

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 1st September 2020, 6.25pm via Zoom.

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

Absent: Councillors Mr R. Harris, Mr J. Hobbs, Mr A. Macdonald and Mr B. Massey.

Also Present: CBC Cllr Ms T. Wye, Town Clerk, Clerical Assistant, Admin Assistant and one member of the public.

1 Apologies for absence

Councillors Mr J. Hobbs, Mr A. Macdonald 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.

3 Public Participation Session

Discussion between the Chairman and the member of the public about the MP visiting Potton the 19th September 2020.

4 Minutes of Potton Town Council

The minutes of the previous meeting held on the 25th August 2020, will be considered at the October 2020 town council meeting.

5 Reports from Central Bedfordshire Councillors

No reports.

6 COVID-19

Public Toilets – Brook End

It was noted that the public toilets were re-opened at the end of May.

Mill Lane Pavilion - Changing Rooms

It was **resolved (i)** that the entrance hall toilet should be open pre-match or training, during the match or training and for 30 minutes afterwards. **(ii)** that the Changing Rooms and showers remain closed.

Mill Lane Pavilion – Hall, Community Centre - Main Hall and Community Centre - Upper Hall

It was **resolved (i)** based on 2metres social distancing the maximum number of people who can use the rooms is as follows Mill Lane Pavilion – Hall (9), Community Centre - Main Hall (10) and Community Centre - Upper Hall (4). **(ii)** that all town council equipment (tables and chairs) used by the hirer is left out after use so that the Caretaker can clean and then put away.

7 Development in Potton

7.1 Planning applications considered by the Planning Committee on 21st July 2020 for recommendation at the next Town Council meeting.

Application No: CB/20/02161/RM

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

Proposal: Reserved Matters: following outline application
CB/18/01424/OUT

Residential development with all matters reserved except access; erection of up to 30 dwellings including an access road, landscaping and associated ancillary work for appearance, landscaping, layout and scale.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/02161/RM>

The Planning Committee resolved to recommend to object on the same grounds when CB/18/01424/OUT was considered at the meeting of the Planning Committee on 5th June 2018, which are detailed below:

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.

Potton Town Council supports these comments / requirements made by CBC Officers during consultation:

1. Tim Hoyle Head of Service - Meeting the Accommodation Needs of Older People Team Social Care, Health and Housing

The requirement for new housing development to meet the needs of older people is set out in Policy H3 of the Local Plan 2015-2035.

'We consider that not less than five (5) of the proposed dwellings should be of a design and layout that makes them suitable for older people'.

Potton Neighbourhood Plan Policy HO-3 supports the inclusion of bungalows (at least 2 in this development) and 1/2-bedroom houses, flats, or apartments to suit the needs of retired people.

2. Monika Marczevska – Sustainable Growth Officer
No information has been submitted regarding requirements of Condition 21.

- How will 10% energy demand of the development be delivered?
- How will water efficiency achieve water standard of 110 litres per person per day?

Potton Neighbourhood Plan policy EV-2 – how does the development incorporate measures to provide mitigation, adaptation, and resilience to the impacts of climate change?

3. Siobhan Vincent – Technical & Specialist Team Leader
- No information for sustainability provided with the application.
 - Planting should be more representative of the local area and its setting within the Greensand. There is also an opportunity to include a local sandstone wall feature which again, would represent and reflect local character.
 - Further information is required with regards to the drainage basin, heights/depths etc, and how it will be incorporated sympathetically within the site.
 - No evidence or intent to deliver net gain for this site in the latest RM documents. The outline application places a requirement for ecological enhancements, and it would be prudent to include these with the RM application.
 - The area of public open space could be sown with an acid grassland mix as the likelihood of it holding water and being able to sustain the proposed wet meadow mix for the bottom of the detention basin is minimal.
 - The landscaping scheme should include nectar rich planting will help contribute toward net gain as Potton sits within a B-Line.
 - Bat and bird box provision should be included at a 1:1 ratio of swift bricks, this could be achieved with 10 houses each supporting three bricks in a gable, to deliver the 30 brick 1:1 ratio.
 - Hedgehog highways should also be included to link all gardens.

4. Guy Quint – Pollution Officer

Cannot find a scheme to protect human health and residential amenity.

- Potential noise impacts from the proposed access road on the neighbouring bungalow. A noise barrier or other suitable scheme is required to protect the existing dwelling.

Potton Neighbourhood Plan environmental issues

Potton Town Council have several concerns in respect of the environmental policies of its Neighbourhood Plan: Policies HO5; EV1; EV2; EV5; EV6, in conjunction with Annex E Design Guide and Annex F Green Infrastructure Design Guide.

Ecology

- The 'Extended Phase 1 Habitat Survey Land off Everton Road Potton Bedfordshire NGR TL21749 49686' hereafter referred to as 'Habitat Survey', published with CB/18/01424/OUT, acknowledges one County Wildlife Site (CWS) within 1km of the development proposal, when there are two. The table in 2.4 p9, confuses these two sites. It mis-names Carthagea Bridleway and then gives a site description instead for the Sandy-Potton disused railway line CWS.
- We see no evidence or intent to deliver net gain for this site in the latest Reserve Matters (RM) documents. The original ecology report is very dismissive 3.3 p17 'Opportunities': '.....limited opportunity for ecological enhancement'.
- There is a large open space on the soft landscape plan (ERP01), housing a detention basin. This and the grassland surrounding the basin provides the opportunity of contributing toward net gain by sowing with an

acid grassland mix (eg: Emorsgate EM7). Currently it is specified for amenity rye grass and an Emorsgate EM8 wet meadow mix for the bottom of the detention basin. Given the free draining nature of the soil here, the basin is hardly likely to hold water. It is important this area is NOT top soiled prior to seeding as that will compromise the establishment of the target plant community and fail to deliver the net gain required.

- The 'Habitat Survey' is dismissive of the development's invertebrate potential. It fails to acknowledge the opportunity to create net gain habitat to provide beneficial links for the diverse local invertebrate fauna (64 NERC listed species we are currently aware of). There is nothing in the RM documentation that seeks to address this. The following are some suggestions, not exhaustive, of measure that could be made to address this and contribute toward net gain:

- Appropriate areas in the open space should be identified to vary the topography to provide habitat for acculeates, further contributing to net gain.

- Ensure the overall landscape scheme comprises nectar rich planting (avoiding the use of invasive ornamentals) may also contribute toward net gain and especially to target local priority invertebrates.

- In acknowledging existence of the Carthagenia CWS, the 'Habitat Survey' fails to recommend subsequent landscaping of the Everton Road site includes the food plant (Wych elm, *Ulmus glabra*) of the CWS sites' two priority species. Therefore, missing the chance to create a permeable landscape that will enable these species to colonise new areas.

- The 'Habitat Survey' is dismissive of and fails to acknowledge the areas potential for reptiles, specifically Common lizard, *Zootoca vivipara*. We find it hard to believe the claim of only two historic records for Potton in 1980.

- Is it sufficient for the 'Habitat Survey' to assume there are no individuals using the site? The numbers recently found nearby at Mill Lane, suggests their presence should not be ruled out. Therefore, we believe a reptile survey would be advisable in the first instance. Secondly the landscape plans use the opportunity to create a suitable habitat mosaic that future proofs for them.

- The 'Habitat Survey' is also unspecific about bat and bird nest brick provision 3.3 p17 'Opportunities': 'recommended.....include permanent bat boxes and bird boxes within the fabric of any building constructed.'

- We ask for a 1:1 ratio of swift bricks in clusters of 2-4 on gables. For this 30-unit development, that would equate to 10 houses, each supporting three bricks in a gable, to deliver the 30 brick 1:1 ratio.

- For bat bricks, in addition to facing the Bat Conservation Trust (BCT) recommended aspects of south-east through to south-west, BCT also advises location is informed by the site lighting plan to avoid anywhere where street lighting could have a negative effect on occupation. We find no indication or recommendation for any 'dark areas' within the development which we suggest should be around the retained perimeter hedging, adjacent houses to which this should be the targeted area for bat bricks.

- There is no reference to hedgehog highways. These must be included to link all gardens and ensure the development facilitates their movement through the area.

- We cannot find any indication either to address concerns expressed by RSPB in the outline planning application, regarding the additional

recreational pressure this places on its reserve around Deepdale, particularly from the increasing number of dogs.

Landscape

- We are concerned at the large quantity of cotoneaster specified in the Landscape Plan (ERP01). Many are listed on either or both Wildlife and Countryside Act Schedule 9 and the Natural England Horizon scanning list. Those that are not must still be treated as a potential risk of being invasive. While cotoneaster is good for pollinators and the berries for birds, there are plenty of other ornamental shrubs of high pollinator value that must be used as an alternative. Lists of acceptable pollinator friendly plants and potentially invasive plants to avoid in the scheme are provided in Annex F of the Potton Neighbourhood Plan.
- Increasing the proportion of high nectar value plants and avoiding invasive non-native species, would help create better habitat opportunity for pollinators and may contribute toward biodiversity net gain.
- The landscape plan schedule of native shrub mix does not include Cherry Plum, *Prunus cerasifera* or Wych elm, *Ulmus glabra*, which are characteristic of the landscape in the immediate area to the west of Potton. The planting schedule lists Blackthorn, *Prunus spinosa* and Guelder rose, *Viburnum opulus*, neither prevalent here. As an alternative, and in addition to *P. cerasifera* and *U. glabra*, we would rather see Holly, *Ilex aquifolium*, Wayfaring, *Viburnum lantana*, Field maple, *Acer campestre* and Alder buckthorn, *Frangula alnus* in the native shrub mix.
- The attenuation basin specifies Emorsgate EM8 wet meadow mix. Given the basin is unlikely to hold any water or if so for a very short time, we would like to see specified instead an Emorsgate EM7 acid grass mix for the basin and surrounding amenity grass. It is imperative this area is NOT topsoiled prior to seeding. This would compromise establishment of the target habitat and biodiversity net gain.
- Other landscape-ecology recommendations have been made above in respect of measures to increase habitat suitability for invertebrates by incorporating a varying topography into the landscape
- We do not believe the grated tree pit guards are suitable for any tree planted in those locations. Our experience suggests the pit will be inadequate in size and not provide the trees with long-term suitable growing conditions that would otherwise be provided by a Green Blue Urban or Stockholm Tree Pit System. Both systems of which will act also as a Sustainable Drainage Feature.

NB: With reference made by Guy Quint, to provide noise barriers, biodiverse barriers are now available. These provide additional habitat for pollinating solitary bees. Email grassroofcompany@gmail.com for details.

SuDS

- Annex F of the Potton Neighbourhood Plan GI guide requests the use of permeable surfaces, including paving, bitumen and concrete, in all developments. The Reserve Matters application for this development does not indicate use of permeable surfacing. Increasingly local authorities are adopting such surfaces. Why is there inertia within CBC highways not to make a step change in mindset and adopt all types of permeable surface materials?

- The permeable surfaces must be used in conjunction with other SuDS management train features to maximise the environmental and amenity benefit. The RM application does not demonstrate any effort to do so. We can see no attempt to design into the highways any rain gardens or conveyance features that along with permeable surfacing will facilitate source control as per Annex F of the Potton Neighbourhood Plan and similarly referenced in the Governments NPPF National Design Guide
- Many developments in Potton, this being no exception, are on free draining sand which facilitate infiltration through a combination of appropriate source control SuDS features. The lack of adequate source control for this development leaves us once again with the prospect of yet another uninspiring pipe to detention basin of no amenity or environmental value.
- It is noted two roadside tree pits are specified in the Landscape Plan (ERP01). It is proposed each tree is protected from soil compaction by a 1m x 1m tree grill. This will be inadequate at achieving its objective.
- We would suggest this presents an obvious opportunity for use of combining SuDS source control with a more efficient and effective Green Blue Urban or Stockholm tree pit system that will allow any tree the root space it needs.
- While not strictly a SuDS feature, water butts can offer a degree of run-off attenuation. We cannot see any reference in the documentation for each dwelling to be fitted with a water butt. With the whole of southern England in severe water deficit, water butts should be included in every development to discourage households from wasting valuable potable water on the garden.

It was **resolved** no further comment.

7.2 Planning applications considered by the Planning Committee on 1st September 2020 for recommendation at the next Town Council meeting.

Application No: CB/TCA/20/00367

Location: Land adjacent to 12A Bull Street, Potton, Sandy SG19 2NR

Proposal: Works to Trees Within a Conservation Area: Fell Sycamore Tree.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00367>

The Planning Committee resolved to recommend to object to the application as many trees have already been cleared from this land, unless the Tree & Landscape Officer can provide a genuine reason for the tree to be felled.

It was **resolved** no further comment.

Application No: CB/20/02599/VOC

Location: The Royal Oak, 4 Biggleswade Road, Potton, Sandy SG19 2LU

Proposal: Variation of Condition 2 of Planning Permission

CB/20/00744/FULL & CB/20/00745/LB (Provision of new bifold doors to existing opening (boarded up) and new hard standing area to patio, using Indian stone slabs.).

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/02599/VOC>

The Planning Committee resolved to recommend to object to the Variation of Condition to remove Condition 2 "All new doors and windows shall be timber..." that requires the bifold doors to have a wooden frame and planning permission to ensure this is carried out.

It was **resolved** no further comment.

Application No: CB/20/02811/LB

Location: 25 Market Square, Potton, Sandy SG19 2NP

Proposal: Listed Building: Repainting front elevation, joinery and doors.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/02811/LB>

The Planning Committee resolved to recommend no objection, providing the decoration is carried out in a sympathetic manner.

It was **resolved** no further comment.

Application No: CB/20/02890/FULL

Location: 7 Bull Street, Potton, Sandy SG19 2NR

Proposal: Proposed demolition of existing, construction of new single storey extension.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/02890/FULL>

The Planning Committee resolved to recommend no comment.

It was **resolved** no further comment.

Application No: CB/TCA/20/00444

Location: Land adjacent to 12A Bull Street, Potton, Sandy SG19 2NR

Proposal: Works to trees in a Conservation Area: Reduce canopy and clean by up to 25% of Sycamore Tree (T1).

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00444>

The Planning Committee resolved to recommend to object to the application as many trees have already been cleared from this land, unless the Tree & Landscape Officer can advise good reason why the work should go ahead.

It was **resolved** no further comment.

7.3 Gamlingay Road

Cllrs Hobbs and Lean met with Bartram Timber and DLP on Friday 21st August 2020. DLP provided the town council with correspondence on the 1st September 2020.

It was **resolved** that the Planning Committee consider the correspondence from DLP at a meeting of the Planning Committee on the 15th September 2020 and the Planning Committee make recommendations to the town council.

8 Henry Smith Playing Fields

Horse Brook

It was noted that Tawell Contract Services have been instructed to Investigate Leak

Supply labour and machinery to dig exploratory slit trenches to find route of escaping water. Backfill trench with clay material and ram to seal and consolidate to try and solve

problem. If high water situation and water is escaping around back of existing piles, then rectification would have to be when water down.

Labour 2 People 2 Days £350.00

Mini digger 2 Days £200.00

Dumper 2 Days £90.00

Trench rammer 2 Days £30.00

Clay Delivered £250.00

Machine Transport £150.00

Total £1070.00

A quote for dredging the Horse Brook was noted. A second quote is being obtained.

A discussion on where to deposit the spoil from the Horse Brook should be placed in Henry Smith Playing Fields. It was suggested about putting for example gabions or wattles along the bank where it has slumped to reinstate the bank and reduce the width of the brook.

It was suggested about communicating with the landowners of the opposing bank of Horse Brook.

It was **resolved (i)** to obtain quotations to shore up Horse Brook bank where it is necessary on both sides. **(ii)** communicate with the riparian owners of Horse Brook who live in Brookfields about discussions the town council is having about maintaining Horse Brook including dredging work, with planned months for carrying out the work in September / October 2021.

Sluice

A quote for a Ford to cross the Sluice was noted. A second quote is being obtained.

9 Finance

i. To approve the list of payments.

Members noted the list of payments.

It was **resolved** that the payments up to the 31st July 2020 be approved.

ii. Verify Bank Reconciliations against statement 1st April – 30th April 2020.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st April – 30th April 2020 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of April 2020.

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 2020.

iv. Verify Bank Reconciliations against statement 1st May – 31st May 2020.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st May – 31st May 2020 be approved.

v. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of May 2020.

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 May 2020.

vi. Verify Bank Reconciliations against statement 1st June – 30th June 2020.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st June – 30th June 2020 be approved.

vii. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of June 2020.

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 June 2020.

viii. Verify Bank Reconciliations against statement 1st July – 31st July 2020.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st July – 31st July 2020 be approved.

ix. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of July 2020.

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 July 2020.

10 Youth Club

Correspondence from Groundwork was noted.

It was **resolved (i)** to request a refund from Groundwork for the additional member of the staff and mileage. **(ii)** If and when the Youth Club opens Groundwork to contact the town council and advise what they require. **(iii)** to encourage Groundwork to re-open the Youth Club in the Community Centre with appropriate precautions.

11 Hall for All

It was noted that the pages for the newsletter for the Potton Hall for All article were supplied on Thursday 27th August and that the newsletter is scheduled to be delivered to all households in Potton on the 12th and 13th September 2020.

12 Sparko

Correspondence from Sparko was noted.

It was **resolved (i)** that the town council will support but not promote Sparko in Potton. **(ii)** advise the Potton Community Agent about Sparko.

13 Bedfordshire Bugle

The latest edition of the Bedfordshire Bugle from BATPC was noted.

14 Councillor Surgeries

It was noted that the Cllrs Surgeries are as follows.

- Saturday 19th September - Cllrs Angus Macdonald, Ben Massey & Vaughan Watson
- Saturday 10th October - Cllrs Jonathan Lean & Jonathan Price Williams
- Saturday 7th November - Cllrs John Day & Carol Leggatt

It was **resolved (i)** to contact the Coach House to request permission to sit outside their premises. **(ii)** that the 12th December 2020 Cllrs Surgery – Cllrs Ellison and Kitchener.

15 Consultations

- i) Central Bedfordshire Council Public Space Protection Orders consultation was carried out in autumn/winter 2019 (Dog Control Orders and Anti-Social Drinking in Public Areas) noted.
- ii) Changes to the current planning system from MHCLG (Ministry of Housing, Communities & Local Government) was noted.
- iii) Planning for the future - the planning white paper MHCLG was noted.
- iv) Transparency and competition: a call for evidence on data on land control MHCLG was noted.

16 Sutton Neighbourhood Plan

Correspondence with regards to Sutton Neighbourhood Plan was noted.

17 Anglian Water

Correspondence from Anglian Water was noted.

It was **resolved** to write to Anglian Water in response to the letter that they sent to all residents and the town council thank Anglian Water can we assume that is metered so that fair usage occurs, there would be no charge on this account for this charitable organisation.

18 Street Naming

The town council considered the names proposed by the developer, which was the developers name for CB/SN/20/0205 Land Opposite Playing Field, Mill Lane, Potton.

Various road names were suggested and these included Heath, Pump, Millers, Windmill and Ingle (miller in 1808).

It was **resolved** that the town council would like to put forward Ingle and Windmill for the two road names.

19 Remembrance Sunday

It was noted that Cllr Ellison has requested this item. Remembrance Sunday is 8th November 2020. Two wreaths have been ordered and the Administration Assistant is arranging collection. One is laid by the Chairman and by Ex-Service(wo)men. The town council has in recent years donated £100 for the two wreaths (£50 per wreath).

It was **resolved** that the Management Committee, the committee responsible for Remembrance Sunday consider the Remembrance Sunday at the committee meeting scheduled for the 15th September 2020 and they make decisions not recommendations.

20 Christmas Lights

Cllr Ellison has requested this item. The Christmas Lights switch-on is scheduled for Saturday 21st November 2020.

It was **resolved** that the Christmas Lights sub-committee meet to consider this year's Christmas Lights and the switch-on and they make decisions not recommendations.

21 Cemetery (Additional Item)

The Chairman had requested this additional item.

1. Maintenance

It was noted that the town council arranges or carries out maintenance of the Cemetery on Sandy Road.

The town council was made aware that threats towards the town council staff had increased in the last year compared to previous years.

The town council discussed the item at length.

It was **resolved (i)** that the removal of withered flowers from the Cemetery recommences. **(ii)** that a sticker is put on withered flowers and any other item(s) to be removed and if the withered flowers and / or item is still there the same day the following week the withered flowers and any other items are removed and potentially a photo taken.

2. Fees

It was noted that the town council (Town Clerk) and the Chairman of the town council has been contacted about the cost of cemetery fees for non-residents of Potton, for the burial of Philip Gadsby an ex-resident of Potton.

The town council discussed the item at length.

It was **resolved** that the town council would not waive the non-residency surcharge for Mr P. Gadsby.

22 To note the date of the Next Meeting (Agenda item 21)

The next meeting of the Town Council has been arranged for Tuesday 6th October 2020.

The meeting closed at 8.10pm.

Signed.....ChairmanDate

Mission Statement

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