA system.

Members discussed about a budget for a PA system.

It was **resolved** to set a budget of £2,000 for a PA system.

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

27 Bedfordshire Festival of Britain sign (Agenda item 25)

Members noted that a resident had come forward after speaking with two cllrs about repairing / replacing the Bedfordshire Festival of Britain sign which is located in the Market Square.

Members noted the quotation from Signs of the Times Ltd about Potton's Festival of Britain sign.

Some members believed the Bedfordshire Festival of Britain sign which is in the Market Square doesn't need repairing / replacing and is in satisfactory condition. It was suggested to defer the item to allow members the opportunity to look at the sign.

It was **resolved** to defer consideration of the item to the October town council meeting to allow members the opportunity to look at the sign.

A member raised about having the Potton Shield repainted which is also

located in the Market Square.

28 Memorial Request (Agenda item 26)

Members noted the correspondence which had arrived from a member of the public with regard to quadruple Memorial charges.

Members discussed about the Playing Field, Allotment and Burials Committee considering the item.

A member asked when the Playing Field, Allotment and Burials Committee are next meeting. Members were advised the next meeting of the Playing Field, Allotment and Burials Committee is scheduled for the 19th September 2017.

It was **resolved** to defer consideration of the item to the Playing Field, Allotment and Burials Committee.

29 Play Area Match Funding (Agenda item 27)

Members noted the correspondence from two playground companies with regards to possible match funding.

Members discussed about the Playing Field, Allotment and Burials Committee considering the item.

Members then noted the closing date for applications to one playground company is the 29th September 2017 and that deferring the item to the Playing Field, Allotment and Burials Committee wouldn't allow enough time for an application to be processed.

It was **resolved** to defer consideration of the item to the Playing Field, Allotment and Burials Committee.

30 To Arrange Date of the Next Meeting (Agenda item 28)

The next meeting of the Town Council is arranged for Tuesday 3rd October 2017.

The meeting closed at 9.15pm.

Signed.....ChairmanDate

Mission Statement

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