

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 1<sup>st</sup> June 2021, 7.15pm via Zoom.

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

**Absent:** Councillors Mr A. Gibb, Ms L. Kitchener and Mrs C. Leggatt.

**Also Present:** Mr C. Woodcraft – Proprietor of The Coach House and Ms. M. Corcoran, Senior Architect – Benchmark Architects Ltd. Town Clerk, Clerical Assistant, Administration Assistant and one member of the public.

**1 Apologies for absence**

Councillors Mr A. Gibb, Ms L. Kitchener and Mrs C. 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.

**3 Public Participation Session**

The Chairman asked if the member of the public had a question for the town council.

The member of the public advised they had been appointed by the Travelling community of the Common Road site, Potton to liaise on their behalf. I have been asked to speak about the headstone for Albert Smith who is buried in a double plot in Potton Cemetery, with the plot being large enough for his widow. The rules permit a single width headstone, and the family would like a double width headstone.

The member of the public advised that they had passed a copy of the Friends, Families and Travellers report for Cemeteries and Burials to the town council.

The member of the public spoke about Albert Smith, mentioning his widow, number of children, number of grand children and number of great grandchildren.

The member of the public advised that everybody has different beliefs, and the town council cemetery rules are not fitting for everybody.

The Chairman thanked the member of the public.

The Chairman mentioned that burial regulations were discussed at the most recent Infrastructure Committee meeting.

The Chairman asked Cllr Price Williams who was Chairman at the most recent Infrastructure Committee meeting.

Cllr Price Williams advised that the town council believe there is a disparity

of views with regards to the Cemetery. As part of the Infrastructure Committee, it is planned to look at the rules for the Cemetery to make sure they are fitting for everybody, and the town council understand their may be a change of views by the community with regards to the rules for the Cemetery. To ensure the rules are fit for purpose for everyone and not just a particular community, but every community.

Cllr Price Williams by advising that the Cemetery rules and regulations permit a headstone and additional footstone being 3' deep 4' wide and 4'6" in height on a burial plot in Section H. Request that the member of the public asks the stonemason to provide a design with measurements, so that the town council has an assurance and then the town council can consider if the design is fitting or not fitting.

The member of the public asked if they could attend the next town council meeting.

Cllr Price Williams advised that the member of the public could attend any town council meeting. Whilst meetings are taking place online you need to contact the Town Clerk to request the meeting link and when the meetings are in person you can attend the meeting.

Cllr Price Williams asked if the member had nominated as the spokesperson for the Travelling community of the Common Road site.

The member of the public advised they had been nominated as the spokesperson.

The Chairman spoke about developing better communication links between the town council, wider community, and your community in particular.

A member spoke and thanked the member of the public for attending and hopefully all residents can live in harmony within the town.

The member of the public spoke about the whole community living in harmony.

A member spoke about the double headstone and the size of headstones preventing access for future burial internments.

The Chairman thanked the member of the public.

The member of the public thanked the Chairman and the town council for listening to me.

The Chairman advised he wanted to discuss the planning applications for The Old Coach House Hotel, 12-13 Market Square, Potton, Sandy SG19 2NP in the public participation session and use the answers to inform our discussion at the Development in Potton item.

Question – Loss of the only hotel in Potton and the loss of accommodation.

Answer (Ms. M. Corcoran) – This is the hotel in Pottton, even before Covid The Coach House relied on repeat bookings from Kier and South Farm with about 50% of bookings from these two organisations. Kier are no longer local and this has resulted in 25% of bookings disappearing. The hotel is sadly no longer a positive part of the business. The pub is not able to support the whole building.

Question – It was mentioned at the last town council that the flats above the pub and restaurant could be used as Airbnb is that viable commercial proposition.

Answer (Mr C. Woodcraft) – Using the flats above the pub and restaurant as Airbnb has potential, though it is not included in the planning application, potentially some of the units could be used for short term accommodation depending on supply and demand.

Question – Demolition of the barns.

Answer (Ms. M. Corcoran) – The barns had to be partly demolished due to safety reasons. The barns are part of the listed building. If they (barns) could be kept, they would be kept. The barns retain land to the north and west and they are beginning to fail. It is hoped to retain some of the existing fabric (materials) and reuse them as brickwork for landscaping.

Question – Overdevelopment of the site in terms of loss of parking for the restaurant and the number of units proposed.

Answer (Ms. M. Corcoran) – Mr Woodcraft has paid for a transport statement and the number of spaces is as per requirement for the pub and restaurant. Historically more buildings were located on the site. A description about the proposed buildings and the design.

Question – Car Park and the number vehicles entering and leaving the site. An archaeological dig would be required. How much of the development is required to make the restaurant and pub still viable?

Answer (Ms. M. Corcoran) – Highways at Central Bedfordshire Council will advise what they require, and a transport consultant is in place. With regards to the Archaeology Mr Woodcraft is working on this. The hotel building requires substantial repairs to the cornice, parapet and brick repairs.

Answer (Mr C. Woodcraft) – Unable to provide a definitive answer to the viability question. The smaller the trading site becomes the more viable the site becomes long term. The more space outside that the trading has to maintain the more the viability struggles.

Question – Accommodation over a pub and restaurant, conflict between peace and quiet and those who want to enjoy themselves. Two of the proposed houses have a channelled metal type roof which appears out of keeping to surrounding buildings.

Answer (Ms. M. Corcoran) – Acoustics are being carefully considered and a report produced, the accommodation can be upgraded to achieve comfortable noise levels. The Coach House is not a live music pub, it is restaurant with a pub. Metal sheet is used a lot in historic buildings and has ecological improvements as its lasts a long time and can be recycled.

Question – Proposed development of the Daimler Benz garage are you aware of this and what impact would these two neighbouring properties have on each other.

Answer (Ms. M. Corcoran) – The Coach House and Benchmark Architects Ltd know the Daimler Benz site as Benchmark were the architects that worked on the Daimler Benz planning application.

Question – Would the access road be highway adopted and where the bins would be collected from.

Answer (Ms. M. Corcoran) – Currently the bins are collected from the pavement at the front of The Coach House, and this includes the residential properties of the bungalows and cottage. Suggested that the domestic bins are still collected from the pavement at the front of The Coach House.

Question – Nineteen car parking spaces with six flats proposed, plus housing will leave very few car parking spaces for the pub and restaurant. The Carriage House has visitor car parking spaces under the property.

Answer (Ms. M. Corcoran) – Not an usual arrangement these days or historically to have car parking spaces under a property which are not spaces for the accommodation above. The flat would be acoustically, and fire sealed so minimum impact on the flat owner(s).

Question – Allocation of car parking spaces currently means that a visitor car parking space is located under the flat. Suggest that the three car parking spaces under the flat are for resident(s) of the flat and other flats rather than visitor parking.

Answer (Ms. M. Corcoran) – The allocation of car parking spaces under the flat can be adjusted. Several one-bedroom flats and they only require one parking space. The location is sustainable with buses and employment within the town. Put forward to planning that each apartment has one parking space and appropriate visitor parking.

Answer (Mr C. Woodcraft) – In addition, ample cycle storage.

Answer (Ms. M. Corcoran) – Electric charging points. Parking within town centres is an issue and this site provides the appropriate amount of parking.

Question – Parking is the biggest issue. The Market Square is heavily used and the biggest problem we hear about as town council is that we cannot park. As a town council we have extended parking in Brook End to fix the lack of parking. Covid has come along and now people are working from

home and the town is now chock a block with cars. We are aware that a one-bedroom flat only requires one parking space, though generally two people live in a one-bedroom flat and generally both will have a car. Were about to have a survey carried out again like we had a few years ago and the biggest impacts trade is not being to find a car parking space.

Answer (Ms. M. Corcoran) – Hard for The Coach House to solve the town wide problem with parking. People need a viable alternative before they will sell their car.

Question – Sustainability from hard surfacing for tarmac and bonded gravel, where is the surface water management plan. Where is the water run rooves going? All hard surfaces should be permeable and / or sustainable drainage system. A sustainable drainage landscaped properly could enhance the development. Surface water is a problem in the Market Square.

Answer (Mr C. Woodcraft) – The current car park contributes to surface water problems.

Comment – Water tanks is one option for surface water, though an alternative is landscaping which then adds amenity value.

Question – Structural repairs to the existing hotel. Has a bat survey been carried out?

Answer (Mr C. Woodcraft) – Bat survey scheduled for the 10<sup>th</sup> June.

Comment – Swift nest exists on the gable end.

Question – Will you be installing bat bricks and swift boxes? Lighting guidance for bat conservation.

Answer (Ms. M. Corcoran) – Low level bollard lighting rather than floodlighting is planned. Surface Water management is a planned improvement and planning to retain surface water on the site. Structurally the building is in good repair. Bat survey planned. Nesting birds are protected.

Comment – Bus service is poor in the town. Energy efficiency zero energy houses.

Answer (Ms. M. Corcoran) – Due to orientation PV panels will not be suitable. Use of energy will be reduced by insulation and design.

Comment – The town council want the building to thrive and survive and town council want the building to remain the iconic building that it is currently. The town council understands why you wish to proceed with this development.

The Chairman thanked Mr C. Woodcraft and Ms. M. Corcoran for attending.

Ms. M. Corcoran mentioned the improvements to the pub, accessible toilet

facilities and a high-grade dining area. The development provides investment into the pub.

#### **4 Minutes**

The minutes of the previous meeting held on the 4<sup>th</sup> May 2021, which had been previously circulated, were approved.

The Chairman mentioned about some of the resolutions from the 4<sup>th</sup> May 2021 meeting.

1. Resolved Cllr Kitchener draft a letter to CBC to request a name change from Jakes View to Foundry Place. The letter was sent to CBC and the properties are sold and is too late to make changes.
2. Resolved Albert Smith already discussed this evening.
3. Resolved Crime Stats under the Community Safety plan and this will be discussed under item 9.

#### **5 Town Council Committees**

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

- Infrastructure Committee - 20<sup>th</sup> April 2021.

The Chairman mentioned that one of the resolutions within the minutes of the Infrastructure Committee is a 5% increase in Cemetery fees from October 2021.

- Planning Committee - 4<sup>th</sup> May 2021 and 18<sup>th</sup> May 2021.
- Hall for All Steering Group - 11<sup>th</sup> May 2021.
- Management Committee - 18<sup>th</sup> May 2021.

#### **6 Reports from Central Bedfordshire Councillors**

The Chairman invited Central Bedfordshire Councillors Cllr Wye and Cllr Zerny to give a report.

Cllr Zerny gave Cllr Wye's apologies.

Cllr Zerny advised he had recently been working on the planning around Potton and the plan for the local schools. CBC are going to start having Hybrid meetings with Cllrs on the Committee attending in person whilst other Cllrs and the public attending virtually.

#### **7 Development in Potton**

**7.1 Planning Applications considered by the Planning Committee on the 1<sup>st</sup> June 2021 for recommendation to Town Council at its next Meeting.**

**Application No:** CB/21/01629/FULL

**Location:** The Old Coach House Hotel, 12-13 Market Square, Potton, Sandy SG19 2NP

**Proposal:** Demolition of existing barns and conversion of 1 existing flat to form 6 x 1 & 2 bed dwellings within the hotel, including 3 new detached dwellings and ground floor extension to the pub restaurant.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01629/FULL>

**Application No:** CB/21/01630/LB

**Location:** The Old Coach House Hotel, 12-13 Market Square, Potton, Sandy SG19 2NP

**Proposal:** Listed Building: Demolition of existing barns and conversion of 1 existing flat to form 6 x 1 & 2 bed dwellings within the hotel, including 3 new detached dwellings and ground floor extension to the pub restaurant.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01630/LB>

The Planning Committee resolved to recommend deferring the decision to the Town Council meeting, which follows this meeting, to enable a discussion with The Coach House proprietor, architect, and all town councillors.

It was **resolved** to object to the application due to over development of the site and poor choice of roofing materials (proposed for the Carriage House, the Barn and the North House), which are not in keeping with the local surrounding area. The Town Council would be more minded to support a future submission if the Carriage House is removed from the scheme and traditional roofing materials are used on the Barn and the North House.

**Application No:** CB/20/04672/FULL

**Location:** Land to the South of The Ridgeway, Potton SG19 2PS

**Proposal:** Full Planning Application 97 residential units and 0.5ha of allotments together with associated infrastructure on Local Plan allocation HA9.

**Weblink to planning documents:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/04672/FULL>

All amendments shown on plan [RDC1100\\_101E – Planning Layout](#).

1. A number of amendments to layout in terms of access arrangements, 35 dwellings accessed from The Ridgeway, 62 dwellings accessed from The Paddocks (previous layout showed 55 accessed from The Ridgeway and 42 accessed from The Paddocks).
2. Increased area of Acid Grassland.
3. Alterations to parking/road layout/some house types/plot positions (including garden areas).
4. Introduction of LAP (Local Area of Play).
5. Amendment to Infiltration basin.

The Planning Committee resolved to recommend to object to the revised application.

As a result of analysis of this proposed development using the Neighbourhood Plan checklist, the following are the reasons why Potton Town Council object to the development.

## **Objections relating to Potton Neighbourhood Plan, access, traffic etc**

1. The Potton Neighbourhood Plan (NP) supports Medium Scale development (from 50 to 500 dwellings) over the lifetime of the plan (2016-2035). Approval of this application would result in a total increase in dwellings of 552 therefore exceeding the NP supported growth.
2. Although this site was awarded PPA in the CBC Local Plan, this was before planning consent was awarded to 85 dwellings in Biggleswade Road West (the adjacent area) and so we believe that there is no justification for a further 97 dwellings.
3. When PPA was initially awarded it was planned that access to the site would be from the Biggleswade road. This is not now possible because of the subsequent development known as Market Reach.
4. Split access through The Ridgeway and Paddocks is totally inappropriate. Both The Ridgeway and Paddocks are culs-de-sac with 46 and 85 dwellings respectively. Both roads have considerable on-road parking which is particularly acute at The Ridgeway. This parking is not only from residents of The Ridgeway but also from non-residents. See point 5 below. The addition of having to provide through access for a further 35 dwellings would lead to an unacceptable increase in traffic on this congested road.
5. We also question some of the assumptions made regarding the Parking Assessment. It is not valid to assume that existing residents of The Ridgeway will now park their cars in garages or on driveways thus relieving congestion on the road. The Transport Assessment now acknowledges that residents of The Ridgeway 'raised concerns regarding access off The Ridgeway due to the number of cars that currently park along the carriageway'. These are not only from residents of The Ridgeway but also from nearby streets who do not have the benefit of dedicated parking spaces or on-street parking opportunities directly adjacent to their properties. This is an issue which has been exacerbated as a result of a loss of on-street parking due to the Tall Trees development. The solution of restricting access to only 56 dwellings still doesn't resolve this issue and probably adds a second issue in The Paddocks.
6. On-street parking in both The Ridgeway and The Paddocks is likely to remain high because of the increase in people working from home. This will not only be during the restrictions imposed due to the pandemic but also because working from home has become a more acceptable alternative to daily commuting. This will increase the restrictions to traffic flow in both of these residential streets after construction, and also in Sutton Mill Road where access is required for large construction vehicles and machinery during construction.
7. The Neighbourhood Plan Vision B states: 'There will be controlled, proportionate and uniform growth over the period of the Plan with sustainable developments that meet the needs of the Town and its residents'. Following the substantial growth over the past 3 years, in order to comply with this vision statement, even if the PPA is retained,



any development should not be considered until at least 2030 in the last five years of the Plan.

8. Transport Policy – Traffic Flow. No consideration has been taken regarding the increased vehicular activity at the junction of The Ridgeway and Biggleswade Road. Biggleswade Road is already very busy and an additional potential 70 cars (2 per household) using this junction is considered excessive and potentially dangerous. This junction is also close to the junction of Biggleswade Road and Station Road which incorporates a pedestrian crossing. It is not uncommon for traffic to be queueing past The Ridgeway junction at busy times. The addition of at least 124 vehicles from The Paddocks onto the Sandy Road roundabout will also add to traffic congestion at this location. This roundabout is also on the Potton Federation School run.
9. The transport Assessment makes judgements on the Central Bedfordshire 2011 Census, which are not applicable to a small (growing) market town. There is limited local employment and buses beyond Biggleswade or Sandy are extremely limited (weekly in some cases).
10. The Green Travel Plan paragraph 5.20 states that 2.2% of residents use busses to commute which is significantly less than the national average of 8.2%. This is principally because the bus service in Potton is wholly inadequate and unsuitable for commuters. It is therefore not possible to use buses for commuter connections at the railway stations of Biggleswade and Sandy. Hence, commuters, and those working in surrounding towns, will need to travel by car significantly increasing the traffic congestion on the surrounding roads. This is underplayed considerably in the Transport Assessment.
11. It is already a fact that the Healthcare provision in Potton is severely overstretched. Recently, a wait of up to 6 weeks has been experienced to achieve a doctor's appointment. The population increase resulting from this development would exacerbate this problem.
12. There are 29 proposed affordable housing units which meets the agreed 30% requirement. However, this does not take into account the demolition of 8 units to gain access to the site through The Paddocks. Therefore, the nett number of affordable units is 21 which is less than 22%.
13. There is no evidence / reference to the Neighbourhood Plan Housing Design Guide or Green Infrastructure Design Guide in the submitted RDC Development Consultants Design & Access Statement.

**Reference to the covering letter from Kier to the CBC Head of Planning:**

14. Development Access page 1. This paragraph suggests that the provision of a secondary access was suggested by Adam Zerny and was agreed to. This is not the case. This proposal came solely from Kier as a means of mitigating the objections to access solely through The Ridgeway.
15. The number of dwellings should not exceed the minimum of 90

suggested by CBC.

16. The revised set of house drawings (I presume it means those included in the Design & Access Statement) does not show how Kier will meet the Potton Neighbourhood Plan Design Guides.
17. Using the Potton Neighbourhood Plan requirements of a minimum of 5% bungalows, there should be a minimum of 5 bungalows on this development.
18. Page 4 headed Potton Town Council. This section suggests that these 7 points are what PTC required in order to support the application. This needs to be challenged and clarified to CBC.
19. Affordable housing 30% does not take into account the fact that 8 units will be demolished in The Paddocks to facilitate access.

### **S 106 – proposals**

20. Outdoor sports contribution for improvement works to The Hollow - OK
21. Indoor sports contribution for Saxon Pool LC changing room refurbishments – not acceptable. There are worthy schemes in Potton: Tennis club move, Green Wheel footpath improvements, other GI Plan projects etc.
22. Off-site play area contribution to enhance Mill Lane – why Wingfield Drive and Henry Smith Play areas?
23. Education contribution (for early years and primary education) – details?
24. Refuse bin contribution - details?
25. Improvement works to the footpath link to Sutton Road – details?

### **Objections relating to Environmental issues**

Regarding the covering letter and accompanying document RDC1100\_101E - Planning Layout and amendments to CB/20/04672/FULL and point 3, this is ecologically unsatisfactory. We therefore object for the following reasons:

26. There appears little significant increase in acid grassland area from the revised site layout also,
  - a. It is not clear if the approximate 0.5ha area of 'acid grassland' principally along the southern site boundary is a receptor for the 0.4ha of Priority Acid Grassland turfs from elsewhere on site. If this is however the case:
  - b. Is the detention basin, originally scheduled to be seeded with a non-acid wildflower grassland mix, instead part of the possible receptor site and contributing to the 'area increase'? and
  - c. Is the 'increase' also being made by a not planting heather and other heathland scrub along the southern boundary as indicated in the original landscape plan. Such action is likely to devalue the translocated habitat.
27. Regardless, this development delivers an unsatisfactorily high net loss of

habitat. The Biodiversity Net Gain Matrix clearly states any loss of Priority Habitat is unacceptable and requires special bespoke compensation. Lifting and transferring turfs is therefore a questionable action. Furthermore, the proposal to overseed translocated turfs with an acid grassland wildflower seed mix of unknown provenance would potentially devalue the habitat and any Net Gain Units

28. To retain zero net loss of its baseline habitats plus deliver a minimum 10% net gain is not possible within the constraints of this development. We believe the loss to be so great, even accounting for on-site post intervention units gained from urban features it could not even hope to off-set the units required for this development to demonstrate a minimum 110% Biodiversity Net Gain.
29. The overall net loss completely contradicts page 8 of the Design and Access Statement claiming an 'increase in ecological value' as an opportunity.
30. Potton Town Council requests to see the Baseline and Post-Development Net Gain Matrix calculations for this proposal that might identify to the contrary a Biodiversity Net Loss.
31. Loss of habitat mosaics and failure to deliver appropriate net gain compromises the ecological functionality of the site:
  - a. Loss of scrub and ruderal vegetation habitat for breeding habitat of locally important bird assemblages
  - b. Loss of hibernation, shelter and roosting for locally important population of reptiles
  - c. Loss of important foraging resource and corridors for a locally important bat assemblage
32. Potton Town Council were recently assured a flawed proposal to translocate a locally important population of common lizard *Zootoca vivipara* from the proposed development site to an alternative site have been shelved. An alternative receptor site has apparently been selected adjacent to the proposed development. However, there appears no documentation to such effect.
33. The reptile survey is three years old and out of date. It has only been augmented by casual observation during site visits in 2019 and 2020. A repeat survey should be undertaken, and the mitigation plan revised to include the apparent new receptor site.
34. The assessment of trees for bat roost potential was undertaken in 2018 and is out of date. Changes could have taken place in the elapsed time <https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf>
35. The static and transect bat surveys have reported Barbestelle bat *Barbastella Barbastellus* and Serotine *Eptesicus Serotinus* using the site. The overall loss of habitat caused by this development will have a serious negative effect on these two scarce species through loss of forage and roost potential.

36. Furthermore, Barbastelle bats are sensitive to lighting which affects their ability to forage. The guidance produced by the Institute of Lighting Professionals and Bat Conservation Trust advise no lighting where Barbastelle foraging occurs. A thorough understanding of how Barbastelle bats are using the site should be taken into consideration in respect of any lighting being considered.  
<https://theilp.org.uk/publication/guidance-note-8-bats-and-artificial-lighting>
37. It is noted from the Hard Landscape plans submitted; an insufficient number of integral swift nest bricks have been specified. On this development 32 houses each with 3 bricks would deliver the required 1:1 ratio. Ideally, most bricks should be located toward the north and north east area of the site closest to the town where the core swift colony lives.
38. Similarly, for bats it noted on the submitted Hard Landscape Plans that the number of integral roosts to be installed is just 11. This should be increased to at least 24 bricks, located on aspects from south east, through south to south west and in accordance with the lighting guidance available from Bat Conservation Trust and section 5.23 of the Ecological Impact Assessment report.
39. It is noted hedgehog highways will be included in garden fencing. It is important that all gardens are adequately connected. There should be at least one highway between a garden to every other garden and outside space it shares a boundary with.

### **Landscape Proposal Observations**

40. We note Elm *Ulmus Glabra* and Cherry plum *Prunus Cerasifera* are specified in accordance with the Potton Neighbourhood Plan Green Infrastructure Design Guide, Annex F. However, their proportions should increase to 20% and 10% respectively to improve their effectiveness. It is also important *P. cerasifera* is the native 'green-leaved' species commonly seen in hedgerows through the Greensand Ridge. Avoid purple leaved cultivars which would not be in keeping with the local landscape character.
41. Two plants listed in the schedule are noted as a critical risk of invasion on the Natural England Horizon Scanning list. Those species: *Ligustrum Ovalifolium* and *Lonicera Nitida* should be substituted for appropriate non-invasive species of high value to pollinating insects. For example, *L. vulgare* (native wild privet) which is a locally distinctive plant in Potton and *Escallonia* spp or *Ceanothus* spp respectively.
42. Furthermore, *Hypericum Calycinum* is susceptible to rust. Serious infestations leave planting areas looking very untidy. A more suitable substitute of greater wildlife benefit would be Lavender spp.

It was **resolved** no further comment.

**Application No:** CB/21/01980/FULL

**Location:** 16 Market Square, Potton, Sandy SG19 2NP

**Proposal:** Conversion of a former bakery and its associated accommodation into a flexible retail unit and office space at ground floor, reconfiguration of the internal access along with removal of an external access stair to the rear and a first-floor rear extension to accommodate a new residential apartment.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01980/FULL>

**Application No:** CB/21/01981/LB

**Location:** 16 Market Square, Potton, Sandy SG19 2NP4

**Proposal:** Listed Building: Conversion of a former bakery and its associated accommodation into a flexible retail unit and office space at ground floor, reconfiguration of the internal access along with removal of an external access stair to the rear and a first-floor rear extension to accommodate a new residential apartment.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01981/LB>

The Planning Committee resolved to recommend no objection.

It was **resolved** no further comment.

## **8 Appointment of additional member(s) to the Planning Committee**

It was noted following the resignation of Mr Ivall, the Planning Committee now has only four members. The Town Clerk suggested that the committee has a minimum of six members.

The Chairman asked for volunteers to join the Planning Committee.

Cllrs Hobbs, Macdonald and Price Williams volunteered to join the Planning Committee.

It was **resolved** that Cllrs Hobbs, Macdonald and Price Williams join the Planning Committee.

## **9 Bedfordshire Crime Stats**

Latest editions (April 2021 and May 2021) of the Bedfordshire Crime Stats were noted.

A member mentioned that Potton is top of the league for Public Fear, Harm and Distress and I am concerned.

The Chairman mentioned about that a JAG (Joint Action Group) meeting had taken place last week to discuss about the Wingfield Drive area.

A member asked for what JAG stood for.

The Chairman advised that JAG is Joint Action Group.

The Chairman asked CBC Cllr Zerny to speak about law enforcement.

Cllr Zerny advised that CBC want to carry out actions. CBC cannot get the eviction procedures through as the courts have such along backlog. The Police are going to visit Potton.

A member mentioned that CBC tweeted last week that they had issued a warning with Grand Union Housing to tenants. Thirty-eight crimes for Potton in May which takes us above Arlesey 17, Ampthill 20 and Shefford 27 towns of a similar if not larger size than Potton.

A member spoke about Community Safety, and this included about the burnt-out cars in the quarry, difficulty in reporting to Bedfordshire Police.

A member mentioned they had received enquiries about the installation of CCTV in and around town.

A member mentioned that CCTV is very expensive and which areas of the town should and should not have CCTV.

A member continued about the Community Safety Plan and mentioned about Anti-Social Behaviour.

A member mentioned about a temporary CCTV mobile camera.

A member mentioned that when a temporary CCTV mobile camera was suggested previously that CBC would not install the camera as the camera would not be high enough to prevent the camera from being stolen.

A member mentioned that it had been suggested that the ASB issues settle down before putting together an Action Plan for the Community Safety Plan.

It was **resolved** that the Action Plan for the Community Safety Plan is not proceeded with until the ASB issues settle down.

## **10 Central Bedfordshire Council - Leisure Strategy, Parish Schedule - updates to site information and projects for S106 funding**

The Chairman spoke about the Leisure Strategy and advised that Potton has five projects in the strategy and these included.

New Burial Site

Replacement playground equipment at Mill Lane Recreation Ground

Removal of the playground tunnel at Henry Smith Playing Fields

Replacement of fencing and gates at Henry Smith Playing Fields

A member suggested the cycle path, flood lighting the skatepark to make available for longer in the Autumn, Winter and Spring, combination court for Henry Smith Playing Fields for netball, basketball and volleyball and improved surfacing on the bridleways as part of the Green wheel.

A member suggested environment improvements to the Horse Brook in Henry Smith Playing Fields.

It was **resolved** to advise CBC that the town council wants to add the cycle path, flood lighting the skatepark to make available for longer in the Autumn, Winter and Spring, combination court for Henry Smith Playing Fields for netball, basketball and volleyball, improved surfacing on the bridleways as part of the Green wheel and environment improvements to the Horse Brook in Henry Smith Playing Fields.

## **11 Magpas Air Ambulance**

Correspondence from Magpas Air Ambulance was noted.

It was **resolved** to make a donation of £100 to Magpas Air Ambulance from General Power of Competence from the 2021-22 financial year.

## **12 Finance**

### **i. To receive a report from the internal audit for the year 2020/21.**

Members noted the Internal Audit took place on the 29th April 2021.

The council went through the internal auditor's report for the year 2020/21.

It was **resolved** to approve the final internal audit report including implementing any recommendations for the financial year 2020/21.

### **ii. To approve the accounts for the year 2020/21.**

The council went through the accounts for the year 2020/21.

It was **resolved** to approve the draft unaudited accounts for the financial year 2020/21.

### **iii. To approve the annual return comprising the statement of accounts and the governance statement for the year 2020/21.**

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2020/21.

It was **resolved** to approve the Annual Return for the financial year 2020/21 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.

Thanks were given to the Responsible Financial Officer, Clerical Assistant and Admin Assistant.

### **13 Youth Space's Fund 2021/2022**

It was noted that the town council has been awarded £3,155 for outdoor sports equipment for the town council's Recreation Grounds for Youths from the Bedfordshire Police and Crime Commissioner.

It was **resolved (i)** to accept the award from the Bedfordshire Police and Crime Commissioner. **(ii)** that the award of the Youth Spaces Fund is passed to the Infrastructure Committee.

Thanks were given to the Town Clerk.

### **14 Community Engagement**

It was noted that the item was requested by Cllr Hobbs.

A discussion about engaging with all sections of the community took place.

### **15 Potton Hall for All**

The Chairman asked Cllr Price Williams to outline the report with regards to the Project Manager.

Cllr Price Williams outlined the report with regards to the Project Manager.

A member asked a question with regards to whether the cost for the Project Manager is being spent from the Ear Marked Reserve.

Cllr Price Williams advised in future that the Trustees and Potton Hall for All Steering Group will be clearer in the future on where money is coming from to pay for the cost(s).

A member asked a question where monies will be found for the project once the Ear Marked Reserve is fully spent and then about the increase in material costs.

Cllr Gwilliam reminded the Town Council that she is Chairman of Potton Hall for All Steering Group.

The Chairman apologised to Cllr Gwilliam.

Cllr Gwilliam advised that the Trustees with the Potton Hall for All Steering Group are nearing submission of an application to the Levelling Up Fund.

It was **resolved** that Goodrich Consulting LLP are appointed as Project Manager of the 'Accurate Project Cost' phase of the Project at a cost of £8,250 and the Ear Marked Reserve for Potton Hall for All is used to fund the cost.



**16 To Arrange Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 6<sup>th</sup> July 2021.

The meeting closed at 9.35pm.

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.