

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th June 2018, 7.05pm 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 J. Lewis, Mr A. Macdonald (Chairman), Mr J. Price Williams, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr A. Bell, Mr J. Lean and Mr A. Leggatt.

Also Present: Graeme King, Planning and Estates Manager - Breedon Southern, Simon Bryant, Quarry Manager – Breedon, Ram Malocca, Visual Poke, 35 members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr J. Lean and Mr A. Leggatt.

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

The Chairman asked if any members of the public wanted to speak in the public participation session.

Question 1 from a Member of the Public

I would like to speak about Mill Lane Recreation Ground, with regards to dogs on lead?

The Chairman advised that Mill Lane Recreation Ground is item 20 on the agenda for later this evening and he would allow the member of public to speak at the beginning of that item and he would be looking to alter the order of the agenda, to bring the item earlier.

Question 2 from a Member of the Public

I would like to know which town Cllr or town Cllrs will be attending the Appeal by Hollins Strategic Land LLP, Site Address: Land off Sutton Road, Potton, SG19 2RS, which is taking place in July at Central Bedfordshire Council, Chicksands, Shefford?

The Chairman advised that a town cllrs attendance at the appeal is item 9.4 on the agenda for later this evening and he would allow the member of public to speak at the beginning of that item and he would be looking to alter the order of the agenda, to bring the item earlier.

Question 3 from a Member of the Public

I would like to speak about the problems in Wingfield Drive. I have been in contact with Cllr Zerny about the problems?

The Chairman asked Central Bedfordshire Council and Pottton Town Council Cllr Zerny started to give an update about Wingfield Drive and Common Road.

Cllr Zerny started to speak about the problems in Wingfield Drive.

The member of the public then spoke about the anti-social behaviour, smashing car windows, removing number plates, rubbish, flytipping, noise, threatening behaviour from Gypsies who live in Common Road following a Gypsy moving into a housing association property in Wingfield Drive. The member of the public continued that Cllr Zerny had been helpful and that Pottton Town Council hadn't been helpful and just wanted to pass the buck.

Another member of the public advised they were the Gypsy and Site Manager for Pottton. The member of the public then advised part of the role as the Gypsy and Site Manager for Pottton is community cohesion and they then advised a strategy meeting is being scheduled with appropriate authorities to discuss what is going on in Wingfield Drive and Common Road.

The Chairman asked Cllr Zerny to continue giving an update about Wingfield Drive and Common Road.

Cllr Zerny continued to give an update about Wingfield Drive and Common Road. Cllr Zerny advised that the Housing Association are dealing with the tenant with regards to the anti-social behaviour, that the vehicle being removed has been delayed because the car isn't abandoned.

A member of the public spoke about the car and rubbish in Wingfield Drive and asked when they will be gone?

The member of the public who advised they are the Gypsy and Site Manager for Pottton advised that the residents of Common Road must abide by a code of conduct. It is necessary to gain evidence to prove that they have broken code of conduct.

A member of the public advised that Bedfordshire Police have been in attendance.

A member of the public advised the need to diary all events as evidence.

The Chairman advised about the number of reports made to Bedfordshire Police during May 2018 and that only one had been reported for Wingfield Drive.

The Chairman advised that Pottton Town Council will write to the PCC (Police and Crime Commissioner) for Bedfordshire about Wingfield Drive and Common Road.

The Chairman then advised that Wingfield Drive and Common Road Anti-Social Behaviour will be an item on the next Potton Town Council agenda, 3rd July 2018.

Question 4 from a Member of the Public

I would like to speak about Pot Holes in King Street. King Street is full of pot holes?

The Chairman advised that Central Bedfordshire Council are resurfacing the whole of King Street by August 2018. Potton Town Council will advise on the town council's facebook page when the dates for the resurfacing of King Street are known.

The Chairman thanked the members of the public for attending and speaking during the public participation session.

4 Potton Quarry

The Chairman asked Graeme King, Planning and Estates Manager - Breedon Southern and Simon Bryant, Quarry Manager – Breedon to give a presentation to the town council.

Members were advised that this presentation is for cllrs and members of the public will be able to attend a public event.

That the quarry is a sand operation and six people are employed at the site. Members were shown presentation boards of proposed expansion of Potton Quarry.

Members were advised that Breedon will soon be applying for the red area marked on the presentation boards. The existing quarry will then start conservation works to encourage nature. The new quarry will go to the Southern boundary of the site. Restoration plan has been agreed. 750,000 tonnes of sand will be removed from the new quarry. Planning application will be submitted in the next two weeks.

The Chairman asked members if they had any questions.

Question 1 The weighbridge which is planned to be moved is it the same height as the existing weighbridge?

Answer 1 The weighbridge will be the same height as the existing weighbridge.

Question 2 Will restoration work be completed like Sandy Heath Quarry?

Answer 2 Restoration will be completed as per agreed conservation plan.

Question 3 Do you have any issues with motorcycles?

Answer 3 Call the Police and they are always to busy to attend.

Question 4 Is wheel washing going to be carried out from the new quarry?
Answer 4 Vehicle cleaning is included in the new application.

The Chairman thanked Graeme King and Simon Bryant for attending.

5 Armistice 2018 projection on the Coach House

The town council noted the correspondence from Ram Malocca with regards to Armistice 2018 projection on the Coach House.

The Chairman asked Ram Malocca to outline the Armistice 2018 projection on the Coach House.

Ram Malocca advised that the projector is mounted on a Transit van, the projector requires a 13-amp supply to power and asked how Potton would like to personalise the Armistice 2018 projection.

Members suggested using the power from Potton Library to power the projector and setting up a Committee to consider events taking place in Potton on Remembrance Day. A member asked Ram Malocca do you have permission from the Coach House to project the Armistice 2018 projection on the Coach House.

Ram Malocca advised that the Coach House have given permission to project the Armistice 2018 projection on the Coach House and supply the power.

It was **resolved** to agree to the Armistice 2018 projection on the Coach House, Potton.

The Chairman thanked Ram Malocca for attending.

Chairman advised he would be altering the order of the meeting to consider items 9 Development in Potton and 20 Mill Lane Recreation Area which members of the public were present for next.

6 Development in Potton (Agenda item 9)

6.1 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.
- During the period 1st April 2016 to 31st March 2017 the number of dwellings increased by 20.
- Planning permission has been approved for 471 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, Land opposite the Playing Field, Mill Lane = 62 and Land at 64 Biggleswade Road, Potton = 85)

6.2 Land between Everton Road and Mill Lane

The town council noted the correspondence from Elaine Franklin and Sam Franklin, Landscape Land and Property Ltd with regards to land between Everton Road and Mill Lane, Potton.

The Chairman asked Elaine Franklin and Sam Franklin, Landscape Land and Property Ltd to outline proposals with regards to Site 14 in the Draft Neighbourhood Plan (land to the south and west of Everton Road) including access arrangements.

Elaine and Sam Franklin advised they have secured access, in collaboration with the landowner of Site 15 to gain access to Site 14, because Site 14 is landlocked, and Site 15 adjoins Everton Road.

Members were shown presentation boards showing Site 14 and in addition Site 15 in the Draft Neighbourhood Plan of proposed plans to build housing on the sites.

Elaine and Sam Franklin then advised we are aware of the scheme now proposed by the landowners to the South, Site 12 in the Draft Neighbourhood Plan (NLP170) with application CB/18/01424/OUT which would allow for an access to the sites above it (Site 14 in the Draft Neighbourhood Plan).

Elaine and Sam Franklin then advised following the inclusion of NLP347 (Site 14 in the Draft Neighbourhood Plan) in the first draft of the Central Bedfordshire Council local plan in July 2017 and positive feedback from Potton Town Council, we were encouraged that a housing scheme could be developed which would make sense for the town, close to key services such as schools and the recreation ground, but with the potential to spread the burden of traffic away from the town centre, on land which has no current purpose.

Elaine and Sam Franklin finally advised the Neighbourhood Plan in the initial stage previously supported development of call for sites NLP170 and NLP347.

The Chairman asked the Chairman of the Neighbourhood Plan to comment.

The Chairman of the Neighbourhood Plan advised that NLP170 and NLP347 were the preferred sites when the Neighbourhood Plan was at the initial stages, though this was before planning applications for other developments were approved and this included 64 Biggleswade Road (CB/1603943/OUT) also included in the call for sites (ALP223, ALP024 and NLP112).

No assurance with regards to infrastructure from Central Bedfordshire Council.

Further discussion about the development took place between Elaine and Sam Franklin, members of the town council and members of the public. This included a member of the town council reminding those present that

we are town council and not a parish council.

The Chairman thanked Elaine Franklin and Sam Franklin for attending.

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

Application No: CB/18/01424/OUT

Location: Land to the west of Everton Road, Everton Road, Potton SG19 2PD

Proposal: Outline Planning Permission – A residential development with all matters reserved except access following the demolition of a detached bungalow (87 Everton Road), involving the erection of up to 30 dwellings including an access road, landscaping and associated ancillary works.

Members of the public spoke about the application, raising concern about the application and these included, wrong property for demolition in planning application (89 Everton Road), not all near neighbours consulted, poor access to the site due to wedge shape at the rear of 87 Everton Road, increased vehicle movements on narrow roads near to Potton Federation and will a town cllr attend the Central Bedfordshire Council Development Management meeting.

The Chairman advised the town council attend Development Management meetings when we can, we have asked Central Bedfordshire Council to hold Development Management meetings during the evening rather than during the day.

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

1. Restricted access.
2. Unsuitable due to infrastructure available in Potton.
3. Not in line with the Draft Neighbourhood Plan.
4. Not in line with the Draft Local Plan.
5. Increased vehicle movements on narrow roads near to Potton Federation.
6. Parking near to Potton Federation.

Application No: CB/18/01635/OUT

Location: Land North of Sandy Road, Potton

Proposal: Outline application with all matters reserved apart from access for up to 170 dwellings including affordable housing, green infrastructure, new landscaping, public open space, children's play space, new roads, car parking, associated infrastructure, including a sustainable draining system, principal vehicular access to be secured from Sandy Road and a secondary pedestrian, cycle and emergency access from Sandy Road.

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

1. Not in line with the Draft Neighbourhood Plan.
2. Removing the countryside gap on the west of Potton.
3. Not in line with the Draft Local Plan.
4. Unsuitable due to infrastructure available in Potton.
5. Outside settlement envelope.
6. Site is within the Greensands Ridge Nature Improvement Area.
7. Effect on footpaths and bridleways, loss of views.

8. Dangerous road for access and egress.
9. Distance of the development from the town.

6.4 Appeal by Hollins Strategic Land LLP

Site Address: Land off Sutton Road, Potton, SG19 2RS (nearest)

Members noted at the 1st May 2018 town council "It was resolved (i) to write to Central Bedfordshire Council to advise that either the Chairman of the town council or one of the other town cllrs would attend the Sutton Road Planning application appeal and wanted to speak at the appeal. (ii) that an agenda item is included on the June 2018 town council agenda to consider who will speak at the Sutton Road Planning application appeal."

The Chairman suspended standing orders to allow the member of the public who is in attendance for this item to speak.

The member of the public asked who will be attending the appeal?

Members considered which cllr will attend the appeal, which starts on the 3rd July 2018 for 4 days at the Council Offices at Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ starting at 10.00 am.

The Chairman asked for volunteers.

Cllr Gibb volunteered to attend the appeal on Wednesday 4th July 2018 and Cllr Zerny advised he would be attending the appeal on Tuesday 3rd July 2018.

It was **resolved** that Cllr Gibb attends the appeal on Wednesday 4th July 2018 and Cllr Zerny attends the appeal on Tuesday 3rd July 2018.

7 Mill Lane Recreation Area (Agenda item 20)

The town council noted the correspondence from Potton Consolidated Charity, a dog owner and Potton Colts FC with regards to dogs on Mill Lane Recreation Area.

The Chairman suspended standing orders to allow the member of the public who is in attendance for this item to speak.

The member of the public advised that they are required by Hearing Dogs to train a puppy off lead and following the installation of Dogs on Lead signs at Mill Lane Recreation Ground, she was no longer able to make use of Mill Lane Recreation Ground to train the puppy off lead and no other facilities are available in Potton.

Members discussed about dog mess not be cleared up on Mill Lane Recreation Ground, dog signage, dogs being on leads on a marked sports pitch as per the Central Bedfordshire Council Dogs on Leads Order and Henry Smith Playing Fields.

A member suggested to the member of the public that Henry Smith Playing Fields is another facility available in Potton that dogs can be off a lead, though dogs aren't allowed in the play area.

The member of the public asked where the Henry Smith Playing Fields is located.

A member advised that Henry Smith Playing Fields is located on Brook End not far from the Community Centre.

It was **resolved** to advise the member of the public that the Dogs on Lead signage located at Mill Lane Recreation Ground only applies to the marked sports pitch(es) and that dog owners need to clean dog mess in the recreation ground on and off the marked sports pitch(es) as per signage and Central Bedfordshire Council's dog fouling order.

The Chairman thanked the member of the public for attending.

The Chairman advised that the meeting would now return to follow the agenda.

8 Minutes (Agenda item 6)

The minutes of the previous meeting held on the 1st May 2018, which had been previously circulated, were approved and signed as a true and accurate record.

9 Town Council Committees (Agenda item 7)

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Planning Committee – 1.5.18 and 15.5.18
Neighbourhood Plan – 3.5.18
General Data Protection Regulation Sub-Committee – 8.5.18

Chairman advised he would be altering the order of the meeting to consider item 23 Parking Issues for Traders which members of the public were present for next.

10 Parking Issues for Traders (Agenda item 23)

Members noted the correspondence with regards to parking issues for traders in Potton Market Square.

The Chairman suspended standing orders to allow members of the public who were in attendance for this item to speak.

A member of the public advised that some traders in the Market Square do have parking at the rear of premises and some traders don't have any parking. The current restriction of parking for one hour and the consulted restriction of parking for two hours doesn't work for Market Square traders who need to park all day or need to go out and then come back on a frequent basis. The town council car park is regularly full after 8am, due to the Doctor's surgery and the parking spaces on the local roads are also full. Even when the town council car park is extended, spaces won't be available due to extra vehicles from all the extra houses. The Market

Square has several vacant car parking spaces.

The Chairman advised that traders had requested an increase from one hour to two hours.

A member of the public advised never a problem in the Market Square for parking, before restrictions were put in place, request remove all restrictions and allow parking all day.

A member of the public requested a permit parking scheme in the Market Square for Market Square traders, to allow traders to come and go as they please with parking in the Market Square.

The Chairman advised that Market Square traders would have to pay for the permit parking scheme in the Market Square.

The members of public wondered what the cost of permit parking scheme in the Market Square for a Market Square traders.

The members discussed about a trader permit scheme for Potton Market Square.

It was **resolved (i)** to contact Central Bedfordshire Council to obtain costs for a permit scheme to allow traders in the Market Square to park all day. **(ii)** that Parking Issues for Traders will be an item on the next Potton Town Council agenda, 3rd July 2018.

The Chairman thanked the members of the public for attending.

The Chairman advised that the meeting would now return to follow the agenda.

11 Reports from Central Bedfordshire Councillors (Agenda item 8)

No report from Cllr Gurney.

No report from Cllr Zerny.

12 Councillors Surgery

Councillors Surgery took place on the 12th May 2018. Cllr Ivall was in attendance.

Members noted the report from Cllr Ivall.

13 Fire Fighters Charity (Agenda item 11)

Correspondence thanking the town council from the Fire Fighters Charity was noted.

14 Road Name Request – Grand Union (Agenda item 12)

The town council noted the correspondence with regards to street naming.

It was **resolved (i)** to put forward Thomas Bumberry for the road name. **(ii)** to contact the proposer of the name Thomas Bumberry for a road, Mr Peter Langridge 1st December 2015.

- 15 Police and Crime Commissioner for Bedfordshire (Agenda item 13)**
Correspondence from the Kathryn Holloway, Police and Crime Commissioner for Bedfordshire was noted.

16 Finance (Agenda item 14)

i. To approve the list of payments.

It was **resolved** that the payments up to the 5th June 2018 be approved.

ii. Verify Bank Reconciliations against statement 1st April – 30th April 2018.

It was **resolved** that the bank reconciliation for 1st April – 30th April 2018 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2018/19 at the end of April 2018.

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 2018.

iv. To receive a report from the internal audit for the year 2017/18.

Members noted the Internal Audit took place on the 8th May 2018.

The council went through the internal auditor's report for the year 2017/18.

It was **resolved** to approve the final internal audit report including implanting any recommendations for the financial year 2017/18.

v. To approve the accounts for the year 2017/18.

The council went through the accounts for the year 2017/18.

It was **resolved** to approve the draft unaudited accounts for the financial year 2017/18.

vi. To approve the annual return comprising the statement of accounts and the governance statement for the year 2017/18.

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2017/18.

It was **resolved** to approve the Annual Return for the financial year 2017/18 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.

17 Tommy Figures (Agenda item 15)

Correspondence from Potton Consolidated Charity with regards to ten Tommy figures was noted.

It was suggested about setting up a Remembrance sub-committee. The Chairman asked for volunteers to join the Remembrance sub-committee, Cllrs Ellison, Harris and Ivall volunteered.

It was **resolved (i)** to set up a Remembrance sub-committee. **(ii)** that Cllrs Ellison, Harris and Ivall are the members of the Remembrance sub-committee.

18 Request to add Giddings name to street naming list (Agenda item 16)

The town council noted it was contacted by Facebook about street naming and the additional correspondence with regards to the request to add Giddings to the street naming list.

Members considered whether to add Giddings to the town council's street naming list.

It was **resolved (i)** to agree to add Giddings to the town council's street naming list. **(ii)** to advise the person who made the request of the town council's decision to agree to add Giddings to the town council's street naming list.

19 Four Seasons Market (Agenda item 17)

Cllr Ellison advised he had attended a meeting of the Market Group to discuss the Four Seasons Market.

Cllr Ellison then advised that the majority of the Market Group are standing down, discussions at the meeting included the TEN (Temporary Events Notice) which is required for Alcohol and the putting up and taking down of the market stalls.

Cllr Ellison finally advised he would be speaking with the Town Clerk about the Four Seasons Market after the meeting.

20 Potton Hall for All (Agenda item 18)

The Chairman asked Cllr Emery the Town Council's Potton Hall for All representative if he wanted to give an update.

Cllr Emery advised that grants have been applied for and awaiting decisions from grant awarding bodies.

Cllr Emery also advised that Kier Homes are supposed to be planting 151 trees on the Biggleswade Road development site, though he wasn't clear on the locations for the trees and does the 151 trees include trees for the

Orchard?

Cllr Ellison advised he had a CAD (Computer Aided Design) drawing of the location of the trees for the Biggleswade Road development site and he would send this to Cllr Emery.

21 Community Governance Review - Potton Parish (Agenda item 19)

The town council noted the correspondence with regards to Central Bedfordshire Council's Community Governance Review for town and parish councils and draft recommendations for Potton.

22 Potton Hall for All – Jumble Sale (Agenda item 21)

The town council noted correspondence from Sally Wileman with regards to Potton Hall for All – Jumble Sale.

Members were asked to consider whether they agree for;

1. Potton Hall for All to have free of charge use of the ground floor of the Community Centre from 8 to 12.30 on the 23rd June 2018?
2. If it goes ahead in the square, may they borrow 8 trestle tables for that time?

Members then noted that the Community Centre is currently available on the 23rd June 2018.

The Chairman advised about increasing the Section 137 budget and then the town council could consider awarding Section 137 to allow groups to have hall hire, rather than the town council giving free of charge use to groups.

It was **resolved (i)** that the town council consider increasing the amount available in the Section 137, when they consider the 2019-20 budget. **(ii)** that Potton Hall for All can have free of charge use of the ground floor of the Community Centre from 8 to 12.30 on the 23rd June 2018. **(iii)** If it goes ahead in the square, they may borrow 8 trestle tables from 8 to 12.30 on the 23rd June 2018.

23 Biggleswade Road Community Land (Agenda item 22)

Members noted the correspondence from James Griffiths with regards to the land for the Community Hall and the large area of Public Area Space and the Town Clerk has been in contact with BBW Law LLP with regards to acting on the town council's behalf with regards to the transfer of the Community Hall land as per the resolution on the 6th March 2018 *"It was resolved that BBW work on behalf of the town council for the Hall for All."*

24 Standing Orders

Members reviewed the amended Standing Orders.

It was **resolved** to approve of the amended Potton Town Council Standing Orders with the following additional amendments;

3x *"A meeting shall not exceed a period of 2 hours."* be amended to *"A meeting session shall not exceed a period of 3 hours."*

5f *"No member can hold office as Chairman of Council for a period*

exceeding two consecutive years.” be amended to “No member can hold office as Chairman of Council for a period exceeding four consecutive years.”

25 Proposed Vexatious Policy

Members reviewed a draft proposed Vexatious Policy.

It was **resolved** to approve and adopt the Potton Town Council Vexatious Policy.

26 Confidential – Commercial Matter

Councillor Angus Macdonald (Chairman) passed the following motion:
That, in pursuance of the confidential matters concerning commercial and staff issues, members of the public were asked to withdraw from the meeting.

27 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 3rd July 2018.

The meeting closed at 9.50pm.

Signed.....ChairmanDate

Mission Statement

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