

**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 9 JANUARY 2018**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr M North (Chair)  
Cllr M Russell (Vice Chair)  
Cllr I Bond  
Cllr B Briars  
Cllr G Fage  
Cllr F Foster  
Cllr M Foster  
Cllr J Medlock  
Cllr H Ramsay  
Cllr D Strachan  
Cllr S Watkins

Mr R McGregor – Town Clerk, Biggleswade Town Council  
Mrs H Hammond – Administrator, Biggleswade Town Council  
Members of Public – 2  
Staff - 1

**A09/01/01            1. APOLOGIES FOR ABSENCE**

Cllr D Albone, Cllr S Patel

**ABSENT**

Cllr T Woodward

**A09/01/02            2. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

(a) Disclosable Non-Pecuniary interests in any agenda item – none.

(b) Disclosable Pecuniary interests in any agenda item – none.

**A09/01/03            3. TOWN MAYOR'S ANNOUNCEMENTS**

A09/01/03.1            The Mayor enjoyed a busy day on the 16<sup>th</sup> December 2017, having attended two carol events – the first was at 4pm, the Sandy Town Council Christmas Carol Service at St Swithun's Church, followed by the Biggleswade and District Choral Society's Carol Concert at 7.30pm at St Andrew's Church.

The Deputy Mayor attended the Bedfordshire Fire and Rescue Services' Christingle Christmas Celebration at Woburn Parish Church on 21<sup>st</sup> December.

A09/01/04

**4. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

A09/01/04.1

Mr Bacon asked about the address listed on planning application CB/17/05808/ADV – 28 Palace Street. He questioned why a Palace Street address had been used as he thought that a Foundry Lane / Bonds Lane address should have been used instead.

The Town Clerk said that he would contact CBC to see why a Palace Street address had been used.

A09/01/05

**5. INVITED SPEAKER**

There was no invited speaker.

A09/01/06

**6. MEMBERS' QUESTIONS**

Cllr D Strachan asked if the Police had responded to the Police and Crime Commissioner's (PCC) letter about funding. The Town Clerk said that he had yet to receive a reply.

A09/01/07

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

A09/01/07.1

- a. Members received and approved the Minutes of the Council Meeting held on Tuesday 12 December 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Recommendations and resolutions of Personnel Committee meeting were considered under the 13. Exempt Items
- c. Recommendations and resolutions of PLOS

Members received the Recommendations and Resolutions of the Public Land & Open Spaces Committee Meeting held on Tuesday 2 January 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

It was **RECOMMENDED** to proceed to adopt the Local Area of Play (LAP) at Apollo Gardens with a commuted sum of £3,980 per annum for 20 years, to be adjusted for inflation.

It was **RECOMMENDED** to accept Quote A2 at a cost of £9,900 plus VAT, funded by Ear Marked Reserves for Play Equipment of £3,500 and the balance from General Reserve.

A09/01/08

8. **MATTERS ARISING**

A09/01/08.1

- a. Matters Arising from the Town Council Meeting held on 12 December 2017.

Cllr F Foster asked if there had been any updates around Item 6 (a) on Page 2 - the request made to CBC to install appropriate signage and road markings. The Town Clerk stated that there was no update to date.

Cllr M Foster asked about item (c) on Page 4 – when the air conditioning in the Old Court House was going to be installed. The Town Clerk stated that it was due for installation the next day (10/10/2018).

Re: Page 5, Item 8 (a) Cllr I Bond asked if there was any reply from CBC about the planning delays and errors. The Town Clerk stated that he had yet to receive a reply from David Lamb (of CBC). Cllr I Bond requested that the Town Clerk chase up the reply.

A09/01/09

9. **PLANNING APPLICATIONS**

A09/01/09.1

- a. **CB/17/05067/FULL – 98 London Road, Biggleswade**

First floor side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- b. **CB/17/05794/FULL – 9 Delius Road, Biggleswade**

To erect pvcu conservatory to the rear of the property.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- CB/17/05545/FULL – 5 Hereford Grove, Biggleswade**

Single floor rear glazed roof conservatory/orangery.

- c.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- d. **CB/17/05810/FULL – 53 The Baulk, Biggleswade**

Extension to Dwelling Extension to Garage Pitched Roof to Garage New Vehicle Access.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided:

- 1) that there is no existing Right of Way that will be affected by the development, and
- 2) that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

e. **CB/17/05881/VOC – The Laurels, Langford Road, Biggleswade**

Variation of condition 2 to planning permission CB/04/01113/FULL, condition currently allows for a max of 2No caravans – applicant is seeking to site a further 3No.

It was **RESOLVED** that Town Council **OBJECT** to this Planning Application on the grounds that it is a retrospective planning application which is considered to exceed the limit for development on this site, the adjoining site and the immediate surrounding area in terms of the impact of the use upon the visual amenities of the area and with regard to the level of use of the existing vehicular access.

f. **CB/17/05808/ADV – 28 Palace Street, Biggleswade**

Advertisement: Sign 1: Externally illuminated sign positioned above entrance door/window. Sign 2: Externally illuminated sign positioned to side of ground floor window.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

However, it should be noted that the correct address for this property is believed to be 28 Foundry Lane, as confirmed in communications with CBC Building Control.

g. **CB/17/05928/FULL – 19 Beech Avenue, Biggleswade**

Conversion of existing garage to hallway, additional window in side (west) elevation and internal alterations.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application subject to their being sufficient space for off street parking.

**A09/01/10**      10. **ITEMS FOR CONSIDERATION**

**A09/01/10.1**      a. **Neighbourhood Planning**

Members reviewed the Neighbourhood Planning report, acknowledging the enormity of the task ahead in getting such a plan implemented. Members agreed that the idea of adopting a Neighbourhood Plan should be moved forward, taking note of the recommendations made in the report to do this. Members requested that options were explored around getting in professional help to move the concept forward.

Members **RESOLVED** that the Neighbourhood Plan is moved forward and the document is used as a starter to do this.

**b. Standing Orders**

Members discussed a proposal from Cllr F Foster for an amendment to the Town Councils Standing Orders.

Under point 29b, he proposed that the following new sentence is inserted: "If a resolution is not clearly seconded, the Chair shall ask if there is a seconder for the resolution before other resolutions are considered."

There was some discussion about whether the point number referred to was correct and so it was agreed that Cllr F Foster would write to the Town Clerk to clarify which point he was referring to and the amendment he was proposing to make.

Cllr H Ramsay asked that the setting up of a Standing Orders working group was added to the next council meeting agenda.

**c. Co-Option of Town Councillor**

Members considered two applications for co-option to the position of Town Councillor, and by ballot (9-2), Phil Sheldon was selected as the new Town Councillor.

It was **RESOLVED** that Phil Sheldon was co-opted as Town Councillor.

**d. Street Naming and Numbering**

The request from Central Bedfordshire Council seeking a further 6 to 8 street names based on the Devon theme for parcels 53B, 56A, 59A, 61,63, 64A, 65A, 66B, 66A & 67, Kings Reach was reviewed by Members. In addition to the list circulated by email, Members suggested that 'Tavistock' was added to the list and other names considered, such as Croyde.

It was **RESOLVED** that 'Tavistock' was added to the list already in circulation and the Town Clerk will collate a list of 6-8 Devon-themed street names and respond to CBC accordingly. It was requested that 'Exeter' was not included in the list as the street name is already in use elsewhere in the town.

**e. Smart Board – Council Chamber**

Members reviewed the quotation presented to them and it was **RESOLVED** that approving officers making an application for 106 funds for the purchase and installation of a smart board for the Town Council Chamber.

**A09/01/11 11. ITEMS FOR INFORMATION**

- A09/01/11.1 a. **Proposed Temporary Road Closure – Havelock Road, Biggleswade**  
Re: notification from CBC Highways regarding road closure from Monday 22 January – Friday 26 January 2018, 24 hours a day.

This information was **NOTED**

**A09/01/12**      **12. PUBLIC OPEN SESSION**

- A09/01/12.1      **a.** To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

There were no questions from member of public.

**A09/01/13**      **13. EXEMPT ITEMS**

The following resolution was moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item issues are discussed

Council Exempt minutes of meeting – 16 December 2017

Council:            Community Governance Review

Personnel:        Recommendations and Resolutions

Pursuant to Section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolved to exclude the public and press by reason of the confidential nature of the business about to be transacted