

21 November 2012

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council** will take place on **Tuesday 27 November 2012**, 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 a report from Bedfordshire Police.

7. **INVITED SPEAKER**

Sergeant Gary Kidd from Bedfordshire Police.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive Minutes of the Council meeting held on 13 November 2012 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For members to **approve the recommendations of the Finance & General Purposes** meeting held on 13 November 2012 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**Items as listed on the agenda:**

**ITEMS FOR CONSIDERATION**

6a. **Asset Management**

Members received the following presentation on Asset management from Derek Kemp, DCK Beavers:

The full asset register requirement is much more comprehensive than the spreadsheet and extends beyond the spreadsheet.

DK has looked for software solutions – database program and has identified 2 options.

Pear Technology option which needed developing are now in partnership to sell, install and maintain.

DK has looked at another solution, not aimed at Councils, but this was vastly more expensive. Another program that RBS offer, doesn't offer much.

You can have as many items on the Asset Register as you wish. For instance, one for furniture, one for grounds equipment, land, etc. It could be linked to a map and photographs.

There is the availability to plan events – e.g. tests etc and event reminders as well as insurance policy details and auto back-up.

It was **RECOMMENDED** that 2 quotations (including RBS quotation) are obtained and taken to next full Council meeting for approval.

b. **Publicity Budget**

At a meeting of the Off Street Car Park Committee of 06 November 2012, Committee recommended to the Finance and General Purposes Committee that the Publicity budget 4032/106 is split and a budget heading be created in the Central Services Budget of 4032/901.

Members **AGREED** to this recommendation.

c. **Budgets**

Members considered budgets for 2013/2014.

First review of Budgets for 2013/2014 a final review will be carried out at Finance and General Purposes on 08 January 2013 to go forward to Council on 22 January 2013.

Papers were handed out on the night and a page by page review carried out.

There will be changes to Council tax collection and benefits claimants.

Capping on precept seems likely to be applied to precept per band D equivalent.

2% increase permitted, anything above that is not permitted.

9. **MATTERS ARISING**

- a. Minutes of the Council meeting held on 13 November 2012

10. **PLANNING APPLICATIONS**

a. **CB/12/03471/FULL – 22 Spring Close, Biggleswade**

Extensions and alterations to dwelling, Conversion of garage to games room, bay window to dwelling.

b. **CB/12/03532/ADV – 25 Kitelands Road, Biggleswade**

Advertisement: 1 externally illuminated Fascia sign; 1 internally illuminated Projecting sign and one non illuminated Projecting sign - retrospective

c. **CB/12/03930/ADV – 11 Market Square, Biggleswade**

Advertisement: Replacement of existing signage with 1 fascia illuminated sign and 1 illuminated projecting sign to front and 1 fascia illuminated sign and 1 fascia sign to rear.

11. **ACCOUNTS**

a. **Financial Administration**

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 October 2012
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 October 2012

12. **ITEMS FOR CONSIDERATION**

a. **PCSO Funding**

Bedfordshire Police has contacted Town Council to raise the subject of funding the services of a Police Community Support Officer (PCSO) for Biggleswade.

Bedfordshire Police are currently undergoing a restructuring process due to the financial restrictions placed upon the force. This is likely to result in the reduction of Police Community Support Officers across Bedfordshire by 40% from April 2013.

A copy of the correspondence is attached to this agenda.

b. **Street Naming and Numbering – Former Fairholme, Fairfield Road, Biggleswade**

CBC has received an application for Street naming at the above site for 19 new builds and has suggested possibly **Daisley Place/Mews/ Close/Mead** as requested by the family of local artist, the late Marji Daisley.

A copy of the site plan is attached to this agenda.

c. **Street Naming and Numbering – Blocks 31 & 32 Land South of Potton Road, Biggleswade**

CBC has received the above application for Street Naming for 39 new builds at the above location. The developers are happy for Town Council to decide upon street names, and suggest 3 names of scientists.

A copy of the street plan is attached to this agenda.

d. **Request from Biggleswade & District Pensioners Association**

Correspondence has been received from the Editor of the Biggleswade & District Pensioners Association. They wish to start using a logo on their headings and have drawn up 3 possible ideas; all include a small picture of the Biggleswade Town Crest and are requesting permission from Town Council to use this crest.

A copy of the correspondence is attached to this agenda.

e. **Request for fundraising on the Market Square, Biggleswade**

Correspondence has been received requesting permission to display a model Fun Fair made of K'Nex on the Market Square on Saturday 22 or Monday 24 December, in aid of Great Ormond Street Children's Hospital (Charity No 235825).

They have 4 collection buckets on 2 tables, in which people can donate if they wish.

A copy of the correspondence is attached to this agenda.

f. **Planning application – CB/12/03604/VOC - Little Acre, Langford Road, Biggleswade**

Town Council raised a 'Holding Objection' when the above planning application went to Council on 23 October 2012. The reply from CBC is attached to this agenda.

For members to reconsider planning application **CB/12/03604/VOC**

g. **Drove Road Cemetery Chapel**

Following a meeting with the approved contractor Bennie Historic, Levitt's and the Conservation Officer CBC, additional works to the cills of the windows to the chapel need to be carried out.

Please find below the revised costs for the work required to the cills as agreed on site with Robin Uff the conservation officer.

**Costs revised**

Replace 3 no cills to North Elevation £787.00

Replace 3 no cills to South Elevation £787.00

Replace cill in total to Main West Window of Storage Area £1,179.00

Replace 1 section of cill to Main West Window of Chapel approx. 700mm long. £285.00

Total = £3,038.00

**Original costs**

Omit repairs to North Cills £198.00

Omit repairs to South Cills £132.00

Omit Kneeler stone to East Elevation £316.00.

Total = £646.00

£3,038.00 – £646.00 = revised cost of £ 2392.00.

For members to consider an additional cost of £2392.00 to the original agreed contract.

13. **ITEMS FOR INFORMATION**

a. **Street Naming and Numbering- Parcel 15 & 16, Land South of Potton Road, Biggleswade**

CBC has confirmed the postal addresses for 122 new builds at the above location.

A copy is attached to this agenda.

**b. Street Naming and Numbering, Land to the rear of 161/163 Hitchin Street, Biggleswade**

CBC has confirmed the postal address of the dwelling being constructed at the above site as:

**163A Hitchin Street, Biggleswade**

A copy is attached to this agenda.

**c. Street Naming and Numbering, Land South of Potton Road, Biggleswade**

CBC has confirmed postal addresses for 103 dwellings – Blocks 25, 26,29,34,36, 87 dwellings – Blocks 27-30, and for 228 dwellings – Blocks 8-14.

A copy is attached to this agenda.

**d. Thank you letter received re: Work Experience placement**

Correspondence has been received thanking Town Council for hosting a work experience placement during the last academic year.

A copy is attached to this agenda.

**e. CB/TCA/12/00357 – Work to Trees – Market Square, Biggleswade**

Correspondence has been received from CBC advising that the above application has been cancelled and its status is now 'withdrawn'.

**f. Members' Customer Service Bulletin – 15/10/2012 – 11/11/2012**

A copy of the above Members' Customer Service Bulletin has been received and is available to view in the Town Council office.

**g. Planning application outcomes**

A report detailing the outcome of recent planning applications was attached to the 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.

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.