



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 13 FEBRUARY 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

- Cllr D Albone
- Cllr B Briars
- Cllr G Fage
- Cllr F Foster
- Cllr M Foster
- Cllr I Bond
- Cllr J Medlock
- Cllr M North (Chair)
- Cllr S Patel
- Cllr H Ramsay
- Cllr M Russell (Vice Chair)
- Cllr P Sheldon
- Cllr D Strachan

Mr R McGregor – Town Clerk, Biggleswade Town Council (BTC)
 Mrs H Hammond – Administrator, Biggleswade Town Council
 Members of Public – 11
 Staff – 1

A13/0201 1. APOLOGIES FOR ABSENCE

Cllr S Watkins, Cllr T Woodward

A13/0202 2. DECLARATIONS OF INTEREST

A13/0202.1 a. Disclosable Pecuniary Interests in any agenda item – Cllr G Fage re: item 11f (as a resident of Rose Lane).

A13/0202.2 b. Non-pecuniary interests in any agenda item – none.

A13/0203 3. TOWN MAYOR'S ANNOUNCEMENTS

The Deputy Mayor attended the Flitwick Town Council's Civic Service on 4 February 2018 at St Peter & St Paul Parish Church in Flitwick.

A13/0204 4. PUBLIC OPEN SESSION

Sheila Grayston of the Biggleswade Community Safety Group (BCSG) spoke on behalf of the group to express their thanks to Members for further consideration of the SID grant application in item 11b of the agenda.

Alex Farrow, spoke on the subject of the Parking Order. He stated that his family had to on a recent occasion, wait over 1.5 hours for a parking space within Rose Lane car park. With no other car park to use within his

residential area, Mr Farrow felt that his family had no other choice than to wait for a space.

He suggested that the Parking Order was not fit for purpose in its current form and that it did not support the aim of stimulating new growth in the town.

He said that residents were being treated the same as traders and with a two-car household, the charges equated to an equivalent rise in council tax of 40%. By comparison with CBC prices, Mr Farrow pointed out that CBC resident permits were £10 a year and £70 for a second vehicle.

Mr Farrow also suggested that with the railway car park costing users £755 per year, these users may well opt to use the lower-priced Rose Lane car park in future.

He believed that the Parking Order was not well thought out and urged Members to delay its implementation to take into consideration the issues that he had highlighted. He also asked for Members to consider in the Order, classifications of “residents”, “workers” and “traders” and in addition, which streets were covered.

Tony Reynolds asked about the Parking Order, requesting Members to revisit the 1-hour free parking decision. He pointed out that the supermarket Asda allows 2 hours free parking and Aldi allows 1.5 hours free parking, so BTC should consider allowing for greater than 1 hour of free parking.

He also asked why:

- the council would not consider the use of video technology for monitoring the car parks?
- the maximum amount of time in Rose Lane was capped at 6 hours (making it difficult for commuters to park there)?
- only 9 spaces had been allocated for disabled parking?

He expressed concern at the likely chaos of commuter parking – if you stop commuters parking in BTC-owned car parks, then they will either have to pay £755/year to park at the railway station or else they will migrate to other areas of the town. Mr Reynolds suggested that the Town Council should offer commuters the right to purchase a permit to park in BTC-owned car parks.

A13/0205 5. INVITED SPEAKER

There was no invited speaker.

A13/0206 6. MEMBERS QUESTIONS

Cllr I Bond asked about the status of the out-of-action streetlights on Fairfield Road. The Town Clerk stated that this was to be an agenda item on the next TCM meeting (20/2/2018).

Cllr B Briars asked about the traffic lights on Rose Lane as traffic was building up at peak times, and whether there had been any updates from CBC. The Town Clerk said that he would chase up CBC.

A13/0207 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

A13/0207.1 a. Members received and approved the Minutes of the Council Meeting held on 23 January 2018, subject to the following change:

p1, B23/0103 (3) should read “newly co-opted” rather than “newly-elected”

A13/0208 8. MATTERS ARISING

Re: p3, B23/0107.2b ‘Grants and Sponsorship’, Cllr H Ramsay asked for a s106 allocations update.

The Town Clerk stated that there was no s106 money available and the relevant applications are included on the agenda for consideration.

A13/0209 9. PLANNING APPLICATIONS

A13/0209.1 a. **CB/18/00191/ADV – Asda Store, Church Street, Biggleswade**
Advertisement: 1. Replace existing vinyl signs. 2. Replace existing twin post and wall mounted signs. 3. Internally illuminated 24-hour cash projecting sign.

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

A13/0209.2 b. **CB/18/00135/FULL – 15 Market Square, Biggleswade**
Change of use from Use Class A1 (Retail) to Use Class A3 (Café/Restaurant), the installation of an extraction system, shopfront alterations and the change of use of the highway to external seating area.

It was **RESOLVED** that the Town Council **OBJECT** to this application on the grounds of change of use to the highway to external seating.

A13/0209.3 c. **CB/18/00080/ADV – Busy Bee Nursery Land SE of Maunder Avenue, Biggleswade**
Advertisement: two wall mounted non- illuminated signs and one low level sign non-illuminated to site boundary.

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.

A13/0209.4 d. **CB/18/00118/FULL – 4 Mill Close, Biggleswade**
Loft conversion with front roof lights and rear dormer.

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.

A13/0209.5 e. **CB/17/005955/FULL – 15 Bittern Drive, Biggleswade**
Proposed Extensions and Remodelling to Front, Sides and Rear.

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

- A13/0209.6 f. **CB/18/00188/FULL – 6 Kitelands Road, Biggleswade**
Proposed loft conversion.

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.

- A13/0209.7 g. **CB/18/00258/FULL – 9 Edward Road, Biggleswade**
Single storey rear 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.

- A13/0209.8 h. **CB/18/00354/FULL – 4 Mulberry Close, Biggleswade**
Proposed two storey side extension plus single storey front extension with front canopy and rear porch 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.

- A13/0209.9 i. **CB/18/00331/FULL – 11-13 High Street, Biggleswade**
Change of Use of rear part of existing building into 2 No. flats following partial demolition of single storey rear extension and construction of new three storey building to create 3 No. flats.

It was **RESOLVED** that the Town Council **OBJECT** to this application on the grounds of inadequate parking.

- A13/0209.10 j. **CB/17/05029/FULL – Shortmead Street, Land at the rear of 49 & 51, Biggleswade**
Erection of a detached dwelling.

It was **RESOLVED** that the Town Council **OBJECT** to this application on the grounds of overdevelopment of the site, lack of parking and the proposed development is too close to the curtilage of a listed building.

- A13/0209.11 k. **CB/18/00356/FULL – 5 Ely Croft, Biggleswade**
Single storey rear 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.

A13/0209.12 I. **CB/18/00422/FULL – 38 Wilshires Road, Biggleswade**
Two storey and single storey rear extension with first floor side extension above garage.

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.

A13/0210 10. ACCOUNTS

Financial Administration

Members received the following accounts:

- i. Detailed Balance Sheet to 31 December 2017.
- ii. Summary of Income & Expenditure
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 31 December 2017.

Cllr H Ramsay pointed out the following items on the list of payments:

- 200104 - Ivel Design Limited (Drove Road plans)
- 200140 - Climate by Design (Air conditioning)

It was **RESOLVED** to adopt the accounts as presented.

A13/0211 11. ITEMS FOR CONSIDERATION

A13/0211.1 a. Standing Orders

Members considered a proposal from Cllr H Ramsay, that a working group is set up a to carry out a review of the Town Council Standing Orders. There were no seconders for the proposal and therefore the proposal was not carried forward.

A13/0211.2 b. Grants

At a meeting of the Finance and General Purposes committee on 16 January 2018, the Committee considered grant applications for a SID and renovation/refurbishment works to a cricket wicket. The Committee recommended that both applications were referred to the s106 monies held at CBC.

Applications have been made for s106 monies and at this time no s106 monies are available.

Members therefore further considered grant application requests from BCSG for the purchase of a SID and from Biggleswade Town Cricket Club for renovation/refurbishment works.

It was **RESOLVED** that the Town Council will purchase the Speed Indicator Device (SID) from current budgets instead of issuing a grant payment. The SID will be made available to be loaned free of charge to the BCSG.

It was **RESOLVED** that a grant of £3,000 will be awarded to Biggleswade Cricket Club for renovation and refurbishment work.

c. **Consultation: Draft Local Plan 2013 – 2035**

Members considered the consultation on the Draft Local Plan 2013 – 2035 with Cllr M Russell presenting a paper detailing her issues with the draft plan. The paper was well received by Members.

It was proposed that the comprehensive document is sent to Central Bedfordshire Council Planning including the following concerns and responses:

The Town Council has three key concerns:

- *The lack of viability of building further to the north of Potton Road given the impact this would have on local infrastructure.*
- *The current allocations allow for piecemeal development of two major sites meaning that it is less likely that the overall growth which will eventually come will be properly planned.*
- *The lack of planning for local infrastructure in the town as a whole to support such a large growth in population.*

For these reasons:

The Town Council is NOT in favour of the proposed allocation to the north of Potton Road.

Given the need for more housing in the area, the Town Council DOES SUPPORT the proposed four villages - really an urban extension of Biggleswade – as being more sustainable and wishes to see the whole site allocated.

The Town Council will work with the developers of the villages and CBC to bring the growth forward and assimilate the area into our town.

The Town Council will lobby both the Government and CBC for funding for infrastructure in the wider town to support this level of growth.

The Town Council wish to be represented at the Examination in Public.

It was **RESOLVED** that Cllr M Russell's document should be submitted to CBC in response to the Draft Local Plan Consultation.

It was **RESOLVED** that Cllr M Russell will represent the Town Council at meetings with the Planning Inspectorate.

It was **RESOLVED** that a copy of the Town Council response to the Draft Local Plan will be sent to Alistair Burt MP.

Cllr B Briars thanked Cllr M Russell on behalf of Members, for her efforts in putting the comprehensive report together.

A13/0211.4 d. **Citizen Advice Mid Bedfordshire - Project Outreach**

Members considered a request from Citizen Advice Mid Bedfordshire to provide a grant towards the running costs for home visiting/benefits case work "Project Outreach" and **RESOLVED** to provide a £200 grant.

A13/0211.5 e. **Greenwheel Funding**

Members considered the documentation from the Supporting Communities Manager & Green Infrastructure Team Leader enquiring whether BTC was able to make a contribution towards their ongoing work on the Green Wheel – ideally 2018/2019 and 2019/2020.

Members **RESOLVED** to provide funding of £2,000 a year for 2 years.

f. **Parking Management**

Having declared a pecuniary interest, Cllr G Fage left the Chamber prior to this matter being discussed.

The Parking Management Working Group has met twice to discuss preparations for the management of the Town Council's car parks and review responses from the public consultation on the proposed Biggleswade Town Council Off Street Parking Places Order 2017.

Members reviewed the report and further information attached to the agenda.

It was **RESOLVED** to accept the following Recommendations set out in the 'Car Park Management' report:

1. To approve and seal the Biggleswade Town Council Off Street Parking Places Order 2017.
2. To use the ESPO Framework 509 public procurement procedure to procure seven solar powered Parkeon Strada Transfer pay and display ticket machines, six of which to include card and coin facilities.
3. To purchase an additional battery and charger as a backup.
4. For officers to negotiate rates for card transaction fees.
5. To approve the costs of signage.
6. To approve the costs of surface repairs and line marking at Dan Albone car park.
7. To approve the format of parking permits.

Cllr G Fage returned to the Chamber after the conclusion of this item.

A13/0211.6 g. **Zebra crossing**

Members considered a request from Cllr S Patel that CBC change the zebra crossing on London Road to a pelican crossing, as a result of three accidents reported on the crossing.

It was **RESOLVED** that the Town Clerk will write to CBC requesting that the London Road zebra crossing be changed to a pelican crossing for safety reasons. Also that if the request is likely to be rejected by CBC due to costs, that CBC should be encouraged to discuss funding options with the Town Council.

A13/0212 12. ITEMS FOR INFORMATION

A13/0212.1 a. Crime Statistics – January 2018

This item was **NOTED**

A13/0213 13. PUBLIC OPEN SESSION

Sheila Grayston thanked Members on behalf of the BCSG for approving the purchase of the SID.

Richard Philp, Jeff Stevens and Fran Sharpe, all asked about the status of the streetlights on Fairfield Road, many of which had now been out of action for many months. The Town Clerk explained that the contractor was being chased but that there were some issues hampering progress, including issues with UKPN not being able to reconnect some lights back to the power supply. The Town Clerk stated that a report was going to be presented to the TCM committee on 20 February 2018 recommending a way forward.

Amanda Cawthorne spoke about a recent spate of vehicle crimes in Biggleswade where a PCSO asked for the help of BCSG volunteers, and 8 volunteers came forward to help, which was pleasing to see. She also pointed out that the BCSG was holding a 'Community Day' at The Orchard Community Centre on 3rd March 2018, between 1pm-4pm.

A13/0214 14. EXEMPT ITEMS

The following resolution was moved that it was advisable in the public interest that the public and press are excluded whilst the following exempt item issue was discussed.

(15a. Planning Application)

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