

**MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING HELD ON TUESDAY 13 MAY 2014**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON**  
**ROAD BIGGLESWADE**

**Present:** Cllr Mrs H Ramsay (Chair), Cllr I Bond, Cllr Mrs M Russell, Cllr G Wilson, Cllr D Albone,  
Cllr P Biernis, Cllr B Briars, Cllr B Rix, Cllr Mrs J Lawrence, Cllr D Lawrence,  
Cllr S Watkins, Cllr Ms S Mulchrone, Cllr M North  
Rob McGregor – Town Clerk  
Sue Crowther – Administrative Assistant  
Martin Page – Barford & Co  
Members of the public - 8

**2. ELECTION OF TOWN MAYOR FOR THE YEAR 2014/2015**

It was **RESOLVED** that Cllr Mrs H Ramsay be elected to the office of Town Mayor for the year 2014/2015.

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Mrs H Ramsay, signed the Declaration of Acceptance of Office.

**4. ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr S Watkins be elected to the office of Deputy Town Mayor for the year 2014/2015.

**5. DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr S Watkins, signed the Declaration of Acceptance of Office.

**6. MEMBERSHIP OF STANDING COMMITTEES**

a. It was **RESOLVED** that membership of Standing Committees be adopted as follows:

**Finance and General Purpose**

Cllr D Albone, Cllr I Bond, Cllr Mr North, Cllr Mrs H Ramsay, Cllr B Rix,  
Cllr Mrs M Russell, Cllr Mrs W Smith, Cllr S Watkins, Cllr T Woodward

**Public Land and Open Spaces**

Cllr I Bond, Cllr B Briars, Cllr Ms S Mulchrone, Cllr M North, Cllr Mrs H Ramsay,  
Cllr P Biernis Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson

**Town Centre Management**

Cllr D Albone, Cllr P Biernis, Cllr I Bond, Cllr M North, Cllr Mrs H Ramsay,  
Cllr B Rix, Cllr Mrs M Russell, Cllr S Watkins, Cllr G Wilson

**Personnel**

Cllr P Biernis Cllr I Bond, Cllr B Briars, Cllr Ms S Mulchrone, Cllr M North,  
Cllr Mrs H Ramsay, Cllr Mrs M Russell ,Cllr T Woodward

**Appeals**

Cllr D Albone, Cllr Mrs W Smith, Cllr S Watkins

b. It was **RESOLVED** that the 'Chair' of each Committee be adopted as follows:

**Finance and General Purpose**

Cllr M North

**Public Land and Open Spaces**

Cllr Mrs W Smith

**Town Centre Management**

Cllr Mrs M Russell

**Personnel**

Cllr I Bond

**Appeals**

Cllr D Albone

- c. It was **RESOLVED** that the 'Vice Chair' of each Committee be adopted as follows:

<b>Finance and General Purpose</b>	Cllr T Woodward
<b>Public Land and Open Spaces</b>	Cllr G Wilson
<b>Town Centre Management</b>	Cllr I Bond
<b>Personnel</b>	Cllr Ms S Mulchrone
<b>Appeals</b>	To be decided

## **7. APPOINTMENT OF REPRESENTATIVES**

- a. It was **RESOLVED** that appointments to the following bodies be adopted as follows:

- i. Bedfordshire Association of Town & Parish Councils - Cllr G Wilson, Cllr Mrs H Ramsay, Cllr Ms S Mulchrone
- ii. Highways - Cllr Mrs M Russell  
- Cllr Mrs W Smith, Cllr I Bond
- iii. Biggleswade Twinning Committee - Cllr G Wilson  
substitute Cllr I Bond
- iv. Parish Paths Partnership (P3) - Cllr I Bond  
Cllr P Beirnis
- v. Sir John Cotton Educational Foundation - Cllr Mrs J Lawrence
- vi. Fen Reeves Meetings - Cllr I Bond  
substitute Cllr Mrs M Russell
- vii. Biggleswade Town Plan Steering Group - Cllr P Biernis, Cllr M North,  
Cllr Mrs M Russell, Cllr D Albone
- viii. Ivel Valley Cycle Forum - Cllr P Biernis
- ix. Police Liaison - Cllr G Wilson
- x. Land East Community Facility Group - Cllr G Wilson, Cllr Mrs W Smith  
Cllr D Albone, Cllr B Briars

## **8. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs W Smith and Cllr T Woodward

## **9. DECLARATIONS OF INTEREST**

- (a) Disclosable Pecuniary interests in any agenda item – there were no Disclosable Pecuniary interests declared
- (b) Non-Pecuniary interests in any agenda item – Cllr Mrs M Russell declared an interest in item 15a as listed on the agenda.

## **10. TOWN MAYOR'S ANNOUNCEMENTS**

There were no Town Mayor's announcements.

## **11. PUBLIC OPEN SESSION**

Martin Page from Barford & Co addressed the meeting in support of item 14c, planning application, and supplied Members with a map of the proposed layout and a location map.

He gave a brief overview of the plan for Jordans to hold open days, Farmers' markets and historical days etc on the events field. There would be new hedges planted. Concern has been raised about the existing car park becoming full, so this area could be used overflow car park as and when required. This is beneficial to the area. Mr Page asked for Town Councils support.

MOP 1 Congratulated Cllr Mrs H Ramsay on her 2<sup>nd</sup> term of office and hoped that she would continue including members of the public in the meetings.

MOP 3 asked who had submitted the logos that were attached to the agenda.

Cllr D Albone said that he had submitted the logos.

MOP 3 addressed the meeting objecting to item 14f, planning application for 20 Spring Close. 'The plans are not consistent with the design, this is in contravention of the national building regulations. The plans state 'chalet bungalow' but it is actually a 3 bedroom house, this would cause loss of light for the neighbouring property and would also be overlooking this property. Also, there is highways issue, as parking and turning in the cul-de-sac would be made even more difficult with the addition vehicles'

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

- a. Members received the minutes of a meeting of the Town Council meeting held on 22 April 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

## 13. **MATTERS ARISING**

- a. Minutes of the Town Council meeting held on 22 April 2014

Cllr D Lawrence asked that the word 'alternative' be added onto paragraph 6, page 3, so that it reads: Cllr D Lawrence asked if the alternative Homebase site would turned back into industrial.

Cllr B Rix asked that the word 'in' be changed to 'on' so that the sentence reads: At the moment the Biggleswade sign is on the 3<sup>rd</sup> roundabout, it should be much sooner.

The minutes, **including the Exempt items**, were adopted subject to these amendments.

## 14. **PLANNING APPLICATIONS**

### **a. CB/14/01316/ADV Aldi Store, Bonds Lane, Biggleswade**

Advertisement: Three non-illuminated aluminium backed advertisements fixed to the existing unit wall.

It was **RESOLVED** that Town Council **OBJECT** to this application due to the size of the signs

### **b. CB/14/00906/RM – Land at the Kings Reach Development, South of Potton Road, Biggleswade**

Reserved Matter: Landscaping. Following Outline Application MB/03/01205/OUT application for creation of formal sport areas and ancillary open space comprising football pitches, a range of agreed play facilities & game areas.

It was **RESOLVED** that Town Council raise no objection to this application.

### **c. CB/14/01248/FULL – Holmemills, Langford Road, Biggleswade**

Change of use of land from scrap yard to amenity land including the demolition of buildings/structures and the erection of a maintenance store. Change of use from agriculture land to grassed events field with overflow car parking area and improvements to access in association with the Jordan's Mill Heritage Centre.

*The Mayor suspended Standing Orders at 7.45pm to enable one of the Cllrs to ask Martin Page, Barford & Co, a question.*

Cllr Mrs M Russell asked Mr Page if there are plans for a footpath. Mr Page confirmed that there will be a new footpath.

*The Mayor reinstated Standing Orders at 7.47pm.*

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this application with a **CONDITION** that no Farmers' Market or competition with retail in Biggleswade Town centre.

- d. CB/14/01136/FULL – 43 High Street, Biggleswade**  
Change of Use from A1 Retail to A5 Hot food take-away.

Cllr D Albone proposed that Town Council object to this application as Biggleswade already has plenty of hot food outlets and it would be a loss of a valuable retail unit: also raised concerns about parking in the area.

This was seconded by Cllr B Briars

Cllr S Mulchrone stated that for the size of the town she did not think that there were too many hot food takeaway outlets.

**A vote was taken: 6 voted in favour of objection 5 voted against 2 abstained**

**Therefore:**

It was **RESOLVED** that Town Council **OBJECT** to this application on the grounds that Biggleswade already has plenty of hot food outlets and this change of use would cause more parking problems in the area.

- e. CB/14/1352/FULL – 1 High Street, Biggleswade**  
Single storey rear extension and pitched roof to existing single storey rear elevation.

It was **RESOLVED** that Town Council raise no objection to this application.

- f. CB/14/01368/FULL – 20 Spring Close, Biggleswade**  
Erection of new chalet bungalow with alteration to existing garage and parking.

**This application has been 'called in' by Cllr D Lawrence as per copy of Proforma to call-in planning application for determined by Development Management Committee, sent to CBC.**

It was **RESOLVED** that Town Council **OBJECT** to this application as it is would have a detrimental effect on the neighbours, causing loss of light and privacy.

- g. CB/14/00444/FULL – 20 Back Street, Biggleswade, SG18 8JA**  
Demolish existing single storey shop and stores and erect a two storey building to incorporate 2 houses and 2 flats & creation of yard area and parking

It was **RESOLVED** that Town Council **OBJECT** to this application as there isn't sufficient information regarding designated parking for this development.

- h. CB/14/01583/FULL – 165 Holme Court Avenue**  
Two storey side extension

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

**i. CB/14/01420/FULL – 15 Lilac Grove**

Proposed single storey rear extension with a new detached garden shed and replacement metal railing to front boundary

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

**j. CB/14/01102/FULL – 3 The Dells, Biggleswade, SG18 8LL**

Single & two storey rear/side extension

It was **RESOLVED** that the Town Council raise no objection to this application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

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

Variation of Condition No's 25 & 26 on planning application CB/13/04399/VOC dated 20/03/14:

Variation of condition 25 to reflect the section 278 agreement in relation to the scheme phasing.

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 substitutions at the entrance and end of the service road;
- A new area for refuse and compactors
- Electrical kiosks along the service road.
- Increase in the finished floor levels at the main retail terrace and at Plot S by approximately 330mm.

It was **RESOLVED** that Town Council raise no objection to this application.

**l. CB/14/01615/LDCE – Mobile Home Park, Manor Court, Dunton Lane, Biggleswade**

Lawful Development Certificate Existing: land outlined has been in use as part of a mobile home site.

It was **RESOLVED** that Town Council raise no objection to this application.

**15. ITEMS FOR CONSIDERATION**

**a. Work to Trees – 2 Ivel Gardens, Biggleswade, SG18 0AN**

CBC has notified Town Council of an application to carry out work to trees at the above property which is within the Biggleswade Conservation Area.

The proposal is for Hedge Trees 3- 25 conifers and hornbeam – reduce by 40% - located at edge of garden and land to the north.

A copy was attached to the agenda.

It was **RESOLVED** that Town Council raise no objection to this application.

**b. Safety Cameras in Bedfordshire**

Correspondence was received from CBC to inform Town Council of their proposals and work to date regarding existing safety cameras and the installation of new digital cameras across Central Bedfordshire.

Central Bedfordshire has 36 existing Wet Film safety cameras on its highway network. This stock is old and will need replacing over the next few years. The cost of replacing a wet film camera with a new digital one is circa £35,000 (this assumes that some of the existing infrastructure can be used). The capital budget has been agreed to enable up to 10 of the existing cameras to be replaced in 2014/15.

A further £400,00 has been agreed for the installation of new digital cameras. There is already a commitment for some new cameras that will cost in the region of £150,000, which leaves around £250,000 for new site installations that are to be determined. Where a new site is identified the full cost of the installation will be circa £41,000.

They are seeking to work in partnership with local communities, via Town and Parish Council.

Parishes are encouraged to collaborate and contribute to the cost of installation of camera units in their parishes. The approximate cost of unit is circa £13,000. The cost of a camera is circa £29,000.

A copy was attached to the agenda.

Cllr Mrs M Russell and Cllr B Briars stated that at a time when BTC were in negotiation with CBC re the cost of pedestrian crossings in Biggleswade, it would not be appropriate to look at contributing to the costs of the cameras.

It was **RESOLVED** that Town Council do not contribute towards the cost of installation of camera units.

**c. Town Council logo**

Further to the Town Council meeting of 12 February 2013, when Members were asked to consider options for the re-design of the Town Council logo (previous paperwork attached) when 'it was **RESOLVED** to keep the blue cross, use the crown from option 1, possibly swap the words and the crown and to produce copies in letterhead size as well as black and white.'

Members were asked to consider the new options attached.

It was **RESOLVED** that Town Council adopt the circular design and look at whether the logo can be registered.

**16. ITEMS FOR INFORMATION**

**a. Thank you letters – re Grants**

Thank you letters were received from the following recipients of Town Council Grants:

Trinity Community Project	New Horizon Club
Biggleswade Twinning Association	The Avenue
Beaver Swimming Club	Biggleswade Talking Newspaper
Friends of Abbotsbury	Biggleswade First Aid Club
Biggleswade Sports Meeting	Vitalise
Biggleswade Crab Lane Railway Embankment Committee	
The Mayflower Social Club	Keach Hospice Care
Link-a-Ride	Biggleswade Sea Cadets

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

b. **Thank you letter – re Mayors Chosen Charity**

A thank you letter was received from the Trinity Community Project, to thank the Mayor for including them as one of the charities chosen to receive a donation from the Civic Service collection.

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

c. **Thank you letter – re Grants 2013**

A thank you letter was received from The Bedfordshire Regiment thanking Town Council for the donation towards their Regimental Memorial Appeal in 2013.

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

d. **A1/A6001 Roundabout Works Update**

A copy of the update on the works being carried out to the A1/A6001 roundabout was attached.

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

17. **PUBLIC OPEN SESSION**

MOP 1 said that they understand that Town Council has made the decision not to provide Market Stalls in the future. There seems to be less stalls on the Market, we do not want to lose it, and asked if it is being monitored.

Cllr Mrs Hazel Ramsay said that Cllr Mrs M Russell had spoken to Colin Keeble, the Market Superintendent.

Cllr Mrs Russell said that before this decision was taken, most stall holders had their own stalls. 2 stall holders were not happy with the decision, but 1 now has bought his own. Up until last Saturday we have not lost any stall holders, but this is the start of the holiday season and some decided not to attend last Saturday due to the high winds. One stall holder went to a fair instead. The new stalls take up less space, and should not have an adverse impact on the Market.

18. **EXEMPT ITEMS**

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

**There were no exempt items.**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.