

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th June 2017, 7.05pm at the Community Centre.

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

Absent: Councillors Mr D. Ellison and Mr A. Gibb.

Also Present: CBC Cllr D Gurney, Angela Dallariss, Senior Youth Worker from Groundwork and Kira Bernard, Lead Youth Worker from Groundwork, Yourgos Alexander – Land Manager – CALA Homes (North Home Counties), Adam Rickard – Technical Co-ordinator – CALA Homes (North Home Counties), Bill Beyzade – Land Director – CALA Homes (North Home Counties), Simon Chapman – Planning Director – Optimis Consulting, 1 member of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr D. Ellison and Mr A. Gibb.

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 Whitfield arrived.

3 Youth Club

The Chairman welcomed Angela Dallariss and Kira Bernard from Groundwork.

Mrs Dallariss introduced Kira Bernard.

Mr Bernard advised that attendance at the youth club is increasing with 13 attending on one evening with 8-9 usually attending. Aiming for 20 to attend.

Mr Bernard then advised about a restaurant project.

The Chairman asked if members had any questions.

Question – What is the restaurant project?

Answer (Mr Bernard) – 2 different youths cook each week and it is competition between the youths to see who can cook the best.

Question - How many youths attend Sandy youth club?

Answer (Mr Bernard) – 27 youths now attend Sandy and the number when I started was 6.

Question – When did you start at Sandy?

Answer (Mr Bernard) – Started at the same time in Sandy as Potton.

Members had been reminded that the current contract is in the third quarter.

Members noted the quotation to continue the Youth Club for a further year.

The Chairman thanked Angela Dallariss and Kira Bernard for attending.

4 Land to the South of Sandy Road, Potton

The Chairman welcomed Yourgos Alexander, Adam Rickard and Bill Beyzade from CALA Homes and Simon Chapman from Optimis Consulting.

Their representatives from CALA Homes and Optimis Consulting advised the following;

- CALA Homes (North Home Counties) has been looking for sites in Bedfordshire, Hertfordshire and Cambridgeshire.
- Land to the South of Sandy Road, Potton is CALA Homes first acquisition in Bedfordshire.
- CALA Homes build quality homes.
- Section 106 in place to improve infrastructure.
- The dwellings are different with 2 and 2½ storey properties.
- Good quality landscaping.

Cllr Zerny arrived.

The Chairman asked if members had any questions.

Question (Cllr) – Original plans had car parking for the Cemetery included in the development site?

Answer – The Outline Planning Permission plans don't indicate car parking for the Cemetery included in the site.

Question (Cllr) – How many car parking spaces will be provided for each property?

Answer – The average is 2½ spaces per property. With 3 spaces for a 5-bedroom house, 2 allocated and 1 shared.

Question (Cllr) – Because of the recent Traveller visits, when do you plan to secure the site?

Answer – The site isn't in the ownership of CALA Homes until 1st July 2017.

Question – Are you aware about the Section 106 agreement?

Answer – Money allocated to various planning obligations.

Question (Cllr) – Would you agree to the £42,000 allocated for Outdoor Sport to Biggleswade be reallocated to Outdoor Sport for Potton?

Answer – Would like the Section 106 money to be spent locally within Potton.

It was **resolved** to suspend standing orders to allow CBC Cllr Gurney to speak.

CBC Cllr Gurney - The town council asked for car parking spaces for the Cemetery.

Question (CBC Cllr Gurney) - The development you propose is an urban plan and not a rural plan?

Answer – The application will be submitted for reserve matters after consultation has been completed. What would you like to see?

(CBC Cllr Gurney) I would like to see a 5-bedroom house having 4 parking spaces.

Answer – Try to accommodate as many car parking spaces as possible.

Request (Cllr) – That the play equipment isn't wooden.

Question (Cllr) – Where are the Housing Association houses going to be located in the development?

Answer - The Housing Association houses are clustered within the development.

Question (Cllr) – Cycleway and walkway no access to the development on the west-side?

Answer – No proposals for access on the west side, the area will be wooded. Also, a difference in levels between the development and the track.

The Chairman thanked Yourgos Alexander, Adam Rickard, Bill Beyzade and Simon Chapman for attending.

5 Public Participation Session

A resident made a statement about Bridleway 13.

- Bedfordshire Police have started to move people on from the entrance of Bridleway 13.
- Until this weekend the problem has reduced.
- Over this weekend the quarry in use was broken into, unusually the entrance to the quarry wasn't blocked over the weekend.
- Bedfordshire Police refused to come out to a 999 call.
- Concern with regards to the rights of way.

The Chairman advised that Bedfordshire Police are being moved into the capital.

The resident continued to advise.

- An Air Ambulance attended an accident on 9th May 2017.
- Health & Safety Executive have written to the owner of the disused quarry.
- Central Bedfordshire Council and Bedfordshire Police are no assistance.

The Chairman advised that the town council will contact the Bedfordshire

Police and Crime Commissioner.

Cllr Gurney advised Bedfordshire Police quote policies and laws.

The Chairman advised a letter from the landowner of the disused quarry is needed, which states they don't agree with the use of disused quarry for the trials bikes.

Cllr Gurney advised about a number of burglaries in Everton.

The resident then continued to advise, not enough Bedfordshire Police officers to attend incidents.

The Chairman advised that a Police officer was using a speed gun within the Parish of Potton on Saturday evening.

6 Minutes

The minutes of the previous meetings held on the 2nd May 2017 which had been previously circulated, were approved and signed as a true and accurate record.

7 Town Council Committees

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

Planning Committee – 16.5.17

Social Media – 16.5.17

Employment Committee – 16.5.17

Neighbourhood Plan Committee – 23.5.17

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

8 Reports from Central Bedfordshire Councillors

No report from Cllr Gurney.

Cllr Zerny advised the following;

1. Travellers have been evicted by bailiffs from land near Deepdale and they have now moved to RSPB land. The Travellers are visiting the area for a wedding which took place on the 3rd June 2017 and a funeral taking place on the 19th June 2017.
2. The Development on Sutton Road has been refused by Central Bedfordshire Council today, rejection reasons included not part of the town, unsustainable and open countryside.

9 Development in Potton

9.1 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 80 more properties. (Off, of Sutton Road, Potton = 80)

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

Application No: CB/TCA/17/00165

4 Horslow Street, Potton, SG19 2NS.

Notification of works to trees in a Conservation Area: Eucalyptus tree-coppice to a height of approximately 2-3ft.

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

9.3 Mill Lane Planning Application

It was noted what invoices have been currently paid, the invoice which had been submitted by Stephenson Harwood LLP and that the town council is awaiting an invoice for the High Court cost.

Members also noted the town council approved first stages at the meeting on the 18th April 2017.

10 Appointment of Potton Hall for All Representative

Following the resignation of Cllr Jordan, members were asked to consider a town council representative for Potton Hall for All.

It was **resolved** to appoint Cllr G. Emery as the town council's appointed Potton Hall for All Representative.

11 Councillors Surgery

1. Councillors Surgery took place on the 9th April 2016. Cllrs Harris and Ivall were in attendance. The report from Cllr Harris was noted.
2. A monthly Councillor Surgery takes place once a month on a Saturday 10am – 12 noon in the Library.

It was noted following the resignation of Cllr Jordan a replacement for the September 2017 surgery is required.

It was **resolved** that one of the two new cllrs attend the surgery with Cllr Gibb.

12 Councillors Walkabout

Members noted the Councillors Walkabout has been scheduled for Monday 12th June 2017, starting at 6pm.

Members considered the route for the walkabout.

It was **resolved** that the route for the walkabout is as follows Cemetery, Mill Lane, Allotments, Henry Smith Playing Fields and St Mary's Churchyard.

13 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 6th June 2017 be approved.

It was noted that Cllr Langridge needs to be removed as a signatory from the Clerks report.

ii. To receive a report from the internal audit for the year 2016/17.

Members noted the Internal Audit took place on the 10th May 2017.

The council went through the internal auditor's report for the year 2016/17.

It was **resolved** to approve the final internal audit report including implanting any recommendations for the financial year 2016/17.

iii. To approve the accounts for the year 2016/17.

The council went through the accounts for the year 2016/17.

It was **resolved** to approve the draft unaudited accounts for the financial year 2016/17.

iv. To approve the annual return comprising the statement of accounts and the governance statement for the year 2016/17.

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2016/17.

It was **resolved** to approve the Annual Return for the financial year 2016/17 comprising the internal audit section, section 1 annual governance statement, section 2 accounting statement and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

v. Town Guide

Members noted work has started on the Town Council's Town Guide.

Members considered charges for adverts.

It was **resolved** a full-page advert is £150, a half page £80 and a quarter page £50.

vi. Mill Lane Recreation Ground

Members considered the request made by Alan Riley, Chairman of Potton United Football Club about using Mill Lane Recreation Ground for evening pre-season training sessions like last season.

Members noted the Town Clerk has contacted the Chairman of Potton Colts Football Club about Potton United FC using Mill Lane Recreation Ground, to ascertain whether Potton Colts FC would be happy for Potton United FC to use Mill Lane Recreation Ground for training. No response from the Chairman of Potton Colts FC.

It was **resolved** that Potton United Football Club could use Mill Lane Recreation Ground with a charge of £15 per hour for a minimum hire of two hours per evening and if bad language becomes a problem they will no longer be able to use the recreation ground.

14 Skate Park

Members noted work started on Tuesday 2nd May 2017 and based on the information provided to the Clerks Assistant by Wheelscape the skatepark could be open on 6th June 2017, though work is still ongoing and completion is now planned for Friday 16th June 2017.

Members also noted the skatepark group has organised for the Grand opening on 8th July 2017 and the Newsletter is scheduled to be delivered in advance of the opening to advertise the event as resolved by the town council.

Members discussed about the ownership sign for the skatepark and the name for the skatepark.

It was **resolved** that **(i)** Potton Consolidated Charity be included on the ownership sign for the skatepark. **(ii)** the name of the skatepark is Potton Skatepark. **(iii)** the traditional town council logo is used on the ownership sign.

15 High-Street Improvement Scheme and Market Town Regeneration Fund

1. Car Park

Members looked at the three designs for the car park.

It was **resolved** to take forward the third design which incorporates the footpath extension as a basis for a tender.

2. Market Square

Members considered the suggestions put forward by the Neighbourhood Plan steering group for improvements to the Market Square.

1. Herringbone parking be established on the south side of the market square.
2. That the no-entry restriction be removed from the exit from the market square into Brook End and that a sign directing traffic to the car park be installed.
3. If money left over, they could re-Mark the parking bays.

It was **resolved** to put forward the following for consideration **(i)** Herringbone parking be established on the south side of the market square. **(ii)** priority scheme no-entry restriction be removed from the exit from the Market Square into Brook End and replaced with a priority scheme which will enhance direct access to the car park. **(iii)** any remaining money left over, could be used to re-Mark the parking bays.

3. Public Toilets

Members noted as per minute 27 viii on the 2nd May 2017 Central Bedfordshire Council (CBC) are still considering the town council's request that £4,798.56 of the £35,000 Market Town Regeneration Fund money for Market Square is used to replace two automatic handwash dryer units.

16 Potton Hall for All

The correspondence from Central Bedfordshire Council dated the 18th May 2017 received by email on the 25th May 2017 was noted.

Cllr Emery advised that he and the Town Clerk are meeting with Sarah Hughes from Central Bedfordshire Council on the 7th June 2017.

17 Party on Potton

Members noted the Treasurer of Party on Potton, Andrew Fenton had spoken with the Clerks Assistant during week commencing 15th May 2017 about gaining permission for Party on Potton to use Henry Smith Playing Fields for an event in July 2017.

Members had been provided with correspondence from the Secretary of Party on Potton, Helen Leach requesting use of Henry Smith Playing Fields on Sunday 16th July 2017, during the afternoon for a Party on Potton event.

It was **resolved** to agree to the request that Party on Potton can hold the event on Sunday 16th July 2017 during the afternoon in Henry Smith Playing Fields.

18 Autumn Litter Pick(s)

Members noted Mrs Leggatt is organising an October litter pick.

Members considered the town council's involvement in the Autumn Litter Pick.

It was **resolved** that the town council will advertise the Autumn Litter Pick and will arrange for tea, coffee and biscuits to be purchased.

19 Street naming

Members noted the correspondence from Central Bedfordshire Council with regards to street naming.

Members were asked to confirm five names they would like to be put forward for consideration for two or three roads which need to be named on the Biggleswade Road development.

Members discussed the town council's current road name list and also discussed about Eric Jakes and Ruth Burmo both of which have passed away in the last year.

It was **resolved** that the town council put forward in order of priority the following five names for streets in the Biggleswade Road development Kitchener, Tear, Yates, Eric Jakes and Burmo.

20 Red Lion Bench

Correspondence with regards to moving the bench located outside the Red Lion was noted.

21 Story in Stone

Members noted Carolyn Blake has contacted the town council to request that the town council suggest someone to unveil the first Story in Stone mosaic to be installed in Potton.

It was **resolved** that Potton Federation choose a pupil to unveil the Story in Stone – Mosaic

The town council would also like a large contingent from Potton Federation to attend the unveiling and they mentioned this will hopefully include the Executive Headteacher, Governor's, Staff and pupils.

22 Potton Green Wheel

The Town Council had been asked to nominate two council members to Potton Green Wheel Steering Group. The Town Clerk has also been requested by to join the steering group in addition to the two council members.

Members noted the Green Wheel is being joint funded by the town council's Neighbourhood Plan's budget and Central Bedfordshire Council (CBC).

Members also noted Potton Town Council and CBC will work with BRCC who will take a lead on the production of a draft Masterplan, which would then undergo stakeholder and public consultation before being adopted by CBC and other partners. To help guide the production of this Masterplan, BRCC would like to bring together a Steering Group, who would meet quarterly over the next 12-18 months.

Cllrs Harris and Ivall volunteered to join Potton Green Wheel Steering Group.

Members were advised that the first meeting is during the day on the 3rd July 2017 and meetings will take place during the day.

Because the meeting are during the day Cllr Harris withdrew his offer to join the group.

Cllr Temple volunteered to join Potton Green Wheel Steering Group.

It was **resolved** that Cllrs Ivall and Temple join the Potton Green Wheel Steering Group.

23 Market Square to Brook End

Discussed during item 15 High-Street Improvement Scheme and Market Town Regeneration Fund.

24 Cllr Vacancies

Members noted the town council has been advised that the town council’s two Cllr vacancies can be filled by co-option.

It was **resolved** the two Cllr vacancies are advertised in the newsletter and the town council carry out the co-option of members at the July 2017.

It was **resolved** to suspend standing orders to allow the meeting to go on beyond 9pm.

25 Jessie Smith Memorial

Members noted minute 20 town council meeting 7th March 2017, it was resolved to remove the item from the town council agenda until the full design is received.

Members considered the design of the front of the headstone which has recently been submitted and the rear design which arrived in February 2017.

It was **resolved** to contact the stonemasons who submitted the design to ask them to clarify will the RIZLA on the rear of the design be a sketch or a proper picture.

26 Correspondence

1) Potton History Society (PHS)

Members noted PHS has started proceedings for work to commence to build an annex as planned onto Mill Lane Pavilion and the builder will need keys to access the building when work is ready to commence.

It was **resolved** that the builder can have keys for Mill Lane Pavilion as long as they lock up properly.

27 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 4th July 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.