

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 7th March 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: Angela Dallaris Senior Youth Worker (Biggleswade, Sandy, Arlesey and Potton) Groundwork, Phill Banks Vice Chairman Potton Hall for All, seven members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr R. Whitfield for late arrival.

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 Youth Club

The Chairman welcomed Angela Dallaris.

Angela advised that an assembly at Potton Federation had taken place on the 28th February 2017 and a weekly lunchtime session had started on 6th March 2017.

Angela advised that the youngsters from Potton Federation were interested in the Youth Club.

A member commented it was good to see Groundwork making an effort.

The Chairman thanked Angela Dallaris for attending.

Angela Dallaris left the room before the next item.

4 Potton Hall for All

Correspondence from Phill Banks, Vice Chairman, Potton Hall for All with regards to Section 106 distributions was noted.

The Chairman suspended standing orders to allow Mr Banks to speak.

Mr Banks outlined the correspondence.

Mr Banks advised that more capital funding is needed for the Potton Hall for All project and would like the town council to promote the project to secure more Section 106 funding. Mr Banks then advised a need statement is required.

The Chairman asked for any questions from Cllrs.

Q = Question

A = Answer

S = Statement

Q. Cllr - Are the Bowls Club planning to use the Hall for indoor bowls?

A. Mr Banks - The Hall for All has 3 different committees, I am not sure of current needs of the Bowls Club for indoor bowls.

S. Cllr – Potton Bowls are requesting funding towards changing rooms and the car park.

S and Q. Cllr – The Bowls club went into the schools to provide sessions. Are you wanting all the Section 106 monies?

A. Mr Banks – Would like all money raised in Potton to stay in Potton.

Q. Cllr – What are your plans with regards to a Pre-school using the building and is the business plan now ready?

A. Mr Banks – Have had discussions with Woodentops, with all the extra young children, the Hall will be purpose built. It is hoped that a new or existing childcare provider will use the Hall.

Mr Banks asked Mr Emery Chairman Potton Hall for All to answer the question about the Business Plan.

A. Mr Emery – Business Plan is in draft form.

Q. Cllr – Would like to see that the Hall is sustainable?

A. Mr Emery – Will happily distribute the business plan in due time.

Q. Cllr – What are we (Potton Town Council) being asked?

A. Mr Banks – Would like Potton Town Council to put forward Potton Hall for All as a priority project for Section 106 funds.

S. Cllr – Potton Hall for All ticks so many boxes for Section 106 funds and should be a priority.

Q. Cllr – How long do Section 106 funds last?

A. Mr Banks – In 2½ years' time full monies should be available from Biggleswade Road Section 106 for the Community Hall. Planning application will be submitted in the next 3 months.

S. Cllr – Can only take 5 pools of Section 106 monies for one project. CBC (Central Bedfordshire Council) are obtaining legal advice about how many pools of Section 106 monies can be used for one project. The Town Council should support Potton Hall for All.

S. Cllr – Potton Town Council has previously said it would support Potton Hall for All.

It was **resolved** to continue to support Potton Hall for All.

The Chairman thanked Mr Banks for attending.

5 Public Participation Session

Q = Question

A = Answer

S = Statement

Q1. A resident asked it was agreed that the town council would contact local organisations to identify where Section 106 monies are needed in Potton, have the organisations been contacted and have they (organisation) confirmed what they would like Section 106 funding for?

A. Chairman – The Clerks Assistant has written to various organisations to ask them if they have any projects they would like Section 106 funding for.

S. Chairman asked that the Clerks Assistant writes to Woodentops to ask them if they have any projects they would like Section 106 funding for.

S. Cllr - £20,000 of funding towards the cycleway was missed off the Section 106 agreement for Sandy Road.

Q2. A resident asked about Biggleswade Road west planning application which had been recently been refused by the Development Management Committee of CBC (Central Bedfordshire Council)?

A. Cllr Zerny – The developer (Gladman) will appeal sooner rather than later, approximately 3-4 months.

Q3. A resident (same person as who asked Q2) asked why are Gladman likely to appeal?

A. Cllr Zerny – The planning officer from CBC was in favour of Biggleswade Road west planning application being approved and the grounds to refuse were the same as Mill Lane planning application which was approved.

Q4. A resident advised that Potton Cricket Club had spoken with CBC about change of use for the new building and the car park. Have also spoken with Sarah Hughes at CBC and advised need to speak to Potton Town Council about Section 106 funding towards Water and Electric supply £3,000, Decoration £2,000 and Cricket Practice net £10,000. The Cricket Club raised £7,000 for an artificial wicket?

A. Chairman – The town council will put forward the items mentioned to CBC for consideration.

A. Cllr Zerny – A number of Sports and Leisure pools of Section 106 are unallocated in Sandy and Biggleswade.

S. A resident gave an up about the Petrol Station planning application, a final plan has been submitted to planning at CBC.

Q5. Cllr asked the resident who asked Q4, how will the car park for the Cricket Club be accessed when the driveway off Biggleswade Road is closed?

A. Resident, access to the car park for the Cricket Club will be through the Biggleswade Road east development by the Industrial Estate, the Football Club own the land of the existing entrance.

Q6. A resident advised that Potton Colts and Potton Federation are asking for Section 106 funding for a 3G pitch to be installed on the grounds of

Potton Federation?

A. Chairman agreed with the proposal.

Q7. A resident (same person as who asked Q6) advised Potton Colts has submitted an application to Sport England for the 3G pitch on the grounds of Potton Federation and asked would the town council support the application?

A. Chairman advised the town council support the application to Sport England for the 3G pitch on the grounds of Potton Federation.

Q8. A resident asked whether the town council will send a representative to the appeal at CBC on the 4th April 2017 for the planning application on Bury Hill?

A. Chairman advised the town council will send a cllr to the appeal if one of the cllrs is available to attend.

A. Cllr Zerny advised CBC are defending the decision of the Development Management Committee of CBC to refuse the application.

6 Minutes of previous meeting(s)

The minutes of the previous meeting held on 7th February 2017 and the Extra-ordinary meeting on the 21st February 2017, all of 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 Committees:

Planning Committees – 7.2.17 and 21.2.17
Buildings and Facilities Committee – 21.2.17
Neighbourhood Plan – 28.2.17

8 Reports from Central Bedfordshire Councillors

Cllr Zerny advised he had nothing to report.

The Chairman asked if Cllr Gurney had submitted a report.

Town Clerk advised no report had been submitted by Cllr Gurney.

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 186 more properties. (Land surrounding 100 Sandy Road = 186)

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

Application No: CB/17/00296/OUT

Land surrounding 100 Sandy Road, Potton, Sandy, SG19 2QQ.

Outline Application for all matters reserved except for access.

Residential development to provide up to 186 dwellings including affordable housing, green infrastructure accommodating new woodland and landscape, public open space, children's play space, new roads, car parking, associated infrastructure including a sustainable drainage system, principal vehicular access to be secured from Sandy Road and a second pedestrian access, cycle and emergency access from Sandy Road.

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

1. Outside settlement envelope.
2. Site is within the Greensands Ridge Nature Improvement Area.
3. Effect on footpaths and bridleways, loss of views.
4. Dangerous road for access and egress.
5. Distance of the development from the town.

A resident commented that the dentist won't take NHS patients, Dr's unsustainable, loss of buses and the distance of the development from the town. The resident continued with regards to where will all the traffic go and where will the people be employed.

Cllr Ellison left the room before the next item.

9.3 Mill Lane Planning Application

CB/16/04460/OUT

Correspondence from the solicitor was noted.

A resident commented that no one has registered ownership of the bridleway.

The resident asked if the solicitor has consulted with a barrister.

The Chairman advised that several solicitors were contacted and the majority of them refused to act on the town council's behalf.

9.4 64 Biggleswade Road Planning Application CB/16/03943/OUT

It was noted the Biggleswade Road planning application CB/16/03943/OUT was refused at Central Bedfordshire Council's Development Management meeting on the 1st March 2017.

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

9.5 Planning Inspectorate

APP/P0240/W/16/3162998: 3 Chapel Court, SG19 2BX

Correspondence was noted.

9.6 Planning enforcement case opened (not confirmed)

The Hollow, Biggleswade Road, Potton, Sandy, SG19 2LX

CB/EN/17/0083

Correspondence was noted.

10 Correspondence

1. BATPC – Bedfordshire Bugle noted.
2. BATPC – Training Programme noted.
3. CBC - Potton - Help us secure developer contributions for your sport and leisure priorities. Chairman advised a response is required within eight weeks and he asked members to contact the Town Clerk if they have any comments.

11 Councillors Surgery

Councillors Surgery took place on the 11th February 2017. Cllr Ellison was in attendance.

The report from Cllr Ellison was noted.

A discussion about a resident backing onto the proposed development off Mill Lane - 16/04460/OUT and writing to (Central Bedfordshire Council) CBC about tree/hedge boundary running along what is the bottom of their garden and the residents request that the town council write to the planning authority to advise that the elderly residents don't want a hedge or trees because of the maintenance implications.

It was **resolved** to write to CBC to advise that the elderly residents from a property backing onto the proposed development off Mill Lane - 16/04460/OUT, don't want a hedge or trees behind the property because of the maintenance implications.

12 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 7th March 2017 be approved.

ii. Verify Bank Reconciliations against statement 1st January – 31st January 2017.

It was **resolved** that the bank reconciliation for 1st January – 31st January 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 January 2017.

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

Members proceeded to go through the detailed statement of income and expenditure against budget. A member commented that the training budget was underspent. A member asked the Town Clerk, will the town council have an underspend in this financial year and the Town Clerk based on what has been spent and what the town council currently plans to spend by the end of the financial year, the town council will underspend.

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

iv. Interest and Accounts

Business Savings Account Nationwide

As per the town council's request the Town Clerk whilst Cllr Ivall was present has spoken to Nationwide Building Society to obtain clarification on the mechanism for withdrawals.

Members were advised the following;

Number of people allowed to be signatories? 1+

Number of Signatories required to sign to make a withdrawal?

Up to as many signatories are on the account.

Withdrawals? By Post, Fax or signed PDF instruction attached to an email.

Withdrawals? This must go the nominated account on opening.

Withdrawal minimum amount? The minimum amount you can withdraw is £500.

Interest? Monthly 0.35% or Annually 0.40%.

Interest Payable? Add to account or Nominated Account.

Interest Payable? No interest payable if balance is below £10,000.

Opening Balance Minimum? Minimum £10,000.

It was **resolved** to open an instant access business savings account with Nationwide with an opening balance of £190,000.

Members then proceed to answer the following questions;

Number of signatories? Six.

Names of signatories? Same as Lloyds Business Account.

Number of Signatories required to make a withdrawal? Three.

Interest? Annually.

Interest Payable? Nominated Account (Lloyds Business Account).

v. Marais Ensemble

Members noted the correspondence received from the Marais Ensemble, with regard to asking for support for Potton Music Festival which takes place in July 2017.

Members discussed about supporting the Marais Ensemble and using Section 137 to make a donation towards Potton Music Festival 2017.

It was **resolved** to make a donation in July 2017 in the financial year 2017-18 of £200 from Section 137 to Marais Ensemble towards the 2017 Potton Music Festival.

13 Welcome Pack

Members were advised that Kiers produce a welcome pack.

Members were advised that the current Town Guide is 36 pages and was printed in September 2006.

After much discussion, it was **resolved** to look to produce a town guide of approximately 36 pages and to obtain a quotation for 3,000 copies.

Cllr Ivall volunteered to speak to the Villager about producing the Town Guide.

14 Frederick (Eric) William Jakes MBE

The correspondence from Reverend Smith with regards to ringing the church bells was noted.

It was **resolved** to request that the Council would like the Church to continue with ringing the church bells on the 8th May every year to mark the birthday of the Freeman of Potton, Frederick (Eric) William Jakes MBE.

Members then discussed about ways in which the town council could remember the Freeman of Potton, Frederick (Eric) William Jakes MBE.

It was **resolved** to obtain a quotation **(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.

15 Potton History Society Store

Members noted the notes of the meeting that took place on the 22nd February 2017 about the History Society Store.

The Chairman gave the Town Council an update following the Potton Consolidated Charity meeting, which had taken place on the 6th February 2017 and this included that the Charity is happy to extend the lease with the town council by ten years, that the Charity request that Potton History Society has a sub-lease with the town council.

Members discussed about the sub-lease and the connection into the town council's electricity supply.

It was **resolved** that **(i)** the town council agrees with Potton Consolidated Charity request for the Potton Town Council to have a sub-lease with Potton History Society for the History Society Store. **(ii)** Potton History Society pay all costs involved in drawing up a sub-lease between Potton

History Society and Pottton Town Council. **(iii)** Pottton History Society can connect into the town council's electricity supply for Mill Lane Pavilion.

16 Mill Lane Recreation Ground

Standing Orders were suspended to allow the meeting to continue past 9pm.

Members noted the correspondence about using Mill Lane Recreation Ground for fitness sessions.

Members had various questions and this included storage and not carrying out training on the marked sport pitches.

It was **resolved** to invite the potential hirer of Mill Lane Recreation Ground for fitness sessions, to the next Town Council meeting on the 4th April 2017, so that the town council can ask questions.

17 High-Street Improvement Scheme and Market Town Regeneration Fund

The town council noted the correspondence with regards to an update about the High-Street Improvement Scheme and Market Town Regeneration Fund which included notes of a meeting that took place on Wednesday 25th January 2017, attended by Cllr Gibb, Claire Rance, Project Manager, Investment and Employment Central Bedfordshire Council, Sam Caldbeck, Regeneration Programme Manager Central Bedfordshire Council, Sally Williams Retail Revival Ltd (CBC Consultant for HSIS) and the Town Clerk.

18 Skate park

Cllr Jordan asked if he could give an update with regards to the Skate park and the Chairman agreed.

Cllr Jordan advised that a meeting had taken place at the youth club on the 22nd February which Cllr Jordan and the Clerks Assistant had attended with Wheelscape and the youths who attend the club.

The Town Clerk advised that he had contacted Wheelscape to clarify about cubic meterage for planning requirements.

Cllr Jordan requested that the Town Clerk contacts planning at Central Bedfordshire Council for them to confirm if the skate park requires planning permission.

19 Town Centre Benchmarking

Cllr Hobbs asked if he could give an update with regards to Town Centre Benchmarking and the Chairman agreed.

Cllr Hobbs advised about KPI's (Key Performance Indicator's) and strategies for the Town Council from the Neighbourhood Plan.

20 Jessie Smith Memorial (Agenda item 18)

Members noted a revised design of the rear of the headstone has arrived and J G Cross has been contacted to request a front and side of the design, the designs haven't arrived.

It was **resolved** to remove the item from the town council agenda until the full design is received.

21 To Arrange Date of the Next Meeting (Agenda item 19)

The next meeting of the Town Council is scheduled for Tuesday 4th April 2017.

22 Staffing* (Agenda item 20)

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.