

20 March 2013

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council** will take place on **Tuesday 26 March 2013**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7.00pm in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor
Town Clerk

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Notice Boards (2)
Central Bedfordshire Council
Bedfordshire Constabulary
The Editor, Biggleswade Chronicle
The Editor, Biggleswade Advertiser
Biggleswade Library

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

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

Members may participate in and vote on matters before the Central Bedfordshire Council Development Control Committee on which they have already expressed a concluded view in their position as a Town Councillor so long as they declare their membership of the Town Council and the way they voted on the Town Council consideration of the application.

In addition, the decisions of the Town Council in respect of planning applications would not be binding on those members of the Council who hold office at the Town Council and Central Bedfordshire Council Development Control Committee.

3. TOWN MAYOR'S ANNOUNCEMENTS

4. MEMBERS QUESTIONS

5. 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.

6. BEDFORDSHIRE CONSTABULARY

For members to receive a report from Bedfordshire Police.

7. **INVITED SPEAKER**

WYG – redevelopment of London Road retail park.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive and approve the Minutes of the Council meeting held on 12 March 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For members to **approve the recommendations** of the **Public Lands and Open Spaces** held on 12 March 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Items as listed on PLOS agenda:

6. **ITEMS FOR CONSIDERATION**

a. **Works at Eagle Farm Road**

Following burst water pipes in the pavilion in 2012, works are required to repair damaged ceilings, fit replacement light fittings and undertake works to supply and fit trace heating system to prevent further incidences of water pipes bursting within the ceiling cavity.

An initial quotations has been obtained that incorporates the above items and also included for some minor external repairs. It is recommended that two further quotations be obtained for these works and the sum of £8000.00 be ringfenced at this stage. In addition it was suggested that three quotations be obtained for an alternate scheme to install a supply to the toilets and doing away with the existing tank fed system.

It was **RECOMMENDED** that 3 quotes be obtained for both options and taken to council

b. **Cricket Club Pavilion**

Members discussed the outcome of the meeting held with the cricket club on 20th February 2013 and the subsequent written list provided by the cricket club.

Members considered the request for temporary changing facilities to be provided, but felt this would need to be considered as a longer term matter and that the cricket club should clearly outline their priorities for the short and medium term.

It was **RECOMMENDED** that materials including paint and plaster be purchased to enable the cricket club members to undertake redecoration work within the pavilion and that the cricket club be asked to submit in writing their priorities for the short, medium and long term.

c. **Reinstatement of access gate Kitelands Recreation Ground**

Further to the discussion of this matter at the Biggleswade Joint Committee meeting held on 16 January 2013, no response has yet been received from CBC regarding a timescale for the gate to be re-instated.

Members are asked to consider any further action that they would wish to take.

It was **RECOMMENDED** that as Town Council had been reassured at the Joint Committee meeting that the gate would be re-instated, that this be taken back to the next Joint Committee meeting in July. In the meantime officers should continue to pursue CBC on this matter.

d. **Request from Network Rail**

Correspondence has been received from Network Rail requesting temporary access across land off Grasmere Road, Biggleswade.

This is to allow installation of a new electrical feeder station that is located on Network Rail owned land with the fence line of the operational railway boundary, close to the railway footbridge leading to Grasmere Road.

It was **RECOMMENDED** that a meeting take place with Network Rail to discuss this request further.

7. ITEMS FOR INFORMATION

a. Franklins Recreation Ground

Works to remove the aerial runway were completed during February 2013, with the area now re-instated.

Two replacement litter bins have been installed at The Splash and one additional litter bin within the Recreation Ground.

It was **RECOMMENDED** that this be noted.

b. Drove Road Cemetery Chapel Works

Works at the cemetery are nearing completion with the final contract sum expected to total £40,807.00. This is slightly cheaper than the budgeted sum of £43,255.00.

Advice is awaited from CBC Conversation Officer on whether any heating should be installed in line with the Mechanical and Engineering report that was commissioned as part of the condition survey.

It was **RECOMMENDED** that quinquennial inspections be introduced every five years, to assess works required and identify priorities for their completion.

c. Development of Memorial Safety Policy

A memorial safety policy is currently being drafted and will shortly be issued to committee members for their consideration.

It was **RECOMMENDED** that this be noted.

9. MATTERS ARISING

- a. Minutes of the Council meeting held on 12 March 2013

10 PLANNING APPLICATIONS

a. CB/13/00652/FULL – 39 Kitelands Road, Biggleswade

Two storey side and rear extension

Previous application 12/00643/FULL – Erection of two storey side extension - Town Council raised no objection 13/03/2012. Refused by CBC. Applicant appealed and this was dismissed by the Planning Inspectorate.

b. CB/13/00702/FULL – 5 Ivel Gardens, Biggleswade

Two storey rear extension

c. CB/13/00797/ADV – 35 – 37 High Street, Biggleswade

Advertisement: 3 x internally illuminated fascias 2 x internally illuminated projectors 3 x externally non illuminated vinyls 1 x internally non illuminated 1 x externally non illuminated aluminium name plate 1 x non illuminated aluminium ATM backing (internally applied) 1 x internally illuminated acrylic ATM collar internally illuminated fascia legs.

d. CB/13/00837/FULL – Southlands Lower School, Kitelands Road

The installation of an extract ventilation system

e. CB/13/00831/FULL – St Andrews Lower School, Brunts Lane

The installation of an extract ventilation system

f. CB/13/00193/VOC – Land South of Potton Road, Biggleswade

Variation of Planning Permission: variation of condition 8 attached to planning permission reference CB/11/00066/RM for the erection of 228 dwellings and ancillary works on parcels 8 – 14 (pursuant to outline planning permission MB/03/01205/OUT dated 13 November 2006) dated 12/0/4/2011 so as to remove drawing numbers 1049-02C, 1049-71A, 1049-72A, 1049-78A, 1049-79A, 1049-125, 1049-126, 1049-127, 1049-128, 1049-134B, 1049-138A and 1049-141A and replace them with drawing numbers 1049-02D, 1049-71B, 1049-72B, 1049-78B, 1049-79B, 1049-125A, 1049-126A, 1049-127A, 1049-128A, 1049-134C, 1049-138B and 1049-141B.

*On 12 February 2013 it was **RESOLVED** that Town Council **REQUEST MORE INFORMATION** before this application can be discussed.*

CBC has now provided further information and this is attached to the agenda.

11. ACCOUNTS

a. Financial Administration

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 28 February 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 28 February 2013

b. Internal Audit Report 2012-13 (Interim Update)

For Members to approve the Interim Audit Report 2012-13 (Interim Update).

A copy is attached to this agenda.

12. ITEMS FOR CONSIDERATION

a. Grants/Donations

- i. Preen Community Challenge Winner –** Correspondence has been received from Preen Reuse Centre informing that Town Council is a winner in the Preen Community Challenge. This means that Town Council has won cash and vouchers to be donated to community projects, non-profit making groups, registered charities or school only, to spend as they wish.

Vouchers may also be allocated to individuals in need in Biggleswade and can be used to purchase goods from Preen, as well as hire space for meetings or events in Preen Centres.

The amount awarded to Town Council for distribution is made up as follows:

Most Points Earned – Winner - **£1,000 cash**
Highest Percentage of Households Participating (per capita) – Winner - **£1,500 cash**
Greatest Tonnage Donated (per capita) – Winner - **£1,000 cash**
Total Resale Value Realised from Donations (per capita) – Runner Up - **£50 voucher x 1**

Members are asked to consider recipients for the cash and voucher.

- ii.** For members to consider applications for Community Grants. A schedule and copies of grant applications circulated with this Agenda.
- iii.** Biggleswade Town Cricket Club are asking Council to sponsor match balls as in previous years at a cost of £10 per game. Members views on this matter would be appreciated.

b. Fees for 2013/2014

A copy of the current fees is attached to this agenda.

13. ITEMS FOR INFORMATION

a. Planning application outcomes

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

b. Meeting Dates for 2013/2014

For members to receive a copy of the previously approved meeting dates for 2013/2014.

c. Members' Customer Service Bulletin

As supplied by CBC, a copy of the Members' Customer Service Bulletin for the period 11 February 2013 to 10 March 2013 is available in Town Council offices for viewing.

14. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

15. 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.

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.