

Ref: Agenda/Council-280616

22 June 2016

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 28 June 2016** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully



Rob D McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, The Advertiser

Bedfordshire Constabulary
The Editor, Bedfordshire on Sunday
County Library, Biggleswade
The Editor, Biggleswade Comet

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

5. **INVITED SPEAKER**

Ross Little of the Biggleswade Splash Park Committee with Greg Seale and Chris Keech of SSP Water and Play to present a Business Case for a Splash Park in Biggleswade.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of the Town Council Meeting held on 14 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- b. For members to receive and approve the **Recommendations of the Public Land & Open Space meeting held on 21 June 2016.**

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 14 June 2016.

9. **PLANNING APPLICATIONS**

- a. **CB/16/02308/LB and CB/16/02309/FULL – 95B and 97 High Street, Biggleswade**
Listed Building: change of use from a Class A1 use to an open Class A3 or Class A5 use; installation of a new shopfront; demolition of an existing outbuilding and replacement with a new single storey extension; and other internal alterations.
- b. **CB/16/00181/FULL – Land to the rear of 33 to 57 Shortmead Street, Biggleswade**
Construction of 37 No. dwellings and associated road, demolition of commercial premises. REVISED PLANS.

This application was considered by Town Council on 9 February 2016:

CB/16/00181/FULL – Land to the Rear of 33 to 57 Shortmead Street, Biggleswade
Construction of 42 No. dwellings and associated road, demolition of commercial premises.

*It was **RESOLVED** that Town Council **OBJECT** to this Application on the grounds of overdevelopment, inadequate parking, inconsiderate access to the residents of Wharf Mews and pedestrian safety on to Shortmead Street.*

This application was amended and reconsidered by Town Council on 26 April 2016:

CB/16/00181/FULL – Land to the rear of 33 to 57 Shortmead Street, Biggleswade (Amended Plan)
Construction of 37 no. dwellings and associated road, demolition of commercial premises.

*It was **RESOLVED** that the Town Council **OBJECT** to this Application on the grounds of:*

- *overdevelopment*
- *inadequate parking*
- *inconsiderate access to the residents of Wharf Mews*
- *pedestrian safety onto Shortmead Street*
- *the overbearing nature of the development on neighbours*
- *no provision of amenity space*
- *The applicant should consider going back to the original access through Wharf Engineering.*

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- c. **CB/16/02412/FULL – Unit K, Retail Park, London Road, Biggleswade**
Installation of additional floorspace at mezzanine level in Unit K.

- d. **CB/16/02490/FULL – 2 Edward Road, Biggleswade**
First floor rear extension and new porch to front elevation.

10. **ACCOUNTS**

a. **Financial Administration**

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 May 2016
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading
- iv. Current Bank Account, receipts and payments to 31 May 2016

b. **Accounts for the year ended 31st March 2016**

- i. For Members to approve and adopt the Accounts and Statement of Accounts contained in the Annual Return for 2015/2016.
- ii. For members to adopt and approve the Annual Governance Statement of the Annual Return for the year 2015/2016.

11. **ITEMS FOR CONSIDERATION**

a. **Central Bedfordshire Libraries Opening Hours Review**

The Town Council has received a letter from Central Bedfordshire Council, drawing our attention to a forthcoming review of the library opening hours in Central Bedfordshire Libraries.

We are encouraged to comment on their proposals for the service. The consultation was launched on Monday 13 June and closes on Monday 5th September.

b. **Street naming request**

Correspondence has been received from the family of the of the late Phil and Geoff Denny, who ran Larkinson store in the High Street, to ask if Town Council would include their family name when considering street names. Phil Denny was a Town Councillor for some years, and members of the Denny family still live locally.

A copy is attached to this agenda.

c. **Town & Parish Conference – Wednesday 13 July 2016**

CBC would like to invite three representatives from Town Council to attend the next Town & Parish Conference on Wednesday 13 July 2016, 6pm – 9pm at Priory House, Chicksands.

This event will focus on the Local Plan that CBC must produce to show where development will go over the next 20 years.

Members are asked to consider this invitation.

d. Biggleswade Splash Park Committee

At a meeting of the Town Council on 22 September 2015 it was **RESOLVED** that Franklin Recreation Ground should be considered to be used for the Splash Park subject to a satisfactory survey outcome, paid for by the Town Council and appropriate parking plans are submitted by the Splash Park Committee.

It was further **RESOLVED** that the item is deferred until the Splash Park Committee is able to attend a Council to present a business plan with further information.

A site investigation report has been received for Franklin Recreation Ground and the conclusions and recommendations from the report are attached to this agenda.

A flood management statement report has also been received for Franklin Recreation Ground and is attached to this agenda.

The Biggleswade Splash Park Committee has prepared a Business Plan, a copy of which is attached to this agenda.

The Biggleswade Splash Park Committee has also had discussions with the Shuttleworth Trust regarding the possibility of leasing an area of 1,000m² close to Franklin Recreation Ground with the intention of using this land for car parking.

Members are asked to consider a request by the Biggleswade Splash Park Committee for Franklin Recreation Ground to be used as a site for a Splash Park, with construction and installation costs to be funded by the Biggleswade Splash Park Committee.

e. Invitation to Parish Council Forum

The Town Council have received an invitation from PCC Kathryn Holoway to attend the Parish Council Forum on 10 September 2016.

f. Biggleswade Town Council - Corporate Strategy

Members are asked to consider and adopt the the Biggleswade Town Councils Corporate Strategy.

g. Biggleswade Town Council – Constitution

The Town Council has resolved in principal, as part of their instruction to improve governance documents, to voluntarily adopt a Constitution. This will contain the statutory documents which it needs to publish as well as a number of other parts which will help to make its dealings more transparent to local people and businesses. Its purpose is to enable local people to understand how their Town is being governed and how they can become involved in the decision making. The Constitution would also double as a handbook for Councillors.

Some constituent parts have already been adopted by Council, and the remainder will be produced over the next six months for approval by Council. If adopted, it would be proposed in future to update the Constitution each year ahead of the annual meeting.

Members are asked to adopt the Constitution.

h. Standing Orders

The Standing Order 16, subsections (e) and (n), have been amended and are proposed for adoption

e) 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.

Each speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.

n) 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.

Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.

12. ITEMS FOR INFORMATION

a. Planning application outcomes

A report detailing the outcome of recent planning applications is attached to this agenda.

b. Thank you letter(s)

Letter(s) attached.

c. CB/16/00860/REG3 Land at Dunton Lane, Biggleswade

The above planning application is being recommended for approval by CBC, and will be considered at their Development Management Committee being held on 29 June 2016.

d. Proposed Temporary Road Closure – Rose Lane, Biggleswade

Information has been received on the temporary road closure of Rose Lane, to enable the replacement of a leaking water pipe. The closure will take place between 26 July 2016 and 28 July 2016. (**Emergency access will not be possible**). Any observations to be reported back to CBC.

e. Report on meeting held on 13 June 2016 with the Chief Inspector Community & Partnerships (North)

Copy of report attached.

13. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions. Members of the public will be allowed one three-minute slot.

14. EXEMPT ITEMS

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

(Exempt minutes – Council 14 June 2016)

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.

15. EXEMPT ITEM

Exempt minutes – Council 14 June 2016.

(Enclosed in a separate envelope in your agenda pack).