

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd February 2021, 7.05pm via Zoom.

Present: Councillors Dr C. Craig, Mr J. Day, Mr A. Gibb, Mrs V. Gwilliam, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Ms L. Kitchener, Mr J. Lean (Chairman), Mrs C. Leggatt, Mr A. Macdonald, Mr J. Price Williams, Mr V. Watson, Mr M. Williams and Mr A. Zerny.

Absent: All present.

Also Present: CBC Councillor Ms T. Wye, the Town Clerk, Clerical Assistant and Admin Assistant.

1. Apologies for absence

All present.

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.

Cllr Williams advised that he has a Pecuniary interest in CB/TCA/21/00008 as he is the applicant.

3. Public Participation Session

No members of the public present.

4. Minutes of Potton Town Council

The minutes of the previous meeting held on the 5th January 2021, which were previously circulated, were approved.

5. Reports from Central Bedfordshire Councillors

The Chairman asked if the Central Bedfordshire Councillors wished to give a report.

Cllr Zerny advised that Central Bedfordshire Council (CBC) are continuing with the budget and the highways inspector is visiting the Ridgeway on Wednesday 3rd February.

The Chairman asked about the correspondence recently received from Central Bedfordshire Council with regards to the Local Plan. Cllr Zerny advised that Central Bedfordshire are now able to adopt the Local Plan.

A member asked about the London Luton Airport – Arrival flightpaths consultation. Cllr Zerny advised that some members of Central Bedfordshire Council were aware about proposal London Luton Airport – Arrival flightpaths consultation twelve months in advance of the public consultation.

Cllr Wye advised about dog mess and have been in discussions with CBC about additional bins in the town. A member mentioned they agreed about additional bins, though they also raised that the existing bins need to be emptied more frequently as they are regularly full, and a campaign is needed about dog owners picking up dog mess.

A member advised that Cllrs Macdonald and Ivall used to meet with the Responsible Dog Ownership.

Cllr Wye mentioned about CBC's 'Fix my Street' app and you can report highways matters, fly tipping and dog poo.

A member mentioned that Mill Lane Recreation Ground has plenty of signs advising about dogs.

Members were advised that a screening opinion CB/21/00204/SCN is currently taking place on Gamlingay Road, Potton. Cllr Zerny advised that a screening opinion is a publicly visible enquiry as to whether an Environmental Impact assessment would be required if a planning application is submitted.

6. COVID-19

Correspondence from Central Bedfordshire Council with regards to Covid-19 was noted.

The Chairman asked Cllr Hobbs for an update about Potton Community Support Group.

Cllr Hobbs advised that Potton Community Support Group is currently supporting three families in Potton.

7. Development in Potton

7.1 Planning application considered by the Planning Committee on 19th January 2021 for recommendation at the next Town Council meeting.

Application No: CB/TCA/20/00702

Location: Granville House, Brook End, Potton, Sandy SG19 2QS

Proposal: Works to trees within a Conservation Area: T2 Apple tree, reduce top by 2m. T17 Ash tree, reduce lateral branches to give 1m clearance of boundary wall and raise canopy. T18 Ash tree, raise canopy. T19 Cherry tree, raise canopy. T21 Sycamore tree, remove ivy. T23 Robinia tree, remove deadwood then reduce by 3-4m. T24 Sycamore tree, reshape and raise canopy over road. T25 Old ivy covered stump, remove.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00702>

The Planning Committee resolved to recommend no objection, subject to the approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

Application No: CB/TRE/20/00711

Location: Granville House, Brook End, Potton, Sandy SG19 2QS

Proposal: Works to trees protected by a Tree Preservation Order: MB/88/00008/T1, T2 & G1. T1 Lime tree, pollard to original points approx. 6-8m. T3, T5, T7, T8 & T12 Sycamore trees, reshape and raise canopy over road. T4 Sycamore tree, remove all major deadwood. T6 Yew tree, reshape and raise canopy over road. T9 3 small self-set Sycamore trees, remove. T10 & T11 Sycamore trees, raise canopy over garden. T13 Lime tree, reduce lateral branches back to boundary wall. T14 & T15 Yew trees, dismantle and fell then grind out stump to below ground level.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TRE/20/00711>

The Planning Committee resolved to recommend no objection, subject to the approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

Application No: CB/TCA/21/00003

Location: 2 Horslow Street, Potton, Sandy SG19 2NS

Proposal: Works to a tree in a Conservation Area: Fell a Sycamore Tree (T1).

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/21/00003>

The Planning Committee resolved to recommend to strongly object to the removal of the Sycamore Tree (T1) due to over-removal of trees in this area, which used to be a nicely wooded part of Potton.

It was **resolved** no further comment.

Cllr Williams left the meeting in advance of the next part of this item.

Application No: CB/TCA/21/00008

Location: 33 Horslow Street, Potton, Sandy SG19 2NS

Proposal: Work to Trees within a Conservation Area: Prune Yew Tree (#1).

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/21/00008>

The Planning Committee resolved to recommend no objection, subject to the approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

Cllr Williams re-entered the meeting in advance of the next item.

8. Minutes of Town Council Committees and groups where a Cllr(s) is(are) appointed by the town council

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

- Planning Committee – 5th January 2021 and 19th January 2021.
- Christmas Lights sub-committee – 11th January 2021.
- Hall for All Steering Group – 12th January 2021.

The Chairman of the Hall for All Steering Group (Cllr Macdonald) spoke about the contingency plan (plan B) for the Hall for All as required by CBC and the gaining of quotes from building companies for plan A to check that the cost consultants £1,850,000 figure is achievable. Request that the town council gives Cllr Price Williams, Cllr Macdonald, and the Town Clerk approval to work with the trustees of Potton Hall for All to pull together a short brief and to then to send out the brief to building companies to obtain a guide price on the cost of the build of Potton Hall for All based on the current design.

Cllr Gwilliam offered her services as she had previously worked in construction procurement for a few years.

It was **resolved** that that the town council gives Cllr Price Williams, Cllr Macdonald, and the Town Clerk approval to work with the trustees of Potton Hall for All to pull together a short brief and to then to send out the brief to building companies to obtain a guide price on the cost of the build of Potton Hall for All based on the current design.

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

- Management Committee – 19th January 2021.

9. Local Government Boundary Commission for England

The correspondence advising of the Boundary Commission's final recommendations for future electoral arrangements for Central Bedfordshire Council was noted.

10. Councillor Work Requests

Members considered the councillor work requests document.

The Chairman asked Cllrs Day or Price Williams to outline the councillor work requests document which was discussed at the January 2021 Management Committee meeting.

Cllr Price Williams outlined the councillor work requests document.

It was **resolved** to adopt the councillor work requests document.

A member asked for Cllr Price Williams and Day to give an example of what sort of works could be included on the councillor work request.

Cllr Price Williams gave an example with regards to Horse Brook as a councillor work request.

11. London Luton Airport – Arrival flightpaths consultation

Correspondence from CPRE and BATPC with regards to the London Luton Airport – Arrival flightpaths consultation which closes on Friday 5th February 2021 was noted.

The Chairman asked Cllr Williams to speak about this item.

Cllr Williams reminded members about the consultation and the group Community Alternatives to Luton Flightpath (CALF).

The Chairman asked Cllr Williams what he was requesting of individual members of the council.

Cllr Williams suggested that members submit a response to the consultation and write to Flight Operations at London Luton Airport.

A member advised that the height of Snowdon of between 1,500 and 2,000 ft as shown in the infographic provided by London Luton Airport is incorrect and the height of Snowdon is more than 3,500 ft.

12. Bedfordshire Bugle

The latest edition of the Bedfordshire Bugle from BATPC (Bedfordshire Association of Town and Parish Councils) was noted.

13. Flood Alert

Correspondence from Central Bedfordshire Council with regards to Flood Alert was noted.

The Chairman asked the Town Clerk to advise Cllrs about how they gain access to the flood equipment including sandbags.

The Town Clerk advised Cllrs about how to gain access to the flood equipment including sandbags.

A member asked about how people receive flood notifications.

The Town Clerk advised that individuals need to register to receive flood warnings from the UK Government.

14. Finance

i. To approve the list of payments.

Members noted the list of payments.

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

ii. Verify Bank Reconciliations against statement 1st December – 31st December 2020.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st December – 31st December 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 December 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 December 2020.

iv. To receive a report from the interim internal audit for the year 2020/21.

Members went through the Internal Audit report for 1st April 2020 – 30th September 2020.

It was **resolved** to approve the interim internal audit report 1st April 2020 – 30th September 2020.

15. Potton Green Wheel Draft Masterplan

At the November 2020 Potton Green Wheel Development Group meeting it was advised that formal consultation of stakeholders (including Potton Town Council) of the Potton Green Wheel Draft Masterplan which is being prepared by BRCC (Bedfordshire Rural Communities Charity) would take place in February 2021.

The Potton Green Wheel Draft Masterplan will be considered by Central Bedfordshire Council during February 2021 and it is now planned that consultation of stakeholders would be in March 2021.

16. Greensand Country

Communication from the Co-Chairman of Greensand Country on a volunteer opportunity was noted.

It was **resolved** to advise Potton History Society about the volunteer opportunity with Greensands Country and add a news item on the town council website.

17. Hall for All and Public Open Space

It was noted that the item was requested by Cllr Gibb via the submission of a written motion as per standing orders.

The Chairman invited Cllr Gibb to speak about his written motion.

Cllr Gibb advised that the Hall for All which is in the ownership of the town council requires reptile and security fencing. The reptile fencing is needed to prevent reptiles migrating into the Hall for All site and security fencing is needed to prevent access to the Hall for All site and the Public Open Space. Various hidden objects are planned to be collected from the Public Open Space by Kier, the current landowner Kier.

Cllr Gibb asked Cllr Day to give an update on information from Sally Wileman about Kier.

Cllr Day advised Sally Wileman had been in contact with the Kier agent for the Tall Trees development and they are planning to install a post and rail fence around the Hall for All site.

It was mentioned that Kier had installed Heras (temporary) fencing along large proportion of the boundary. That a gap exists between the Heras fencing installed by Kier and the permanent fencing around the business site also installed by Kier. It was proposed that twenty Heras panels, twenty Heras feet and couplers are purchased at a cost of £30 per panel as it is far cheaper than hiring the temporary fencing.

A member raised about where would the panels be stored once they were no longer needed?

A few locations for storage of the Heras panels were suggested.

A member raised whether the price of £30 per panel is just for the panel or does that include the panel, foot and clip. It was confirmed the price is for panel, foot and clips.

A member asked whether the Heras feet are rubber or concrete?

It was advised that the quotation was for rubber feet.

It was mentioned that the feet will also take up a lot of storage space.

It was proposed and seconded that twenty Heras panels, twenty Heras feet and couplers are purchased at a cost of £30 per panel (£600 total) is purchased from

the Ear Marked Reserve for Potton Hall for All.

It was suggested about contacting Cala Homes, Kier and Mulberry Homes to ask if they would be willing to donate Heras panels, Heras feet and couplers as the housing development on the three sites is nearing completion.

It was **resolved (i)** to contact Cala Homes, Kier and Mulberry Homes to ask if they would be willing to donate Heras panels, Heras feet and couplers. **(ii)** that if the house builders (Cala Homes, Kier and Mulberry Homes) are not able to donate Heras panels, Heras feet and couplers, that the town council purchase twenty Heras panels, twenty Heras feet and forty couplers at a cost of £30 per panel (£600 total) from the Ear Marked Reserve for Potton Hall for All.

It was noted that if the Heras fencing is purchased, Potton Hall for All Steering Group would need to be advised, as the amount in the Ear Marked Reserve for Potton Hall for All would be reduced and additional fundraising for the project would be needed.

The Chairman invited Cllr Gibb to speak further about his written motion.

Cllr Gibb advised that Potton Town Council need to ensure that the Hall for All site and Public Open Space are as unfriendly as possible to unwanted encampment and fly tipping once the sites are in the town councils' ownership. This could be barriers like installed in Everton or a ditch and planting of suitable native spiky shrubs and trees as they mature, they would form a barrier, so I would encourage Kier to arrange for planting to be carried out on the site, so that the plants establish before the public open space is open to the public.

The condition of the public open space and the need for Kier to carry out work to the open space in advance of the town council taking ownership was discussed.

18. To note the date of the Next Meeting

The next meeting of the Town Council has been arranged for Tuesday 2nd March 2021.

The meeting closed at 8.30pm.

Signed: Date:
Chairman Mission Statement

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