

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 7th November 2017, 7.10pm at the Community Centre.

Present: Councillors Mr G. Emery, 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 and Mr R. Whitfield.

Absent: Councillors Mr A. Bell, Mr C. Temple and Mr A. Zerny.

Also Present: Jenny Ream - Seasonal Market, Kim Gutteridge – Potton Hall for All, two members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr A. Bell, Mr C. Temple and Mr A. Zerny.

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 from the public.

4 Minutes

The minutes of the previous meeting held on the 3rd October 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:
Neighbourhood Plan Committee – 26.9.17 and 2.11.17
Planning Committee – 3.10.17 and 17.10.17
Employment Committee – 3.10.17
Social Media - 31.10.17

6 Potton Green Wheel Development Group

Notes of the meeting of Potton Green Wheel Development Group 5th October 2017 were noted.

Cllr Gibb asked if he could update the town council with regards to the Potton to Sandy Cycleway.

The Chairman agreed that Cllr Gibb could update the town council with regards to the Potton to Sandy Cycleway.

In the 2009 – 2019 Town Plan the residents of Potton asked if more provision could be made for traffic free routes around the town and to local services. One of these routes is the Potton to Sandy Cycleway. Potton Town Council formed a group to work with Central Bedfordshire Council

(CBC), Sustrans and the RSPB. Thank you must go to Potton Consolidated Charity who provided initial funding.

From the options possible for the route Old Bedford Road to Deepdale and then the existing bridleway the Long Riding to the RSPB entrance was chosen. From there a permissive route through the RSPB reserve down towards Sandy train station would bring the route to the existing National Cycle Network.

Two large elements had to be in place to make this off-road route viable. Firstly, a safe, light controlled crossing point on the Sandy Road and the RSPB entrance was chosen. Secondly the pavement alongside Sandy Cemetery needed to be wider to accommodate cycles and this is being undertaken currently. These two elements have been put in place by CBC through their improvements budgets.

The Cycleway Group has been awarded money under the Green Infrastructure Fund to make the improvements needed to the surface for safety and smoothness for the section on the RSPB land and it is planned work will commence in this financial year.

With additional funding from Potton Consolidated Charity it is planned work will begin in the next financial year on the section from Old Bedford Road to Deepdale to create a smoother more year-round surface.

Discussions are underway on improvements to the Long Riding that both blend in with the countryside and provide a useable surface.

The route will be brought into the Market Square in Potton to ensure businesses in town benefit from potential visitors.

The Chairman requested that Cllr Gibb give Potton Consolidated Charity an update with regards to the Potton to Sandy Cycleway.

7 Reports from Central Bedfordshire Councillors

No report from Cllr Gurney.

No report from Cllr Zerny.

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.
- Planning permission has been approved for 393 additional properties. (Land to the South of 'The Paddocks' = 90, Land at Biggleswade Road 120 and Land at Biggleswade Road Phase 1 = 31, Land to the South of Sandy Road = 90 and Land opposite the Playing Field, Mill Lane = 62)

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

Application No: CB/17/04702/FULL.

Location: 19 Market Square, Potton, Sandy, SG19 2NP.

Proposal: Replacement shop front.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/TCA/17/00433

Location: 22 Chapel Street, Potton, Sandy, SG19 2PT.

Proposal: Notifications of works to trees in a conservation area: Raise crown of Beech Tree (T1) to clear neighbouring properties by 2m.

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

Application No: CB/17/04419/LB

Location: 5 Sun Street, Potton, Sandy, SG19 2LR.

Proposal: Listed Building: New non-illuminated signage.

It was **resolved** no objection.

Application No: CB/17/04946/OUT

Location: 64 Biggleswade Road, Potton, Sandy, SG19 2LX.

Proposal: Outline planning permission for up to 85 residential dwellings (including up to 35% affordable housing) demolition of 64 Biggleswade Road and associated buildings, introduction of structural planting and landscaping, informal open space, surface water flood mitigation and attenuation, vehicular access point from Biggleswade Road and associated ancillary works. All mater to be reserved with the exception of access.

It was noted that the monies for the Hall for All had been removed from the Section 106 agreement.

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.

The Chairman advised that he is going to alter the order of the agenda because representatives from Potton Hall for All and the Seasonal Market are present.

9 Hall for All (Agenda item 26)

Members noted the report from Cllr Emery, Potton Town Council's Hall for All representative. Members also noted the correspondence from Central Bedfordshire Council (CBC) with regards to Land East of Biggleswade Road Potton - Community Building.

Cllr Emery requested the formation of sub-committee with representatives of Potton Hall for All and Potton Town Council to work through the CBC checklist.

The Chairman asked Cllrs to volunteer.

Cllrs Gibb and Lewis volunteered to join the sub-committee.

Cllr Emery asked for the Chairman to be on the sub-committee.

The Chairman volunteered to join the sub-committee.

It was **resolved** that Cllrs Gibb, Lewis and Macdonald (Chairman) join the sub-committee to work through the CBC checklist with representatives of Potton Hall for All.

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

Kim Gutteridge – Potton Hall spoke about the items on the CBC checklist.

10 Market

Members noted the correspondence with regards to the Market from Jenny Ream.

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

Jenny Ream - Seasonal Market advised she was the final founding member of the Seasonal Market which started in 2009, four people are on the committee and the next Market will be my last.

The Chairman asked what Mrs Ream's role was for the committee.

Mrs Ream advised that her role included organising the stallholders, contacting the stall holders three weeks before the Market, the market is popular and the stall holders are loyal, space for stallholders is an issue, place stallholders on a map, person with the alcohol licence must be present, deliver stalls with truck, put up stalls with others, stallholder paperwork, collect money, be present, put up advertising signs, take down stalls with others and take down advertising signs.

It was **resolved (i)** to thank Mrs Ream for involvement with the Market for the last eight years. **(ii)** to advertise for someone to carry out the role Mrs Ream has been undertaking. **(iii)** Cllr Lean to liaise between the town council and the market committee. **(iv)** that cllrs who attend the cllrs surgery help set up the market if nobody volunteers.

Mrs Ream advised that a market committee meeting is taking place on the evening of the 13th November 2017 and Cllr Lean is welcome to attend.

Cllr Lean advised he has a prior engagement on the evening of the 13th November 2017. Cllr Hobbs volunteered to attend the meeting on the evening of the 13th November 2017 if available.

11 Councillors Surgery (Agenda item 9)

Councillors Surgery took place on the 14th October 2017. Cllr Macdonald was in attendance. Members noted that Cllr Macdonald had nothing to report.

12 BATPC (Agenda item 10)

Members noted the report from Cllr Emery who attended the BATPC AGM.

Cllr Emery advised that a motion had been put forward about the Highways Rural Match Fund scheme, with regards to spreading the initial £2,500 cost which Parish and Town Councils have to pay for Central Bedfordshire Council to look at the scheme over a number of years.

13 Bedfordshire Police - Community Priority Setting Meeting (Agenda item 11)

Members noted the correspondence from Bedfordshire Police with regards to a Community Priority Setting Meeting.

Cllr Harris volunteered to attend the Bedfordshire Police Community Priority Setting Meeting.

It was **resolved** that Cllr Harris attend the Bedfordshire Police Community Priority Setting Meeting.

14 Bull Street (Agenda item 12)

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

The resident who had contacted the town council to request resident only parking scheme in Bull Street. The resident was present and outlined his proposal, based it is impossible for residents of Bull Street to park in Bull Street.

The resident was asked are they only wanting the resident only parking scheme in Bull Street.

The resident confirmed they are only wanting the resident only parking scheme in Bull Street.

Members discussed about the lack of parking in roads close to the town centre.

It was **resolved** to wait for the car park expansion to be finished and then assess the parking in Bull Street.

15 Finance (Agenda item 13)

i. To approve the list of payments.

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

The Chairman asked Cllr Whitfield if he would donate his fee of £60 for playing the organ at the Civic Service to charity.

Cllr Whitfield asked which charity.

The Chairman suggested Cllr Whitfield could donate his fee to Potton Christmas Lights.

Cllr Whitfield advised he would consider the suggestion.

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

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

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

A member asked a question about Cemetery income. The Town Clerk advised that more burials had taken place this year.

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

iv. Budget 2018/19

The Chairman asked the Town Clerk to advise members about the draft budget. The Town Clerk gave members an update about the budget and precept.

The Chairman advised that the town council meeting on the 5th December 2017 would consider the draft budget, with other items kept to a minimum.

16 Party on Potton – Community Day Stall (Agenda item 14)

Members noted the correspondence from Party on Potton with regards to the Community Day Stall on Saturday 25th August 2018.

Members noted as requested Groundwork and Speedwatch have been contacted about the Party on Potton – Community Day event.

The Chairman asked Cllr Leggatt about the 2016 Party on Potton – Community Day event.

Cllr Leggatt advised the he and Cllr Langridge were the attendees on the town council stall at the 2016 Party on Potton – Community Day event and the event was very successful.

It was **resolved** that the town council would have a stall at the Party on Potton, Community Day on Saturday 25th August 2018.

17 Battle’s Over – A Nation’s Tribute 11th November 2018 (Agenda item 15)

Members noted the correspondence from Bruno Peek LVO OE OPR, Pageantmaster which included an updated Battle’s Over Guide.

Members discussed about the playing of bag pipes at 6am on 11th November 2018.

Cllrs Leggatt and Lewis advised they know someone who can play the bagpipes.

It was **resolved (i)** that Cllrs Leggatt and Lewis contact the person they know who can play the bagpipes. **(ii)** if someone can be found who can play the bag pipes, they are asked to play them at 6am on 11th November 2018 at the war memorial.

Members discussed about St Mary’s Church ringing the bells for Battle’s Over - Ringing out for peace at 7.05pm on 11th November 2018.

It was **resolved** to contact St Mary’s Church to encourage them to take part in Battle’s Over - Ringing out for peace at 7.05pm on 11th November 2018.

18 Remembrance Sunday (Agenda item 16)

Members noted the correspondence with regards to the road closure for this year’s Remembrance Sunday (Sunday 12th November 2017).

The Chairman encouraged cllrs to attend the Remembrance Sunday event.

Cllrs discussed about the event.

19 Town Twinning Request (Agenda item 17)

Members noted the correspondence with regards to a town twinning request from La Garenne-Colombes, France.

The town of Potton is currently twinned with Langenlonsheim in Germany.

Members considered the request. Members noted that La Garenne-Colombes has a far higher population than Potton.

It was **resolved** not to accept the town twinning request from La Garenne-Colombes, France.

20 History Store (Agenda item 18)

The Chairman and Cllr Leggatt advised that Potton Consolidated Charity (PCC) met on 6th November 2017 and the PCC are awaiting a response from the PCC's solicitor.

21 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 and that the Town Clerk is also required to provide quarterly reports to CBC about progress with the town council's Market Town Regeneration Fund projects.

It was **resolved (i)** to apply for planning permission for the car park extension. **(ii)** to post the contract for the car park extension on contracts finder with the amendments from Cllrs Ellison and Price Williams.

Members noted the plans from Central Bedfordshire Council / Ringway Jacobs with regards to the Brook End / Market Square. Three options were available, and these were as follows option 1 stay the same as they are with entry to Market Square from Brook End permitted and no entry from Market Square to Brook End, option 2 reverse the flow to allow entry from the Market Square to Brook End and allow traffic which enter Brook End from Royston Street to go as far as Brookfields and option 3 two-way scheme Market Square to Brook End with priority given to the Market Square.

The plans for the two-way scheme Market Square to Brook End, had been drawn up because the town council had put forward the two-way scheme.

Members discussed the plans at length.

It was **resolved** that the town council would like an alternative option, to reverse the flow to allow entry from the Market Square to Brook End and allow traffic which enter Brook End from Royston Street to go as far as the automotive garage.

22 Town & Parish Council Conference (Agenda item 20)

Members noted the correspondence with regards to a Central Bedfordshire Council, Town & Parish Council Conference.

No cllrs volunteered to attend the conference.

23 Christmas Lights (Agenda item 22)

The Chairman and Cllr Ellison requested assistance from Cllrs at the 1st December 2017 Christmas Lights switch-on event.

24 Highways Rural Match Fund scheme application 2017/18 (Agenda item 23)

Members noted the correspondence received about the Highways Rural Match Fund scheme application 2018/19.

It was **resolved** that ward Cllrs Gurney and Zerny are asked to establish how much Highways Rural Match Fund has been spent.

The Chairman suspended standing orders to allow the meeting to continue past 9pm.

25 Facebook (Agenda item 24)

Cllr Price Williams had provided a written motion with regards to the town council having a facebook page.

Members considered Cllr Price Williams written motion with regards to the town council having a facebook page.

Members were concerned about the amount of time it would take to administer a town council facebook account.

It was **resolved** that Cllr Price Williams contact other councils to gain information about council facebook pages.

26 PA System (Agenda item 25)

Members considered the quote for the PA System.

Members had queries with the quote and requested the quote be checked and amended as necessary.

It was **resolved (i)** to request an PA system amended quote. **(ii)** that the amended PA system quote is taken to the budget. **(iii)** to thank Cllr Price Williams and Cllr Price Williams daughter.

27 To Arrange Date of the Next Meeting

The next meeting of the Town Council is arranged for Tuesday 5th December 2017.

The meeting closed at 9.20pm.

Signed.....ChairmanDate

Mission Statement

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