

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 10<sup>th</sup> December 2019, 7.15pm at the Mill Lane Pavilion.

**Present:** Councillors Mr J. Day, Mr D. Ellison, Mr A. Gibb, Mr R. Harris, Mr L. Ivall, Ms L. Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald (Chairman), Mr J. Price Williams, Mr C. Temple and Mr A. Zerny.

**Absent:** Cllrs Mr J. Hobbs and Mr B. Massey.

**Also Present:** Rachel Allwood, Planning Director at Dandara Ltd, Edward Butler-Ellis, Managing Director at Ward, Chris Higgins, Land & Development Director at Dandara Ltd. Five Members of the public and the Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Cllrs Mr J. Hobbs and Mr B. Massey.

**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 CB/16/04460 land opposite Mill Lane (62 properties) - Reserved Matters Planning Application – Dandara (Supplementary agenda item 18)**

It was noted that the town council has been approached by Ward Strategic Communications Ltd, the consultant of Dandara about speaking to the town council before submitting the Reserved Matters application for CB/16/04460 land opposite Mill Lane (62 properties).

The Chairman welcomed the representatives from Dandara Ltd and Ward.

Representatives were as follows:

Rachel Allwood, Planning Director at Dandara Ltd,  
Edward Butler-Ellis, Managing Director at Ward,  
Chris Higgins, Land & Development Director at Dandara Ltd.

The Chairman asked for the representatives to outline the item.

Representatives advised that a Reserves Matters planning application had been approved for 62 properties on land opposite Mill Lane Pavilion. That an outline planning application would be submitted in early 2020. The application wasn't within the Potton Neighbourhood Plan area. Thank you for allowing our attendance at short notice and we welcome questions.

The Chairman invited questions from the town cllrs.

A member advised that the site is within the Neighbourhood Plan area for Potton. Would you like to speak to the Potton Neighbourhood Plan group direct?

Representative – Happy to speak to the Potton Neighbourhood Plan group direct.

A member raised about a potential increase in speed near the development and the narrow footpath on Mill Lane as you approach the site.

Representative – Traffic calming includes a raised table on the junction of Newtown and Mill Lane, increase in the width of the footpath on Mill Lane and a passing point on Mill Lane.

A member asked if any bungalows are planned for the development?

Representative – No bungalows are planned within the development.

A member advised that the Potton Neighbourhood Plan requires 5% of properties to be bungalows. The Potton Housing Needs survey advises about a shortage of bungalows within Potton. The member suggested that bungalows be installed by the eastern disabled entrance.

Representative – Have any bungalows been installed or planned to be installed on other developments in Potton?

A member responded - The Kier Living, Tall Trees development on Biggleswade Road had bungalows at the Reserve Matters stage, they were removed at the outline planning stage.

A member asked about Highway Access.

Representative – Highway access along the Right of Way, was approved at the Reserve Matters stage of the application.

Representative – Right of Way was passed in 1775 for highways.

Representative – Will write to clarify.

A member asked will Central Bedfordshire Council adopt the Mill Lane highway.

Representative – We cannot offer Mill Lane highway for adoption as we don't own the highway. Section 278 for highways.

Representative – Management company to maintain highways.

Cllr Zerny advised that Central Bedfordshire Council want to adopt highways.

The Chairman advised that the town council would like Central Bedfordshire Council to adopt and maintain the road.

A member advised that the ecology report is nearly four years out of date, having been produced in April 2016. The site is home to common lizard. What measures are you going to put in place to protect the lizards.

Integral nest bricks are needed for Swifts, with a third of the houses needing three Swift bricks. What permeable hard surfaces are you planning to prevent water run-off, swails are needed on the site as mentioned in the Potton Neighbourhood Plan Urban Design Guide.

Representative – A further reptile survey will be carried out. Will install swift bricks. Mitigation strategy and more natural features.

A member asked why the Section 106 money for Doctors is going to Gamlingay.

Representative – Central Bedfordshire Council has decided where the Section 106 money is spent.

The Chairman advised he would suspend standing orders to allow the residents present to ask any questions.

Resident - Reptile refuse area why move?

Representative – Relevant to have reptiles next to open space land.

Resident – Pavements very narrow on Mill Lane?

Representative – Will provide copies of highway plans, footpath will be increased in width.

Resident – How many vehicle access points to the site?

Representative – One vehicle access point.

A member asked will you be installing solar panels?

Representative – Will need to meet conditions.

A member advised that the Landscape Scheme needs to include native pollinators.

Representative – Will provide Landscape Scheme.

Representative – Will send plan to the Town Council.

A member offered to send comments to Dandara Ltd and Ward.

Representative – Will then respond to comments.

The Chairman thanked the representatives from Dandara Ltd and Ward for attending.

#### **4 Public Participation Session (Agenda item 3)**

Member of the public asked about The Ridgeway planning application.

The Chairman advised that the plans for The Ridgeway planning application hadn't arrived and that the application is scheduled to be considered by the Planning Committee on the 17<sup>th</sup> December 2019.

Cllr Zerny advised that he will arrange for Development Scrutiny to consider the planning application for The Ridgeway.

#### **5 Minutes (Agenda item 4)**

Cllr Lean spoke about minute 14 and Cllr Hobbs request that Potton Neighbourhood Plan steering group be allowed to visit a local establishment for a meal with the Potton Neighbourhood Plan budget as a thank you for four years hard work. Cllr Lean mentioned that the Christmas Lights helpers go for a drink on three occasions paid for by the town council at a cost in the region of £200 per year.

The Chairman suggested that the Potton Neighbourhood Plan steering could spend the Potton Neighbourhood Plan budget to visit a local establishment for a meal.

The minutes of the previous meeting held on the 5<sup>th</sup> November 2019, which had been previously circulated, were approved and signed as a true and accurate record.

#### **6 Town Council Committees (Agenda item 5)**

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

Planning Committee – 5.11.19 and 19.11.19.

Young Peoples Council – 12.11.19.

Hall for All Steering Group – 12.11.19.

Buildings and Facilities Committee – 19.11.19.

2. Appointed Members

It was noted that Cllr Kitchener has requested to join the Young Peoples Council.

It was **resolved** that Cllr Kitchener join the Young Peoples Council.

#### **7 Reports from Central Bedfordshire Councillors (Agenda item 6)**

Cllr Zerny gave Cllr Wye's apologies.

Cllr Zerny advised he had nothing to report.

Cllr Zerny gave his apologies and advised he would leaving the meeting early.

The Chairman understood why Cllr Zerny was leaving early and wished him luck for the election on Thursday 12<sup>th</sup> December 2019.

## **8 Councillors Surgery (Agenda item 7)**

Councillors Surgery took place on the 16th November 2019. Councillors Leggatt and Price Williams were in attendance.

Councillors Leggatt and Price Williams gave a verbal report, and this included a request that the town council continue to print and hand deliver the newsletter.

The town council noted the report.

## **9 Bedfordshire Police - North Rural Community Team (Agenda item 8)**

Correspondence with regards to North Rural Community Team of Bedfordshire Police was noted.

## **10 Development in Potton (Agenda item 9)**

### **10.1 Property Count**

The Chairman summarised the Town Clerk's 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.
- During the period 1st April 2017 to 31st March 2018 the number of dwellings increased by 67.
- As of 31st March 2018, Potton's Property Count was 2,364 dwellings.
- Planning permission has been approved for 501 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, Land at 64 Biggleswade Road, Potton = 85 and Land to the west of Everton Road = 30) less Housing Trajectory completions at 31<sup>st</sup> March 2018 = -70. Total 2,795.

### **10.2 Planning applications considered by the Planning Committee on 19th November 2019 for recommendation at the next Town Council meeting.**

**Application No:** CB/TCA/19/00489

**Location:** Walnut Tree Cottage, 4A Brook End, Potton, Sandy SG19 2QS

**Proposal:** Works to trees in a conservation area: fell 2 Ash trees (self seeded) approx. 5 metres high, 1 Leylandii approx. 5 metres high and Hedge comprising four Leylandii approx. 2 metres high.

The Planning Committee **resolved** to support the application, subject to approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

### **10.3 Planning applications considered by the Planning Committee on 10th December 2019 for recommendation at the next Town Council meeting.**

**Application No:** CB/19/03780/FULL

**Location:** 1 King Street, Potton, Sandy SG19 2QT

**Proposal:** Demolition of unlisted building in the Conservation Area: Demolition of single storey building and development of 5 flats and 200m<sup>2</sup> [approx.] of commercial space.

A member commented, though the town council welcomes electric charging points the parking bays which is currently pavement will block visibility for motorists.

The Planning Committee **resolved** that the Town Council in principle supports the proposed development for the following reasons.

- The Neighbourhood Plan (NP) supports residential and/or commercial development on this site. (Refer to relevant Site Assessment report in the Neighbourhood Plan).
- The proposed dwellings (1 and 2 bed) support the NP survey findings that Potton is short of properties of this size.
- The proposed development is on a brownfield site.
- The development is not considered to be 'over development' as it is small in terms of occupancy and provides ample off-street parking for all residents in as well as additional on-street parking for use by the public.

The development meets the Neighbourhood Plan Design Guide and Green Infrastructure Design Guide guidelines for the following specific reasons.

1. Parking provision of one space per bedroom meets the NP design guide.
2. The design is in keeping with other properties in the area.
3. The development provides two additional retail/office spaces.
4. Encourages ease of movement.
5. Close to community facilities such as shops, schools, workplaces, parks, play areas, pubs and cafes.
6. Access to safe streets, parks and public spaces.
7. Good access to bus stops.
8. Replaces an existing business which would be better suited to an out of town location.

The following recommendations would enhance the proposal.

1. Provision of a lift as well as stairs in the block containing the 2-bed properties to make them suitable for occupancy by older people and/or those with mobility issues.
2. Replace the south facing elevation cladding (currently black timber weatherboarding), which can be seen from the market square, with a red brick mix or similar, to blend in with existing buildings in the market square.
3. Ensure that there is adequate turning space in the parking area so that vehicles can exit onto King Street without having to reverse onto the street.
4. The bin storage location should be closer to where they will be emptied.
5. Outside bicycle storage should be provided.
6. Provision of 10 integral Swift nest bricks on the east elevation.
7. Provision of 4 integral Habitat Bat Bricks on the west elevation.
8. Solar (PV) panels should be provided where appropriate on south facing roof pitch.
9. Run-off from the roofs should be directed through grated rills into a landscape feature at southern end of development and/or the grassed areas to each side of the parking entrance which should be designed as rain gardens.
10. Where possible, the landscape area needs to attenuate and temporarily store excess roof run-off. It should be designed as a drought garden with low growing nectar rich shrubs and herbaceous plants, culturally reflecting local sandstone landscape.
11. The parking bays and lay-byes should be constructed of permeable materials.

A recorded vote was requested:

FOR: Cllrs Mr J. Day, Mr J. Lean, Mr A. Macdonald and Mr J. Price Williams.

AGAINST: Cllrs Mr R. Harris and Mr L. Ivall.

ABSTENTION: Cllr Mr D. Ellison, Mr A. Gibb, Ms L. Kitchener and Mrs C. Leggatt and Mr C. Temple.

It was **resolved** to add one further comment, though the town council welcomes electric charging points, the parking bays area is currently highway pavement, vehicles parked in this location will block visibility for motorists.

**Application No:** CB/19/02533/ADV

**Location:** 64 Biggleswade Road, Pottton, Sandy SG19 2LX

**Proposal:** Advertisement: Retrospective permission for 2 aluminium post mounted signs.

The Planning Committee **resolved** to refuse the request. The applicant has installed signs on most street lights around the town, making the town look like a billboard.

It was **resolved** no further comment.

#### **10.4 Planning Appeals**

**Application No:** CB/19/01418/FULL

**Appeal Reference:** APP/P0240/W/19/3239284

**Location:** Site at Lodge Stud, Myers Road, Pottton, Sandy, SG19 2RG - North of High Hopes

Correspondence with regards to the appeal was noted.

Members were asked to consider if they would like to attend the appeal.

### **11 Finance (Agenda item 10)**

#### **i. To approve the list of payments.**

Members asked the Town Clerk questions about the payments.

It was **resolved** that the payments up to the 10<sup>th</sup> December 2019 be approved.

#### **ii. Verify Bank Reconciliations against statement 1<sup>st</sup> October – 31<sup>st</sup> October 2019.**

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st October – 31st October 2019 be approved.

#### **iii. To receive an income and expenditure by budget heading report showing progress against the budget 2019/20 at the end of October 2019.**

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 31st October 2019.



**iv. To receive a report from the interim internal audit for the year 2019/20.**

Members went through the Internal Audit report for 1st April 2019 – 30th September 2019.

It was **resolved** to approve the interim internal audit report 1st April 2019 – 30th September 2019.

**12 Bedfordshire Police Priority Setting Meeting (Agenda item 11)**

Correspondence with regards to the next Bedfordshire Police Priority Setting Meeting and Neighbourhood Priority Setting was noted.

Members were asked to volunteer to attend the Bedfordshire Police Priority Setting Meeting.

Cllr Harris who had attended previous Bedfordshire Police Priority Setting Meeting's advised that it wasn't necessary for a member to attend every meeting.

**13 Cambridgeshire and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation (Agenda item 12)**

Correspondence with regards to Cambridgeshire and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation was noted.

**14 Crime statistics for Central Bedfordshire**

November 2019 Crime statistics for Central Bedfordshire were noted.

**15 Dementia Friends**

It was noted that the town council has received correspondence to request for the Dementia Friends to speak at a town council meeting.

**16 To consider financial requirements (annual expenditure, capital and revenue projects) for 2020-21.**

Members noted the detailed balance sheet as of the 31<sup>st</sup> October 2019 (End of Month 7).

Members noted the Band A – H council tax element for Pottton Town Council.

Members then noted the tax base, precept and Band D council charge for all the towns and parishes in Central Bedfordshire and also Gamlingay Parish Council.

Members then noted the precept comparisons.

Members then noted that the town council set a minimum General Reserve of £70,000 on the 3<sup>rd</sup> May 2016 and the town council has various Ear Marked Reserves which are listed on the balance sheet. Members discussed about increasing the minimum General Reserve due to increase in budget.

It was **resolved** that the minimum General Reserve is three months of revenue budget.

Members proceeded to go through the First Draft Budget which had been prepared by the Town Clerk based on meetings of the town council committees.

The first draft budget  
 Income 307,955  
 Expenditure 363,267  
 Income over expenditure -55,312

It was **resolved** that the following items were either increased or decreased in the 2020-21 draft budget.

Income			Expenditure		
Cost Centre	Code	Increase / Decrease	Cost Centre	Code	Increase / Decrease
			110	4110 Office Equipment	+£1,050
			110	4121 Town Guide	-£4,750
			110	4122 Photography	-£300
			110	4135 Town Plan	-£1,000
	<b>Total</b>	<b>+£0</b>		<b>Total</b>	<b>-£5,000</b>

Income 307,955 (With precept remaining the same £255,958)  
 Expenditure 358,267  
 Income over expenditure -50,312

Members were advised that for the income to be the same as expenditure the precept would need to be set at £306,270 and the council tax would need to increase by 14.7% and the band D would be £144.74.

Members considered what would be an acceptable increase to council tax.

Members discussed about the Hall for All Steering Group meeting, the Hall for All project and implications on the budget and precept, based on the figures mentioned at the steering group meeting.

It was **resolved** to defer a decision on the Potton Town Council's budget for 2020-21, that the town clerk presents three budgets to the town council on the 7<sup>th</sup> January 2020 based on an increase in council tax of 5%, 7.5% and 10%.

Cllr Macdonald left the room before the next item.

**17 Angus Macdonald - Sue Ryder London Marathon (Agenda item 13)**

Correspondence from Angus Macdonald with regards to a request for the town council to consider a donation was noted.

Mr Macdonald is planning to take part as a charity entry in the London Marathon 2020 on the 26<sup>th</sup> April. As a charity runner Mr Macdonald has agreed with Sue Ryder that he will raise £2,000 for the charity.

Members considered using the General Power of Competence to donate to Angus Macdonald for the Sue Ryder charity entry in the London Marathon.

It was **resolved** to make a donation of £300 to Angus Macdonald - Sue Ryder London Marathon from General Power of Competence from the 2020-21 financial year.

**18 To Arrange Date of the Next Meeting (Agenda item 17)**  
Tuesday 7<sup>th</sup> January 2020.

The meeting closed at 10.05pm.

Signed.....Chairman .....Date

Mission Statement

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