

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 3rd May 2022, 7.10pm held in the Community Centre, Potton.

Present: Councillors Mr A. Gibb, Mrs V. Gwilliam, Mr J. Hobbs (Chairman), Ms L. Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald, Mr D. Norman, Mr J. Price Williams and Mr A. Zerny.

Absent: Councillors Dr C. Craig, Mr J. Day, Mrs L. Fox and Mr J. Lean.

Also Present: CBC Cllr Ms T. Wye and the Town Clerk.

1 Election of Chairman

Cllr Hobbs invited nominations for the position of Chairman of Potton Town Council.

It was **resolved** that Cllr Mr J. Hobbs be appointed as Chairman of the Town Council for the forthcoming year.

2 Apologies for absence

Councillors Dr C. Craig, Mr J. Day, Mrs L. Fox and Mr J. Lean.

3 Election of Vice-Chairman

The Chairman invited nominations for the position of Vice-Chairman of Potton Town Council.

It was **resolved** that Cllr Mr J. Price Williams be appointed as Vice-Chairman of the Town Council.

4 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.

The Chairman advised he would alter the agenda to allow item 41 Potton, Willow Road Development to be considered next, as members of the public are present for this item.

5 Public Participation Session

The Chairman asked if members had any questions from the public for the town council.

A member asked if Dandara has contacted the town council with regards to the adoption of the public open space.

The Town Clerk advised that Dandara has not been in contact with the town council with regards to the adoption of the public open space.

6 Minutes of Potton Town Council

The minutes of the previous meeting held on the 5th April 2022, were deferred to the next meeting of Town Council.

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

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

- Neighbourhood Plan Steering Group – 30th March 2022.
- Planning Committee - 5th April 2022 and 19th April 2022.
- Ukraine Working Group – 6th April 2022.
- Commemorations and Celebrations Working Group - 11th April 2022.

The Chairman mentioned about the minutes of the Ukraine Working Group – 27th April 2022 which will be considered at the next meeting of Town Council. The Ukraine Working Group are seeking to raise funds via Just Giving Fund. Funds raised will then be available to be applied for to help Ukraine Refugees. Applications will be scrutinised by a group which contains two cllrs.

It was suggested that the town council award £500 from General Power of Competence budget. A group with two cllrs will scrutinise applications for funding.

It was **resolved** that £500 from the General Power of Competence is reserved for the Ukraine Working Group.

It was noted that monies from Saturday evenings Jubilee event will go to Ukraine.

8 Reports from Central Bedfordshire Councillors

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

Cllr Wye advised she has had discussions with Cokenach Estate about upgrading the Bridleways in Pegnut Wood for cyclists. Footpath by Mulberry Homes has now been cleared. Met with Highways and mentioned drain gullies are blocked and going to provide a list of blocked drains. Hearing for the Ridgeway and want to give a round of applause to Cllr John Day. Luton Airport meeting with regards to increasing capacity on the 12th May 2022 in Mill Lane Pavilion.

Cllr Zerny advised that Highways won't approve a Sun Street priority scheme and Highways are considering an Area Wide HGV Restriction.

9 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

It was noted that the schemes of delegation for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

10 Review of the terms of reference for committees

It was noted that the terms of reference for the committees, sub-committees, working groups and staff will be taken to the committees and sub-committees for recommendation to Town Council.

A member raised a query about meeting schedule.

The Chairman advised that the draft meeting schedule will be discussed later this evening.

The Chairman mentioned in advance of considering appointment of members that based on an average, that each cllr is on at least one committee and one sub-committees.

The Chairman suggested;

that the formal sub-committees have a minimum of four Cllrs are;

- Potton Hall for All Steering Group,
- Commemorations, Celebrations and Events,
- Neighbourhood Plan Steering Group,
- Young Peoples Council.

that the working groups are decided by the committee and sub-committee.

11 Appointment of members to the Planning Committee

The Chairman invited members to join the Planning Committee.

It was **resolved** that the Planning Committee members are Cllr Charles Craig, Cllr John Day, Cllr John Hobbs, Cllr Jonathan Lean, Cllr Angus Macdonald, Cllr Dan Norman and Cllr Jonathan Price Williams.

12 Election of Planning Committee Chairman

The Chairman invited nominations for the position of Chairman of the Planning Committee.

Cllr Norman was nominated.

It was **resolved** that Cllr Mr D. Norman be appointed as Chairman of the Planning Committee.

13 Appointment of members to the Environmental Committee

The Chairman invited members to join the Environmental Committee.

It was **resolved (i)** that the Environmental Committee members are Cllr Charles Craig, Cllr John Day, Cllr Andy Gibb and Cllr Lindsay Kitchener. **(ii)** that the town council are looking for two additional town cllrs to join the Environmental Committee.

It was **resolved** that CBC Cllr Wye is a member of the Environmental Committee.

A member raised a query about five meetings scheduled for the Environmental Committee.

The Chairman advised that the draft schedule has four Environmental Committee meetings in the calendar year.

14 Election of Environmental Committee Chairman

The Chairman invited nominations for the position of Chairman of the Environmental Committee.

It was **resolved** to defer election of the Chairman of the Environmental Committee to the first meeting of the Committee.

15 Appointment of members to the Management Committee

The Chairman invited members to join the Management Committee.

It was **resolved** that the Management Committee members are Cllr Charles Craig, Cllr John Day, Cllr John Hobbs, Cllr Jonathan Lean, Cllr Carol Leggatt, Cllr Angus Macdonald and Cllr Jonathan Price Williams.

16 Election of Management Committee Chairman

The Chairman invited nominations for the position of Chairman of the Management Committee.

It was **resolved** to defer election of the Chairman of the Management Committee to the first meeting of the Committee.

17 Appointment of members to the Hall for All Steering Group

The Chairman invited members to join the Hall for All Steering Group.

Three members volunteered to join the Hall for All Steering Group.

It was **resolved (i)** that the Hall for All Steering Group members are Cllr Andy Gibb, Cllr Vicki Gwilliam and Cllr Jonathan Price Williams. **(ii)** that the town council are looking for one additional town cllr to join the Hall for All Steering Group.

18 Working Groups

It was suggested about deferring which cllrs are on working groups.

It was **resolved** that the Town Clerk send out a list of all the Working Groups and invite Cllrs to contact the relevant Chairman of the Committee or Sub-Committee to indicate they would like to be on the working group.

19 Appointment of any new committees, sub-committees, working parties, Steering Groups and Representatives

It was suggested that the appointment of any new sub-committees, working parties, Steering Groups and Representatives is delegated to committees and sub-committees.

An explanation was given about committees, sub-committees and working groups. It was mentioned a sub-committee can only be formed if it has a Committee it reports to.

Working groups are formed by a sub-committee and they do not get full support from the town council staff and this includes that they need to do their own calling notices, reports and minutes / notes.

Sub-committees like committee and town council will receive the support of the town council staff and this includes that they will have formal calling notices, reports and minutes subject to them being in line with the meeting schedule.

20 Review and adoption of appropriate standing orders and financial regulations

A discussion with regards to meeting length and then emergency spend took place.

It was **resolved (i)** that Standing Order 3x '*A meeting session shall not exceed a period of 3 hours.*' is amended to '*A meeting session shall not exceed a period of 2 hours.*' **(ii)** that the standing orders with the above amendment are adopted. **(iii)** that Financial Regulation 4.1 '*the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.*' is amended to '*the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000.*' **(iv)** that the Financial Regulations with the above amendment are adopted.

21 Review of inventory of land and assets including buildings and office equipment

The Council noted the Council Deeds are available to be viewed if an appointment is made to look at them.

It was **resolved** to approve the asset register.

22 Confirmation of arrangements for insurance cover in respect of all insured risks

Members discussed the correspondence from Ecclesiastical (Came and Company).

It was **resolved** that the town council are in the third of a three-year agreement with Ecclesiastical (Came and Company) and the cost for this year £3,794.59.

23 Review of the council's and/or staff subscriptions to other bodies

It was **resolved** to approve the council's and staff subscriptions to other bodies.

24 Review of the council's complaints procedure

It was **resolved** to approve the Council's current Complaints policy.

25 Requests for information

It was **resolved** to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

26 Review of the council's policy for dealing with the press/media

It was **resolved** to confirm approval of the council's current policy (Media Communications Protocol which was adopted in July 2014) for dealing with the press/media.

27 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

It was **resolved** that town council meetings take place after the Planning Committee which starts at 7pm in the Community Centre.

28 Planning Applications for recommendation at the meeting of the Town Council on 03.05.2021

28.1 Planning Applications considered by the Planning Committee on the 18th April 2022 for recommendation to Town Council at its next Meeting.

Application No: CB/TRE/22/00183

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

Proposal: Works to trees protected by a Tree Preservation Order: Dismantle with rigging two Yew Trees (ID#1 and ID#2) due to subsidence of property. Protected by TPO 8/1988 and listed as T1 and T2 respectively.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TRE/22/00183>

The planning committee resolved to recommend no objection, subject to the approval of the Trees and Landscape Officer.

It was **resolved** to agree with the recommendation of the Planning Committee.

Application No: CB/TCA/22/00189

Location: The Vicarage, Hatley Road, Potton, Sandy SG19 2DX

Proposal: Works to trees in a conservation area:- Remove to ground level a Sycamore Tree (ID#2), due to significant decline over main road and dead limbs with risk of failure on public highway.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/22/00189>

It was resolved to recommend no objection, subject to the approval of the Trees and Landscape Officer.

It was **resolved** to agree with the recommendation of the Planning Committee.

Application No: CB/22/00711/OUT

Location: Land East of Sutton Road, Potton, Bedfordshire

Proposal: Outline Application: development of up to 44 dwellings, comprising predominantly of first homes, with all matters reserved except access, along with all ancillary works.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/00711/OUT>

It was resolved to recommend to strongly object to the proposed development with the following comments:

Potton Town Council (PTC) is strongly and fundamentally opposed to this proposed development.

We strongly agree with all the points made in the letter from Annabel Robinson dated 12th January, 2022 addressed to Mulberry Land concerning the pre-application for this development reference CB/21/04712/PAPC which also does not support this application.

The principal reasons for PTC's objection to the application are as follows:-

1. The site is outside the Settlement Envelope as defined in the CBC Local Plan and also the adopted Potton Neighbourhood Plan (PNP).
2. The site is separated from other developments in Potton and does not form a natural extension. It is remote from the town and there is no easy and safe pedestrian or cycleway access to the town and its facilities such as shops and schools.
3. The proposal would result in a significant and harmful loss of open countryside and agricultural land which would detract from the rural character and appearance of the town.
4. The PNP states that it will support appropriate 'Medium Scale Development' which is defined as being up to 500 dwellings. An additional 44 dwellings would result in an increase in dwellings of 499

since the start of the Potton Neighbourhood Plan in 2016 and therefore close to exceeding the PNP supported growth during the lifetime of the Plan which runs up to 2035.

5. The number of dwellings increase in point 4 above does not include the 97 dwellings on land to the South of the Ridgeway in Potton ref CB/20/04672/FULL. This application is currently the subject of an appeal.
6. The PNP also stipulates 'controlled, proportionate and uniform growth over the period of the plan'. Meeting the total supported growth with more than 13 years left on the plan period clearly contravenes the PNP. It would also put undue stress on the already over-stretched infrastructure of the town.
7. The PNP will only support 'Rural Exception Housing' schemes provided the evidence at the time supports the requirements for the development. This proposal is not one of them.
8. PTC has concern about the Flood Risk Management/SuDS and would particularly support points 5-8 under this section in the letter dated 12th January 2022. However, on page 10 of the letter in the section on 'Sustainable Growth' we would urge stronger wording where it states that 'SuDS are recommended where ground conditions allow'.
9. PTC is also concerned about the lack of control over resale of dwellings that are sold initially as 'First Homes'.

Potton Town Council would urge Central Bedfordshire Council to reject this application.

It was **resolved** to agree with the recommendation of the Planning Committee.

28.2 Planning Applications considered by the Planning Committee on the 3rd May 2022 for recommendation to Town Council at its next Meeting.

Application No: CB/22/00756/FULL

Location: 9 Market Square, Potton, Sandy SG19 2NP

Proposal: Single storey rear extension, canopy awning to front, external fire escape door, door replaced with window and relocation of air conditioning units.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/00756/FULL>

Application No: CB/22/00758/LB

Location: 9 Market Square, Potton, Sandy SG19 2NP

Proposal: Listed Building: Conversion of first floor flat, ancillary vet accommodation to vet treatment rooms, single storey rear extension, canopy awning to front, internal layout changes, external fire escape door, door replaced with window and relocation of air conditioning units.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/00758/LB>

The Planning Committee resolved to recommend to support the application, but request that a similar canopy awning is installed to match the awnings installed for the Market Town Regeneration Fund, i.e. Cameron's, Clayton's and Potton Food Store.

It was **resolved** to agree with the recommendation of the Planning Committee.

29 Councillor Vacancy

It was noted that the Council has received confirmation it can now carry out a co-option process to fill the vacant Councillor position in Potton.

It was **resolved** if the vacancy goes to co-option it is advertised in the town council newsletter and the co-option takes place at the next town council meeting in June 2021.

30 Councillor Surgery Notes

Notes from the March 2022 Councillor Surgery were noted.

31 Appointment of member as Arts Representative

The Chairman invited members to be the Arts Representative.

One member volunteered to be the Arts Representative.

It was **resolved** that the Arts Representative is Cllr Lindsay Kitchener.

32 Potton Hall for All Trustee

The Chairman invited members to be the Potton Hall for All Trustee.

One member volunteered to be the Potton Hall for All Trustee.

It was **resolved** that the Potton Hall for All Trustee is Cllr Jonathan Price Williams.

33 Community Agent Representative

The Chairman invited members to be the Community Agent Representative.

One member volunteered to be the Community Agent Representative.

It was **resolved** that the Community Agent Representative is Cllr Jonathan Price Williams.

34 Representative for the Governing Body of Potton Federation

The Chairman invited members to be the Representative for the Governing Body of Potton Federation.

One member volunteered to be the Representative for the Governing Body of Potton Federation.

It was **resolved** that the Representative for the Governing Body of Potton Federation is Cllr Andrew Inkersole.

35 Items for the next agenda

The Chairman advised that a Draft Appraisal Policy will be on the next agenda.

36 Schedule of Meetings

The Chairman advised that meetings supported by the town council staff (town council, committees and sub-committees) need to take place on the 1st and 3rd Tuesday of the month. That the Chairman advised that the Chairman of the Committees and Sub-committees need to liaise with the Town Clerk with regards to the meeting schedule.

37 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 21st June 2022.

The meeting closed at 8.30pm.

Signed: Date:

Chairman

Mission Statement

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