

**MINUTES OF THE ANNUAL STATUTORY MEETING OF BIGGLESWADE TOWN COUNCIL HELD ON TUESDAY 15<sup>th</sup> MAY 2007 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE**

**Present:** Cllr Mrs WP Smith, Cllr D Albone, Cllr Mrs R Forbes, Cllrs Mrs S Grayston, Cllr Mrs R Kerfoot, Cllr DJ Lawrence, Cllr Mrs JG Lawrence, Cllr PR Rook, Cllr RGC Skinner, Cllr D Smith, Cllr PF Vickers, Cllr S Watkins, Cllr P Woodward, Cllr T Woodward  
Mrs D A King - Town Clerk  
Laura Hutchinson – Biggleswade Chronicle  
Members of the Public - 1

**1. ELECTION OF TOWN MAYOR**

It was **RESOLVED** that Cllr PF Vickers be elected to the Office of Town Mayor for the year 2007/2008.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr P F Vickers signed the Declaration of Office.

**3. ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr P Woodward be elected to the Office of Deputy Town Mayor for the year 2007/2008.

**4. DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr P Woodward signed the Declaration of Acceptance of Office.

**5. MEMBERSHIP OF STANDING COMMITTEES**

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

**Finance & General Purposes**

Cllrs D Albone, Mrs S Grayston, Mrs R Kerfoot, D Lawrence, P F Vickers  
S Watkins, G Wilson, P Woodward, T Woodward

**Public Lands & Open Spaces**

Cllrs Mrs R Forbes, Mrs R Kerfoot, Mrs J Lawrence, RGC Skinner, D Smith  
Mrs W Smith, S Watkins, G Wilson, T Woodward

**Off Street Car Parking**

Cllrs D Albone, Mrs R Kerfoot, D Lawrence, Mrs J Lawrence, RGC Skinner,  
D Smith, Mrs W Smith, G Wilson, T Woodward

**Personnel**

Cllrs Mrs S Grayston, D Lawrence, Mrs J Lawrence, P Rook, RGC Skinner,  
D Smith, Mrs W Smith, S Watkins, G Wilson, P Woodward

**Appeals**

Cllrs D Albone, Mrs R Forbes, Mrs R Kerfoot, PF Vickers, T Woodward

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

<b>Planning</b>	-	Cllr P Woodward
<b>Finance &amp; General Purposes</b>	-	Cllr PF Vickers
<b>Public Land &amp; Open Spaces</b>	-	Cllr D Smith
<b>Off Street Car Parking</b>	-	Cllr D Lawrence
<b>Personnel</b>	-	Cllr Mrs J Lawrence
<b>Appeals</b>	-	Cllr D Albone

6. **APPOINTMENT OF REPRESENTATIVES**

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

A1 Campaign	Cllr Mrs S Grayston
Beds Assoc of Town & Parish Councils	Cllr P Woodward
Beds Playing Fields Association	Cllr RGC Skinner
Parish Paths Partnership (P3)	Cllrs RGC Skinner, G Wilson
Biggleswade Rec.Centre Joint Mgmt Comm	Cllrs Mrs W Smith, G Wilson
	Substitutes: Cllrs RGC Skinner, T Woodward
Biggleswade Twinning Committee	Cllr RGC Skinner Substitute: Cllr Mrs R Kerfoot
Crime Prevention Panel	Cllrs Mrs R Kerfoot, G Wilson
	Substitute: Cllr P Rook
Sir John Cotton Educational Foundation	Cllr Mrs J Lawrence
County-Wide Assembly	Cllr D Lawrence

7. **BANKING PROCEDURES**

It was **RESOLVED** that National Westminster Bank Plc be requested to act as the bankers for Biggleswade Town Council.

8. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr G Wilson

9. **DECLARATIONS OF INTEREST**

a) **Prejudicial Interests**

There were no prejudicial interests

b) **Personal Interests**

Cllrs PF Vickers, and D Smith registered an interest as members of the District Council Development Control Committee in respect of planning applications listed on the agenda.

10. **TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor welcomed the new Councillors to the Town Council and looked forward to working with members in the coming year.

11. **PUBLIC OPEN SESSION**

Mr Brunt asked members when considering item 15g on the agenda would they ask the County Council what their plans are for the other part of Pocket Park which is to the south of Saxon Drive.

12. **MINUTES OF MEETINGS**

Members received and approved the minutes of a meeting of the Town Council held on Tuesday 24<sup>th</sup> April 2007 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

13. **MATTERS ARISING**

**Minutes of the Town Council held on Tuesday 24<sup>th</sup> April 2007**

Concern was expressed that there was no police presence for the second month running. The areas of concern raised regarding Brunel Drive and Lime Tree Walk/Banks Road were noted and would be passed onto PC Wilson.

**14. PLANNING APPLICATIONS**

**a. 07/00528//FULL - 58, 58A & 58B High Street, Biggleswade**

External staircase & new extractor ducting

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 MBDC in their deliberations

**b. 07/00617/FULL - Oak Tree Farm, Potton Road, Biggleswade.**

First floor balcony to south east elevation.

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

**c. 07/00494/FULL - Biggleswade Baptist Church, 24 London Road, Biggleswade.**

Full: Change of use of garage & study of manse to form offices & meeting area ancillary to Baptist Church, internal & external alterations & provision of access ramp.

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

**d. 07/00653/FULL - 15 Sandy View, Biggleswade.**

Full: Pitched roof to replace existing flat roof on garage and porch. Single storey 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 MBDC in their deliberations. In addition, the District 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.

**e. 07/00654/ADV - Aldi Store, Bonds Lane, Biggleswade.**

Advertisement Consent: 1 no. store & entrance sign, 1 no. wall mounted sign & 3 no. free standing signs, all internally illuminated.

It was **RESOLVED** that the Town Council **OBJECT** to the illuminated free standing signs as they are not considered appropriate in this area and there are no other free standing signs of this nature in Biggleswade.

**f. 07/00318/FULL - 49 London Road and Land To The Rear of 88 The Balk, Biggleswade.**

Full: Erection of 22 flats in 3 blocks following demolition of 49 London Road (revised scheme to that previously approved under ref.05/01793/FULL)

*N.B. Amendment to the above application showing the following:-*

*1. Bedroom windows to Flats 1 & 5 Block B revised. Surrounding buildings shown on site plan. Bin store C location revised. Cycle parking shown. Allocation of parking spaces shown.*

It was **RESOLVED** that the Town Council raise no objection to this application. They would however, like to see the bricks from the original building being recycled for use on the front of the new building.

**g. 07/00712/FULL - Land Adjacent 1, Railway Bank, Station Road, Biggleswade.**

Full: Erection of 2 no. 2 bed dwellings.

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

**h. 07/00435/FULL - Halifax Building Society, 20 High Street, Biggleswade.**

Relocation of ATM & entrance door & other alterations

*N.B. Amendment to the above application showing the following:-*

*1. Plan 3932 GA01 Ground floor layout & access ramp.*

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

- i. **07/00619/FULL - 68 Dells Lane, Biggleswade.**  
Full: Single storey extension to front of garage with pitched roof.

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 MBDC in their deliberations. In addition, the District 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. **07/00710/FULL - 14 Courtlands Drive, Biggleswade.**  
Full: Conservatory to rear.

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 MBDC in their deliberations. In addition, the District 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.

15. **ITEMS FOR CONSIDERATION**

a. **Dates for Committee Meetings 2007- 2008**

It was **RESOLVED** that the schedule of proposed meeting dates attached to the agenda for 2007/2008 be adopted.

It was agreed that the Chairs of Committees would contact the Clerk as soon as possible to schedule regular dates for committee meetings, after which the list would be circulated.

b. **The Local Authorities (Model Code of Conduct) Order 2007**

It was **RESOLVED** that the Local Authorities (Model Code of Conduct) Order 2007 which came into force on the 3<sup>rd</sup> May 2007 be adopted by Biggleswade Town Council.

c. **Request for Pedestrian Crossing on Holme Court Avenue**

The Town Council considered the request made to the County Council for a pedestrian crossing on Holme Court Avenue.

It was **RESOLVED** that the Town Council would support this request.

d. **Request to Install Vehicle Activated Signs at Holme Court Avenue**

The Town Council considered a request made to the County Council to install vehicle activated signs at Holme Court Avenue.

It was **RESOLVED** that the Town Council would support this request.

e. **Request for Yellow Lines at Dells Lane**

The Town Council considered the request made to the County Council for yellow lines at Dells Lane

It was **RESOLVED** that the Town Council would support this request.

f. **Stratton Way Cemetery**

Members considered the correspondence received asking for the Goalpost situated in the Recreation Ground to be moved.

It was **RESOLVED** that this item be deferred until a site visit has been made.

**g. Plot of Land known as Pocket Park**

The Town Council considered correspondence from Mouchelparkman regarding the above and who would now like to offer the Council a lease of the site.

It was **RESOLVED** that if the Town Council agreed to maintain the area there should be no financial costs to the Council whatsoever and that a meeting should be arranged with Mouchelparkman to discuss the matter further together with any potential commuted sums if the Council were to take this over. It was also **RESOLVED** that Mr Brunt's comments regarding the area to the South of Saxon Drive would also be discussed.

**h. Request for Bedfordshire County Council Information Trailer - White Hart Car Park 9<sup>th</sup> June**

Members considered the request from Beds County Council to position their promotional trailer on the White Hart Car Park on the 9<sup>th</sup> June.

It was **RESOLVED** that it was not appropriate for the car park to be used on a busy Saturday market day when parking provision is at a premium but that the County would be able to hire a market stall if they wished.

**i. Problem Solving Group**

It was **RESOLVED** that Cllr G Wilson( substitute Cllr Mrs R Kerfoot) be appointed to be a member of the problem solving group being set up by PC Ian Wilson. is setting up a problem solving group to

**j. Community Safety Forums**

It was **RESOLVED** that Councillors RGC Skinner and G Wilson would attend the Mid Beds Community Safety Conference on the 27<sup>th</sup> June.

**16. ITEMS FOR INFORMATION**

**a.** It was **RESOLVED** that planning decisions i. – v. listed on the agenda be noted.

**b. Report on Progress of Outstanding Matters**

ii. Bonds Lane - Nothing to report

ii. Community Centre Funds - Nothing to report

**17. PUBLIC OPEN SESSION**

Mr Brunt asked that the new Council take a fresh look at a centrally located Community Hall.

Mr Brunt also stated that the acoustics of the building made it difficult for the public to hear and asked that Council look at this problem.