

21 August 2013

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council** will take place on **Tuesday 27 August 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

Distribution: All Town Councillors  
Notice Boards (2)  
Central Bedfordshire Council  
Bedfordshire Constabulary  
The Editor, Biggleswade Chronicle  
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County Library, Biggleswade

## **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 crime figures from Bedfordshire Police.

## 7. **INVITED SPEAKER**

There is no invited speaker.

## 8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive and approve the Minutes of the Council meeting held on 13 August 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For members to **approve the recommendations of the Personnel** meeting held on 20 August 2013.

Items as listed on the Personnel agenda:

## 5) **ITEMS FOR CONSIDERATION**

- a. For members to consider Capacity in the Town Councils front office.

It was **RECOMMENDED** in principle to increase the front office staff by one member, from 1 January 2014, on a salary equivalent to SCP 19 of NJC scales.

- b. For members to **approve the recommendations of the Town Centre Management** meeting held on 20 August 2013.

Items as listed on the Town Centre Management meeting:

## 6. **ITEMS FOR CONSIDERATION**

### a) **Christmas Lights 2013 - 2014**

Members are asked to consider various options for the 2013 – 2014 Christmas lighting scheme.

- i. To consider the purchase of the existing scheme.
- ii. To maintain the existing display as per the three year contract. (Contract details Attached).
- iii. To consider festoons for the areas identified at the 30<sup>th</sup> April 2013 meeting, (quotes attached).
- iv. To consider decorations to additional lamp columns.
- v. To consider a change to the lamp decorations displayed in 2012 – 2013. (Sheet attached).

It was **RECOMMENDED**: not to purchase the existing scheme; to maintain the existing display as per the three year contract; to approve the quotation for festoons; White Hart car park to Rose Lane, Hitchin Street to Mill Lane, Century House to the Nat West bank; no additional lights on lamp columns; to change the lamp column decorations displayed in 2012 -2013 with Ref 170012 or Ref 170010; Red lights on the Christmas Tree and to consult with Lamps & Tubes on the colour of the festoons.

### c) **BIGGLESWADE MARKETS - IMPROVEMENTS**

The Town Council currently erects market stalls at their Saturday market; the number of stalls erected can vary; the cost of erecting the stalls remains at the same level each week.

Stalls are erected and on occasions traders do not turn up leaving the stall empty and at a cost to the Town Council.

The market would have more flexibility if traders were to provide their own stalls.

The weekly Charity Stall could be accommodated with a pop up stall and table, which are currently being investigated.

Traders at the Tuesday markets provide their own stalls.

The monthly farmers market averages between nine and twelve stalls erected by the Town Councils full time staff.

Members were asked to consider that all current and future traders at the Town Council Saturday and Tuesday markets provide their own stalls, should they wish to trade on the Town Councils Markets.

It is envisaged; subject to members, that this would be phased in over a six month period.

It was **RECOMMENDED** to stop using the existing stalls; to be phased in over the next six months; to purchase 12 pop up stalls to provide for the Farmers' market and the Saturday Charity stall and all current and future traders will have to provide their own stalls.

d) **BIGGLESWADE CCTV meeting 15.08.13**

Members received an update following the CCTV meeting held on 15 August 2013.

It was **RECOMMENDED** that Town Council ensure that Biggleswade CCTV is included on the next Joint Committee agenda and that a letter be written to CBC to reiterate the Town Councils previously agreed position that monitoring of the cameras should be carried out along the A1 Corridor.

e) **PROPOSED NEW CAR PARK - BONDS LANE – FOUNDRY LANE**

Members have received a letter from; Southfield Hathaway Properties LTD, in response to a letter sent by the Town Clerk on 8<sup>th</sup> July 2013,(letter attached).

Evans Dodds Solicitors has confirmed that they are acting on behalf of Southfield Hathaway Properties Ltd (letter attached)

For members to receive an update on the proposed development & car park; Bonds Lane - Foundry Lane, Biggleswade.

It was **RECOMMENDED** that Town Council write to Evans Dodd solicitors and acknowledge they would like to enter into negotiations to lease the proposed car park; to ask for an estimate of the legal fees and cost of the lease.

f) **COMMUTER PARKING - TENNYSON AVENUE, CHAUCER DRIVE, DICKENS COURT & DELLS LANE**

Members received correspondence from a resident of Tennyson Avenue, (attached); the resident is asking members that in view of the ever escalating level of parking in the areas highlighted above, could they urge members to raise again with CBC this issue on resident's behalf.

Residents have sent numerous letters to CBC and requested what they believe to be the most cost effective solution, supported by the Town Council, for a 1-2 hour parking restriction.

Members are asked to consider this request.

It was **RECOMMENDED** that the Town Council should fund the cost of a T.R.O to introduce 1 hour restricted parking in areas identified as problem areas off Dells Lane.

9. **MATTERS ARISING**

- a. Minutes of the Council meeting held on 13 August 2013.

10 **PLANNING APPLICATIONS**

- a. **CB/13/02574/FULL – 15 Market Square, Biggleswade**  
Installation of 1 x Louvre to end elevation
- b. **CB/13/02804/FULL – 1 & 2 Willow Cottages, Langford Road, Biggleswade**  
Demolition of two existing bungalows and erection of two storey dwellings

11. **ACCOUNTS**

a. **Financial Administration**

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 July 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 July 2013

12. **ITEMS FOR CONSIDERATION**

a. **Network Server Upgrade**

Members are asked to consider the attached quotations for a Network Server Upgrade in the Town Council offices.

**Quote A                      Quote B                      Quote C**

b. **Borrowing Approval – Purchase of Rose lane Car Park**

At a meeting of the Town Council 13<sup>th</sup> August 2013, members were informed that the offer of £605,000 for the purchase of the freehold Rose Lane car park had been accepted. Details of how the purchase would be funded were previously discussed at a Town Council meeting 25<sup>th</sup> June 2013.

Members are now asked to formally resolve to make an application to borrow £500,000 from the P.W.L.B and to approve the stamp duty of £24,200.00. (A full report on the borrowing stamp duty and estimated legal fees are attached to this agenda).

13. **ITEMS FOR INFORMATION**

a. **Planning application outcomes**

No outcomes available, still in consultation period.

b. **Work to Trees – Conservative Club, St Andrews Street, Biggleswade**

CBC has received an application to carry out works to trees within a Conservation Area at the above location: Various works to 38 No trees as listed within the Tree Survey Report.

A copy of the application is attached to this agenda.

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.

Agenda item 16a - Contracts

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.