

16 April 2014

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council** will take place on **Tuesday 22 April 2014**, 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
The Editor, Biggleswade Advertiser
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

Mary Davidson and Nick Alford – Mary Davidson Associates re: 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 8 April 2014 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 Lands and Open Spaces** held on 1 April 2014.

Items as listed on the PLOS agenda:

6) ITEMS FOR CONSIDERATION

a. Heritage Open Day 2014

Members are asked to consider opening Drove Road Cemetery Chapel for Heritage Open Day 2014.

It was **RECOMMENDED** that Town Council agree to the opening of Drove Road Cemetery Chapel for a Heritage Open day.

b. Capital Works Programme

For Members to consider the Capital Works Programme for 2014/2015 and to identify priorities. At the time of writing details of S106 funding held by CBC is awaited.

Members discussed various areas requiring attention.

It was **RECOMMENDED** that the Deputy Town Clerk produce a summary of priorities according to urgency and making reference to H&S requirements and other legislation.

c. Drove Road Cemetery maintenance

Members are asked to consider the deteriorating boundary walls, footpaths and roadways within Drove Road Cemetery and to discuss appropriate actions to remedy the various issues.

Cllr Mrs W Smith advised members of the various areas of concerns and outlined some initial costs and options for works that had been obtained. Cllr Mrs W Smith advised that the Deputy Town Clerk had been seeking guidance from the CBC Conservation Officer.

It was **RECOMMENDED** that the Deputy Town Clerk obtain guidance from the Conservation Officer and appropriate options be investigated and quotations obtained accordingly.

d. Play Equipment updates

Members were advised that recent works have been undertaken to remove the entrance gate at Stratton Way Recreation Ground, the log climber at The Lakes and also the Supernova (rotating item) at Kitelands Recreation ground.

Members should be aware that following the change of insurance providers taking place on 01/04/14 there will be a need for an independent annual inspection to be conducted and defects remedied within a 60 day timescale or items removed.

Information is currently being obtained on two play inspection software applications that enable the comprehensive capture of the condition of items and the details of all repair works carried out. Members are asked to consider the following quotations for replacing gates that have been removed from the play areas at Foxglove and Stratton Way play areas.

Quote A

Quote B (Note - Town Council supplying the gates)

Cllr Mrs J Lawrence proposed that **Quote A** be accepted this was seconded by Cllr S Watkins therefore:

It was **RECOMMENDED** that **Quote A** be accepted.

e. Dog Control Orders

Members were asked to consider the implementation of Dog Control Orders in the play areas in Biggleswade.

It was **RECOMMENDED** that Town Council pursue the implementation of Dog Control Orders with a particular consideration for 'Dogs on Leads by Direction Order' and that the Deputy Town Clerk generates a list of sites and presents to Members at the next meeting.

f. Memorial Safety Policy software

Members were asked to consider the attached quotation for Memorial Safety policy software.

It was **RECOMMENDED** that Town Council request a demonstration, at a full Council meeting, of this software before any decision is made.

g. Acorn Centre

The Town Council vacated the premises at the Acorn Centre in February 2014. This has as expected caused some pressures on storage arrangements for the Town Councils plant and equipment.

The Deputy Town Clerk will provide an update to members on a number of electrical matters that will need to be addressed at the Drove Road workshop as a result of the increased usage.

Louise Wilcox informed Members that the temporary storage container at Drove Road houses the mower, but the other equipment will not fit into it, and as there has been two break-ins, secure storage of equipment is an area of concern. A quotation for updating the wiring, installation of emergency lighting and storage containers had been obtained.

It was **RECOMMENDED** that further quotations be obtained.

9. MATTERS ARISING

- a. Minutes of the Council meeting held on 8 April 2014

10 PLANNING APPLICATIONS

a. CB/14/01181/VOC- London Road Retail Park, London Road, Biggleswade

Variation of the Condition 21 of planning application No. CB/13/04399/VOC dated 20/3/14 to allow a pharmacy to operate from part of unit B.

Wording of the condition be amended to: "The development hereby approved for unit C as shown on plan no. 8695 P02 Revision M shall be used for A1 (retail) and up to a maximum of 975 sq m of A1 (food) but shall not be used as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet cafe where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for unit B which can operate as a pharmacy".

b. CB/14/00879/FULL – 39 Osprey Road, Biggleswade

Two storey side extension.

c. CB/14/01109/VOC – London Retail Park, London Road, Biggleswade

Variation of Condition Nos. 24 & 26 on planning application CB/13/04399/VOC dated 20/03/14: Variation of condition 26 (approved plans) to make the following amendments:

- the elevations and layout of Plot S to create 3 units instead of 2 units;
- the elevations and floor plans of Unit H;
- new electrical substations at the entrance and end of the service road;
- a new area for refuse and compactors;
- electrical kiosks along the service road.

- d. **CB/14/01170/FULL – The White Horse, High Street, Biggleswade**
Sub divide existing 1st floor flat to form 2 no. new flats
- e. **CB/14/01236/FULL – 99 London Road, Biggleswade, SG18 8EE**
Single storey side and rear extension and first floor rear/side extension
- f. **CB/14/01322/FULL – 120 Mead End, Biggleswade**
Two storey side & rear extension and single storey front extension
- g. **CB/14/01381/VOC – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade**
Variation of Conditions: under planning application CB/13/01149/REG.
Condition 2 – That a written scheme of Archaeological investigation be provided on implementation of the second phase of work instead of prior to commencement.
Condition 4 – Hard and soft landscaping to be approved within 3 months of commencement of development.
Condition 10 – Replace approved drawing GA 1201 (Ref E) with (Rev K), GA 1202 with (Rev C), GA 1300 (Rev C) with (Rev E) and SE 1400 (Rev B) with (Rev F).

11. ACCOUNTS

a. Financial Administration

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 March 2014
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 March 2014

12. ITEMS FOR CONSIDERATION

a. Request from the Dan Albone Memorial Group

At the Town Council meeting of the 12 February 2013 the Town Council **resolved** to support in principle the request to erect a memorial and placement of a tractor in Dan Albone Picnic area.

At the Town Council meeting held on 23 July 2013 the Town Council considered the Planning application for the same: the Town Council **resolved to object** to the installation of both these items raised **no objection** to the installation of **one item**, with no preference to which one.

Further correspondence has now been received from the Dan Albone Memorial Group requesting permission to erect the Memorial as well as Information Boards which will give information on the history of Dan Albone.

A copy is attached to this agenda.

b. Guidance Note 2: Solar Farm Developments in Central Bedfordshire Consultation – Draft for Consultation

A copy of the above Draft document is attached for consideration.

c. Memorial bust of the late Peter Vickers

An artist who is a member of the Conservative Club would like to commission a bust of the late Peter Vickers.

A request has been received from the Conservative Club to ask if Town Council would consider the installation of this memorial, at no cost to the Council, within the Council Chamber.

d. **Sustainable Communities Act to Town and Parish Councils**

A request has been received from BATPC asking Biggleswade Town Council if they will support a proposal put forward under the Sustainable Communities Act by Sevenoaks Town Council that a percentage of the business rates be paid direct to parish and town councils, (a copy of the proposal is attached to this agenda).

e. **Rural Match Funding**

At a Town Council meeting 11th March 2014, Town Council were asked to consider the location of a raised crossing in London Road.

It was **RESOLVED** option two as the location of the crossing and that the crossing is a flat crossing in order that the monies can be better spent on two flat crossings.

A meeting was held 15th April 2014 at the Town Council Offices, 4 Saffron Road; Present Cllr M North, Cllr Mrs H Ramsay, Cllr T Brown, Ben King, Nick Chapman and Town Clerk to receive further information on this scheme.

Councillors present were informed that wherever engineeringly possible it is a policy of CBC to put in raised crossings. Raised crossings provide additional protection to people crossing the road and also have the effect of slowing traffic further down the road. Blue light services are always consulted on any schemes and very rarely if ever comment on them. CBC will only consider installation of a raised crossing in London Road.

Council have agreed to part fund £12,500 to the scheme and agreed the location, members are now asked to consider if they wish to continue with the only alternative put forward by CBC a raised crossing.

13. **ITEMS FOR INFORMATION**

a. **Planning application outcomes**

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

b. **Biggleswade & District Pensioners Association newsletter March/April 2014**

A copy of the above newsletter 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.

Exempt item 16a – Contracts

16b - Staff

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.