

POTTON TOWN COUNCIL
Minutes of an Extra-ordinary Meeting of the Town Council held on
Tuesday 22nd January 2019, 7.00pm at the Community Centre.

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

Absent: Councillors Mr J. Day, Mr G. Emery, Mr A. Gibb, Mr J. Hobbs and Mr A. Zerny.

Also Present: Eight members of the public, the Clerical Assistant and the Town Clerk.

1 Apologies for absence

Councillors Mr J. Day, Mr G. Emery, Mr A. Gibb, Mr J. Hobbs 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

The Chairman welcomed the members of the public and asked if they had any questions.

The following questions were asked;

1. A member of the public spoke about Section 106 Funding and asked what groups had contacted the town council to ask for funding.

The Chairman advised that Potton Cricket Club, Potton Colts Football Club, Potton Bowls Club, Potton Tennis Club and Potton Hall for All had contacted the town council about asking for funding from Section 106.

2. A member of the public raised about the car park extension and the loss of green space.

The Chairman advised that the town council had investigated about finding a location close to the town centre for additional parking and the town council will in the future have additional open space off Biggleswade Road (Kier – Tall Trees development).

3. A member of the public raised about parking on the wide tarmac pavement on Biggleswade Road adjacent to the Royal Oak Public House.

The Chairman advised that Central Bedfordshire Council could consider installing bollards to prevent vehicles from parking on the pavement. It was **resolved** that Cllr Zerny ask CBC to consider installing bollards.

4. A member of the public raised about Brook End and the temporary priority scheme and several vehicles coming up Brook End are now turning left rather than right as they enter the Market Square.

The Chairman advised that some road users when entering the Market Square turned left before the priority system was installed.

The Chairman thanked the members of the public for the questions.

4 Reports from Central Bedfordshire Councillors

No reports from Cllrs Gurney or Cllr Zerny.

5 Development in Potton

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

Application No: CB/18/04710/OUT

Location: Land south of Sandy Road, Potton

Proposal: Outline planning permission for up to 42 dwellings (including 35% affordable housing), landscaping, public open space including children's equipped play area, surface water flood attenuation, vehicular access from Sandy Road, cemetery expansion land and parking provision for Potton Cemetery and associated ancillary works. Outline with all Matters Reserved with the exception of the principal vehicular access from Sandy Road.

It was **resolved** to object to the application CB/18/04710/OUT - Land south of Sandy Road, Potton for the following:

1. The development is in the wrong place.
2. The site is outside the settlement envelope and would significantly extend the town to the west. This would create an isolated development and would not be a logical extension of Potton.
3. Central Bedfordshire Council Five Year supply now met.
4. Site not included in the Central Bedfordshire Council – Draft Local Plan.
5. The planning application makes no reference to Potton Town Plan completed in 2009
<https://www.pottontowncouncil.co.uk/wp-content/uploads/2015/11/Potton-town-plan.pdf>
6. The planning application makes no reference to Potton Housing Needs Survey Report carried out in 2014
<http://pottonneighbourhoodplan.co.uk/wp-content/uploads/2016/10/Potton-Housing-Needs-Survey-2014-1.pdf>
7. The housing proposed for the site doesn't follow the Potton Housing Needs Survey Report.
8. The planning application makes no reference to Potton Draft

Neighbourhood Plan.

9. The Design and Access mentions two main streets radiate North-South and East-West from the Square, they need to check the map. (B1042 doesn't go into the Market Square).

10. The site would also exit onto Sandy Road at a point that is dangerous due to the volume and speed of traffic entering / leaving Potton. The dangerous nature of this section of road was highlighted by a fatality in the Winter of 2018.

11. Accident Analysis is now in correct following a fatality by the site on the 1st February 2018. <https://www.bedfordshire.police.uk/news-and-appeals/fatal-rtc-potton-feb18>

12. Bus journey information incorrect advises Bedford achievable in 50 – 60 minutes, with the two journeys (Potton-Sandy and Sandy-Bedford and the time waiting for a connection it takes more than 1 hour).

13. Frequency of buses in Potton has been reduced with only one bus per hour during peak times, less at other times and no buses on Sunday.

14. Location of site is a considerable distance to the nearest bus stop.

15. Buses don't link with trains @ Biggleswade or Sandy, making commuting by car for part or all of the journey necessary.

16. The location of the site will encourage the need for car travel to access amenities in Potton. When drivers use a car they may well then not use Potton and decide to visit other towns.

17. Pavement in front of Cemetery (Framework Plan) is on land not owned by the applicant.

18. Loss of habitat for lizards and the potential damage to biodiversity.

19. Number of dwellings in Potton at 31st March 2017 = 2,297 properties

CBC Housing Trajectory October 2018 figures

http://www.centralbedfordshire.gov.uk/Images/housing-trajectory-oct-2018_tcm3-31175.pdf 471 properties

CB/18/01424/OUT 30 properties

Total 2,798 properties which is a 21.811% increase in the number of properties on 31st March 2017.

20. The emerging Potton Neighbourhood Plan allows for Medium scale growth in the town up to a maximum of 2735 dwellings over the period of the plan. With the number of already approved housing development applications taken into consideration, this proposed development would exceed the approved number of dwellings.

21. Developments in Potton have a number of houses built and vacant, because houses are not selling.
22. The current infrastructure of Potton is already stretched and will be challenged by the existing new developments approved in 2017. A further 42 households is therefore unsustainable and would put undue pressure on the town.
23. This application for up to 42 dwellings is also in excess of the maximum of 36 stated in the Call for Sites stage 1 process.
24. Greensands Surgery have asked Potton Consolidated Charity to contribute to infrastructure for the Dr's Surgery in Potton in the last financial year and this financial year, because of increase in patients.
25. Central Bedfordshire Council is looking to add a further 1,500 houses to Biggleswade and this adds increased strain on rail infrastructure.
26. No detail on how Potton can provide employment for the people who would live in this development. Potton is becoming a transient town.
27. The Planning Statement paragraph 1.3 refers to CBC and their acceptance of proposals which depart from Policy DM4 where they are outside a defined settlement boundary but are otherwise "well related to those existing facilities and within walking or cycling distance from the vast majority of existing services and facilities." This is clearly inaccurate with no thought given to the majority of likely homeowners who will either use their cars to travel to the existing services and facilities or more than likely drive to Sandy or Biggleswade. It's too far to walk and carrying shopping on a bicycle on a busy road is inadvisable.
28. The site forms part of the Green Infrastructure Plan aspirations which are an integral part of the emerging Potton Neighbourhood Plan.
29. The site is also within the Countryside Gap (CG20) identified in the draft Local Plan and thus is an unsuitable location for development.
30. This site lies on the western edge of the parish boundary, which is likely to be close to or adjacent to the route of the Potton Green Wheel, undermining the concept of delivering enhanced public access, while protecting, managing and promoting biodiversity, landscape and heritage.
31. The town council agrees with Central Bedfordshire Council's objection in 2018 to the proposed development *"The proposed development would, by virtue of its open countryside location and scale, result in a development that would result in significant harm to the character and appearance of the site, surroundings and setting of Potton and would not result in net gains for ecology. The development is therefore contrary to the objectives of the National Planning Policy Framework (2012) which seeks to safeguard valued landscape character and does not represent a sustainable form of development having regard to the Environmental Dimension. The*

development is therefore contrary to policies CS14 (High Quality Development), CS16 (Landscape and Woodland), DM3 (High Quality Development), DM4 (Development Within and Beyond Settlement Envelopes) and DM14 (Landscape and Woodland) of the Central Bedfordshire Core Strategy and Development Management Policies (2009)."

Although the town council doesn't support development on this site, we do acknowledge the consideration taken to meeting local needs in the provision of an extension to the cemetery, additional parking spaces for the cemetery and perimeter footpaths. In addition, the protecting from damage and restoring of the area of acid grassland is welcome.

6 Car Park Extension

Members noted at the meeting on the 8th January 2019 that five contractors have submitted tenders to complete the works and the tenders need to be assessed for a price element calculation and a quality element calculation the identities of the contractors are anonymous.

As the contract will be valued at £25,000 but less than £181,302, Standing Order 18c and d and Financial Regulation 11.1.b. have been followed and this includes publishing the tender documentation on the Contracts Finder website.

At the meeting on the 8th January 2019 it was resolved (i) that Cllrs Day, Ellison, Gibb, Price Williams and Temple assess the tenders. (ii) that an extra-ordinary meeting of town council takes place to consider the recommendation of the tender assessment.

Members noted that Cllrs Day, Ellison, Gibb and Temple spent three hours from 2pm – 5pm on Thursday 17th 2019 assessing the five tenders. The Tenderer's (Contractor's) were initially assessed on suitability assessment questions contained in Appendix A of the Tender Documentation.

The suitability assessment questions were to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded. Bidders must pass to be deemed suitable to proceed with Appendix B (Quality Element). A pass will be achieved provided the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested. The Employer (Town Council) has set minimum standards and requirements which are relevant and proportionate to the subject matter of the Contract. The aim is to achieve an appropriate balance between fair competition and safeguarding public money.

Contractor	Suitability Assessment	To be considered for Quality Element
A	No*	-----
B	Yes	Yes
C	Yes	Yes
D	Yes	Yes
E	Yes	Yes

Appendix B (Quality Element) and Appendix C (Cost) contains the award criteria to determine the most economically advantageous tender for the award of the contract

Quality Element Appendix B

Resources/Quality = 20 % of overall marks.

Contractor	3 Method Statement	4 Resources	5 Health and Safety	6 Monitoring	7 Social Value	8 Programme	Total	%
Maximum	45	20	45	15	5	20	150	20%
B	27	14	27.5	15	2	15	100.5	13.4
D	22.5	12	27.5	15	4	20	101	13.46
E	22.5	10	45	13	5	6	101.5	13.5

Contractor	Quality Element	To be considered for Price Element
B	Yes	Yes
C	No*	-----
D	Yes	Yes
E	Yes	Yes

Price Element Calculation Appendix C

Cost = 80 % of overall marks.

(All tender prices shown for information, though Contractor A and C won't be considered.)

Contractor	Tender
A	£153,848.21
B Option 1	£98,419.42
B Option 2	£103,013.87
C	£124,982.96
D	£88,814.73
E	£102,803.67

The tender with the lowest cost (that has met all quality thresholds Contractor D) gained full marks available for the price element of the evaluation.

All other tenders over and above the lowest price tender will score a proportion of the marks available on a pro-rata basis. This is calculated using the percentage their cost would need to reduce to match the lowest

price and reducing their score by the same percentage. This is calculated using the following formulae: -

$$\frac{\text{Lowest cost offered}}{\text{Price offered by a particular Tenderer}} \times 80$$

Contractor	Tender	Within Remaining Budget £106,121.00	Suitability Assessment Met	Met all quality thresholds	80% price element	20% quality element	Total 100%
B Option 1	£98,419.42	Yes	Yes	Yes	72.19	13.4	85.59
B Option 2	£103,013.87	Yes	Yes	Yes	68.97	13.4	82.37
D	£88,814.73	Yes	Yes	Yes	80	13.466	93.466
E	£102,803.67	Yes	Yes	Yes	69.64	13.5	83.17

The assessors advised that contractors B, D and E are all found to be suitable to carry out the works.

Members noted the assessors recommend that the town council instruct contractor D to carry out the work.

Members were reminded that Financial Reg 11.1.i. The council shall not be obliged to accept the lowest or indeed any tender, quote or estimate.

Members are reminded Central Bedfordshire Council have advised that funding will be withdrawn if the car park isn't delivered in this financial year.

It was **resolved** to instruct contractor D to carry out the car park extension work at a cost of £88,814.73.

7 To Arrange Date of the Next Meeting

Tuesday 5th February 2019.

The meeting closed at 8.00pm.

Signed.....ChairmanDate

Mission Statement

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