

POTTON TOWN COUNCIL  
Minutes of a Extra-Ordinary Meeting of the Town Council held on  
Tuesday 20<sup>th</sup> July 2021, 7.05pm via Zoom.

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

**Absent:** Councillor Mr J. Price Williams.

**Also Present:** Mr I. Mundy, Potton Tennis Club, Mr J. Stean, Potton Tennis Club, Town Clerk, Administration Assistant, Clerical Assistant and two members of the public.

**1 Apologies for absence**

Councillor Mr J. Price Williams.

**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**

No questions.

**4 Councillor Surgeries**

The Chairman asked for volunteers for Cllrs surgeries for October to November 2021.

The Chairman, Cllr Gwilliam, Cllr Lean and Cllr Macdonald volunteered.

It was **resolved** that Cllrs Gwilliam and Hobbs be in attendance for the October Cllr Surgery and Cllrs Lean and Macdonald be in attendance for the November Cllr Surgery.

**5 Potton Tennis Club**

The Chairman suggested going through each as mentioned in the correspondence from Potton Tennis Club.

A Cllr mentioned how disappointed Potton Town Council, Potton Town Council, Potton History Society and Potton Tennis Club are with how long it is taking for the Solicitors to sort out the lease.

- **VAT 2 v 3 courts**

- The tennis club asked that the Council consider placing the order for the courts which would negate the need to pay VAT.

The Town Clerk had obtained VAT advice and this advised that the town council is unable to claim back the VAT.

A discussion about VAT took place.

- **Future lease**

The tennis club would like permission from Potton Consolidated Charity and Potton Town Council to build the courts in advance of a lease being in place.

It was **resolved (i)** that the town council give permission as leaseholder for Potton Tennis Club to build the courts subject to the approval of Potton Consolidated Charity. **(ii)** once the amended lease between the town council and Potton Town Council is in place a sub-lease will be issued to Potton Tennis Club.

- **Public liability insurance**

It was **resolved** that Potton Tennis Club about the Public Liability insurance to cover the tennis courts.

- **Electricity for lights**

It was **resolved** that a consumption meter is installed to determine how much electricity is used and charge the tennis club accordingly.

- **Soil disposal on-site**

The tennis club would like permission from Potton Consolidated Charity and Potton Town Council to dispose of soil to be stripped from the footprint of the courts on-site.

It was **resolved** that the town council give permission as leaseholder for Potton Tennis Club to dispose of soil from the courts in a bund along the northern and western boundaries of the Recreation Ground, subject to the approval of Potton Consolidated Charity and in consultation with Potton United Youth Football Club.

- **Pavilion access and usage**

The tennis club requested ad hoc access to the Pavilion for toilets, shelter during rain and for after match teas. To allow access to the Pavilion, the tennis club would like to be provided with multiple sets of keys.

It was **resolved** that the town council will happily allow access and the number of sets of keys will be discussed once the tennis courts are available for use.

- **Car Park access and usage**

The tennis club requested car park access and this included multiple keys.

It was **resolved** that the town council will happily allow access to the car park, subject to the club locking the gate when they leave and the number of keys will be discussed once the tennis courts are available for use.

- **Construction timeline**

The Tennis Club asked for permission to go ahead and place orders for the build.

Considered in the Future Lease above.

- **Access for contractors during court construction**

The tennis club requested permission for the access to the car park and pavilion for the builders and this will include blocking off a section of the car park for the site entrance through the existing hedge for a 2-court build and the site entrance for 3-courts would be from the other side of the pavilion.

It was **resolved** that the town council will happily allow access to the car park and pavilion for the contractor.

- **Pay and play**

It was noted that the tennis club has secured funding from the Lawn Tennis Association for a court access control system. This will allow non-members to book and pay for courts on-line via the LTA ClubSpark platform. This will also allow non-members to pay for floodlights. The system will provide non-members with an access code that will allow entry to the courts and turn on the floodlights if applicable. This means the tennis club will be able to provide pay and play tennis to non-members without the council needing to do anything. The current suggestion is that the cost to non-members will be £5 per hour for a court with floodlights an extra £2 (subject to assessment of actual electricity cost and consumption).

It was **resolved** that the council agree with the proposal from the tennis club with regards to Pay and play.

- **Funding Agreement from Tarmac LCF**

The tennis club request that the town council sign a funding agreement. The funding received will go towards the cost of the floodlights.

It was **resolved** that the town council approve that the Town Clerk signs the funding agreement.

The Chairman thanked Mr I. Mundy, Potton Tennis Club and Mr J. Stean, Potton Tennis Club for attending the meeting.

**6 Development in Potton**

Planning Applications considered by the Planning Committee on the 20<sup>th</sup> July 2021 for recommendation to Town Council at its next Meeting.

**Application No:** CB/21/03179/FULL

**Location:** 8 Brook End, Potton, Sandy SG19 2QS

**Proposal:** Single storey rear extension.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/03179/FULL>

The Planning Committee resolved no objection.

It was **resolved** no further comment.

**Application No:** CB/21/03180/LB

**Location:** 8 Brook End, Potton, Sandy SG19 2QS

**Proposal:** Listed Building: Single storey rear extension.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/03180/LB>

The Planning Committee resolved no objection.

It was **resolved** no further comment.

**7 Returning to the Office**

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

The meeting closed at 8.05pm.

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.