

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 22 FEBRUARY 2011 AT
THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr Mrs W Smith (Chair), Cllr D Smith, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr G Wilson,
Cllr T Woodward, Cllr P Woodward, Cllr S Watkins, Cllr P Vickers, Cllr Mrs R Forbes,
Cllr D Albone, Cllr R Skinner
Rob McGregor – Town Clerk
Sue Crowther – Administrative Assistant
Christina Ward – Practice Manager – Ivel Medical Centre
Dr W Hollington – Ivel Medical Centre
Steve Busby – Bedfordshire Constabulary
Martin Thomas – Chamber of Trade
Madeline Russell – Biggleswade Town Masterplan
Laura Hutchinson – Biggleswade Chronicle
Members of the Public - 5

1. APOLOGIES

Apologies were received from Cllr Mrs Grayston and Cllr P Rook

2. DECLARATION OF INTERESTS

(a) **Prejudicial interests** - there were no prejudicial interests declared.

(a) **Personal Interests** - Cllr P F Vickers registered an interest as members of the Central Bedfordshire Management Development Committee in respect of planning application(s) listed on the agenda.

Cllr P Vickers also declared an interest in item 11a as listed on the agenda and offered to leave the Chamber when the Planning Application and item 11a were discussed.

Cllr Mrs J and D Lawrence declared an interest in item 11c as listed on the agenda.

3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

A copy of Biggleswade Town Centre draft Strategy & Masterplan is available to view at the Town Council offices.

Local Election papers have been received by Town Council and are ready for Councillors to collect.

The Mayor asked Members to reply to the Civic Service invitations that had been sent out a few weeks previously.

Cllr Peter Rook has been moved to a different ward in hospital and is doing well.

4. PUBLIC OPEN SESSION

There were no items discussed during the public open session.

5. BEDFORDSHIRE CONSTABULARY

Steve Busby gave a brief overview of the crime figures which are as follows;

Biggleswade Ivel - January 60 reported crimes, February 45 reported crimes

Biggleswade Stratton – January 15 reported crimes, February 8 reported crimes

Biggleswade Holme – January and February 16 reported crimes each month

PC Ian Wilson will give a more detailed report to Members at the next Council meeting on 22 March 2011.

6. INVITED SPEAKERS

There were no invited speakers.

At this point of the meeting the Mayor brought forward item **11d**, Health Provision in Biggleswade, for discussion. Christina Ward and Dr W Hollington from the Ivel Medical Centre were in attendance and passed on apologies from Jenny Morley and Dr Kirkham from the Saffron Road Health Centre. Dr Hollington explained that the fact that he and Mrs Ward were at the meeting instead of, as previously Mr Morgan (ex-PCT), was significant. This was due to the change of responsibilities from the PCT to the GP's. He apologised for the lack of progress to date.

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Dr Hollington went on to explain that there has been discussions with developers regarding the construction of a building at Kings Reach, but the proposed size would be inadequate for both practices and indeed not even large enough for one.

The GP's are unable to commit to land East of Saxon Drive at the moment, but further meetings and discussions regarding a way forward and the area required are to be held. The Health Centre needs to increase the size of their premises either in a joint venture with Ivel Medical Centre or further premises at Land East of Biggleswade development.

Cllr. Smith asked if it was still the intention for Biggleswade to have a Health Centre that would carry out minor medical procedures, as per the original vision? Mrs Ward said yes, it was, but they are still looking at the best option for both practices. It could be at a site in the town or maybe a site shared by both practices. All options would be explored. She said they would be happy to update the Town Council but any proposal would need approval of the PBC/PCT, there were many processes to follow.

Cllr. Wendy Smith asked how long this would take? Dr Hollington responded, probably months but he would be happy to keep in touch regarding progress.

Cllr. Mrs J. Lawrence said that the half an acre that Taylor Wimpey has set aside for the Health Centre is not large enough. There will be 22,000 patients between both practices and most will travel by car so there is a need for an adequate car parking area. At a previous meeting with Taylor Wimpey it was evident that they didn't realise how large the population of our town will be on completion of Land East. With more than 22,000 patients something substantial is needed.

Mrs Ward repeated that all plans would need to go through the PCT and all ideas will be considered whether it be on one, two or three separate sites.

Cllr. G Wilson asked if there are plans for a third practice in Biggleswade. Dr Hollington replied that at the moment he is keen to keep to two practices, but it is a possibility, although more cost effective to keep to two. Mrs Ward agreed that it was not what she wants to happen.

Dr Hollington said there could be three sites with two practices sharing the third site. Or, as Mrs Ward said, maybe two sites sharing all facilities, they need to look at the best financial option. Access for patients must also be prime, three or four sites around the town may be better. A recent survey showed that the Town Centre was a favoured site, so that option needs some consideration.

In response to a question from Cllr D Lawrence, Dr Hollington confirmed it would not be a problem for the practices to merge.

Cllr. D. Albone expressed concern regarding transport for patients if a single site at Land East was agreed as many didn't have their own transport and therefore could find access a problem. Referring to a Town Centre site, Cllr G Wilson said that it is not set in concrete. Only 17% out of 200 people had indicated such a preference. He also asked if Doctors from Papworth would be able to carry out minor ops in a new Health Centre. Dr Hollington said that there would be additional services.

Mrs. Ward said that local practices are part of a consortium.. The move from hospital for minor ops etc would depend on practice space. The Health Centre has constraints. All options need to be looked at including parking, transport and accessibility. Dr Hollington said that ideally that is what he wants, using the facility properly; there is a lot to fit in.

The Chairman **Adjourned** the meeting for a period of five minutes to allow comments from others present.

Martin Thomas, Chamber of Trade, said that Biggleswade Town Strategy Group have been closely involved in discussions regarding a new Health Centre. The cost of what can be afforded per m2 needs to be considered. Ideally a new site with more area in the right position could be more cost effective.

Madeline Russell, member of the Town Strategy Group, asked the practices to keep in mind the vision of Biggleswade and that the debate so far has not given the Town the facts. It's a case of whether Biggleswade is looking for doctors surgeries as they are now or something that will bring more services to the town. People don't like going to the eye clinic and x-rays at Bedford or Stevenage Hospitals. We need a proper Health Centre with perhaps a drop-in centre in a different locality.

Mrs Ward said that they need to set up a proper business plan for the PCT to consider.

Dr Hollington said the he had found the meeting really useful. It was agreed that the Town Council and the GP's keep in close communication as the discussions progress.

7. **MINUTES OF MEETINGS**

- a. Members received and adopted Minutes of the Precept meeting held on 25 January 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and adopted Minutes of the Council meeting held on 25 January 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. Members received and adopted Minutes of the Planning meeting held on 8 February 2011 at the offices of Biggleswade Town Council, The Old Court, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Precept meeting held on 25 January 2011 - none
- b. Minutes of the Council meeting held on 25 January 2011- none
- c. Minutes of the Planning meeting held on 8 February 2011 - none

9. **PLANNING APPLICATIONS**

- a. **CB/11/00294/FULL – Southlands Lower School, Kitelands Road, Biggleswade**
Retention of 1 single temporary unit & 1 double temporary unit.

It was **RESOLVED** that Town Council raise no objection to this application, subject to a **3 year time limit being applied to the temporary units.**

10. **ACCOUNTS**

a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 31 January 2011
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 January 2011

11. **ITEMS FOR CONSIDERATION**

a. **Land at the rear of 1 St Andrews Close, Biggleswade**

Further to the Council meeting of 27 July 2010 (copy of minutes attached) correspondence has been received to ask how much Town Council would be prepared to pay for this land and what size area in square metres.

Town Council has already declined the offer to buy that land for additional car parking at a cost of £50,000. The vendor stated that if the land is purchased for recreational purposes it is estimated it would devalued the property by £20,000.

It was **RESOLVED** that Town Council would decline the offer to purchase this land.

b. **Churches together Walk of Witness**

Correspondence was received from Churches Together requesting permission to use Biggleswade Market Square power point and for them to assemble in the Market Square for the annual Good Friday gathering. They would like the use of the power point from 9.30am to 12 noon.

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

c. **Request to carry out tree work in Biggleswade Conservation Area**

Central Bedfordshire Council have written to Town Council to say that they have received an application to fell one Leylandi to the rear of the parking area at the rear of the Public House, Coach and Horses 49-51 Shortmead Street, Biggleswade, which is within the Biggleswade Conservation Area, the details of which are attached.

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

d. Members were asked to consider Health provision in Biggleswade and to hear the views of the two Practice Managers; Christina Ward – Ivel Medical Centre, Biggleswade and Jenny Morley – Biggleswade Health Centre.

This item was brought forward and discussed at the beginning of the meeting.

e. **Ward Member and Town & Parish Councillor Training Event – Priory House**

CBC has formally invited Councillors to attend a training event for all Ward Members and Town & Parish Councillors being held in March. One of three dates can be chosen, either Tuesday 15 March, Tuesday 22 March or Thursday 24 March. Prior to the start of the event a light supper will be served at 18:00 along with various stands outside the Council Chamber for Members to network with staff and discover the different ranges of issues currently being dealt with and the day to day work each area undertakes. The main event will commence at 18:30, starting with a key note session on 'The Future of Planning in Central Bedfordshire'.

Members are asked to choose **one date only, and the three workshops that you would like to attend**. Please complete the attached form and return to Rachael Brydges, Community Involvement Officer either by post to Technology House, 239 Ampthill Road, Bedford, MK42 9QQ, email at Rachael.brydges@centralbedfordshire.gov.uk or by phoning direct on 0300 300 5197. Please respond by 4 March 2011.

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

f. **Farmers' Market Rules and Regulations**

Members were asked to consider and adopt the updated Farmers' Market Rules and Regulations. A copy of the original Rules of Trade and the updated Rules and Regulations were both attached to the agenda.

It was **RESOLVED** that on Page 4, paragraph 3, the word 'knowingly' be added. The new Rules and Regulations will be re-presented at the next Council meeting on 22 March for Members to adopt as amended.

g. Charter Market Rules and Regulations

Members were asked to consider and adopt the updated Charter Market Rules and Regulations. A copy of the original Rules of Trade and the updated Rules and Regulations were both attached to the agenda.

It was **RESOLVED** that page 3, paragraph 6, be amended to read ' Commercial Businesses within the Towns rateable area will be allocated a stall once annually and will be required to book through the Town Council offices giving at least 3 months notice, a charge will be applied in accordance with the scale of Fees' and that in paragraph 7, the last sentence is to read ' A deposit will be payable in accordance with the scale of fees, in advance, and will be refunded upon taking possession of the trading position on the day'

h. Guidelines for Chairmanship

Members considered and **adopted** the attached Guidelines for Chairmanship. These guidelines are to be used as a guide and to resolve procedural difficulties during Council meetings.

i. Standing Orders

Members considered and adopted and added the following amendments to the Standing Orders.

The items that have been amended are:

1C, 30, 56, 58, 59, 64, 65, 69V and 72. 69V is to have the word 'minor' inserted.

j. Costs for Council to consider to carry out the move of Town Council staff from the rear of 4 Saffron Road to the front of house

Central Bedfordshire Council intend to move from 4 Saffron Road on the 18 March 2011.

Town Council intend to move from the rear of the building at 4 Saffron Road to take up occupancy at the front of house on 21 and 22 March.

Town Council is currently advertising to lease the rear of 4 Saffron Road with a move an availability date for prospective tenants of no earlier than 1 April 2011.

Costs involved for move are as follows:

Phone system - £234 + VAT

Computers, server, telephone lines & supervising BT move - £600 + VAT

Internal move of office furniture - £492 inc VAT

Costs for Council to consider to enable lease of the rear of 4 Saffron Road

To complete lease for new tenant £900 + VAT

To install alarm activation and deactivation point to the rear door of 4 Saffron Road – between £400 - £800 + VAT

Members are also asked to consider closing the Town Council offices for two days on 21 and 22 March in order to complete the office move.

It was **RESOLVED** that Town Council agree to these costings and for an office 2 day closure (date to be confirmed)

k. **Rave Bus**

BRCC requested permission to take their 'Rave Bus' on the Tuesday Market on one date in March or April, date to be determined.

They have contacted Digital Outreach Ltd to undertake outreach work around the county to cascade information about the impending switch off of the analogue TV signal from Sandy Heath, which is due to happen in two stages between 30 March and 14 April.

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

12. **ITEMS FOR INFORMATION**

a. **Street Naming and Numbering – Land at 23-31 London Road – postal addresses for 16 houses and 22 flats**

CBC confirmed postal addresses for the development on land at 23-31 London Road, Biggleswade and a copy is attached to this agenda.

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

b. **Land South of Broom, Broom Road, Stanford**

CBC has received an application for planning permission for the above site. A copy of the site plan was available to view in the Council Chamber.

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

13. **PUBLIC OPEN SESSION**

Mr Priddy addressed the meeting regarding the need for Network Rail to clear the vegetation on the railway bank at Rose Lane; he said he is continually frustrated with their lack of co-operation. The need to make a commitment to clear and maintain the site regularly as necessary.

The Mayor replied that Town Council has received no reply to their previous letter to Network Rail and agreed that this needs to be sorted she said that the Town Council will make contact again with Network Rail and follow-up regularly until a response is received.

Mr Priddy said this needs to be done as a matter of urgency as the vegetation is already beginning to grow, it's getting more unsightly and now 2 shopping trolleys have been thrown onto the bank.

Cllr R Skinner said that Mr Priddy has photographs of the site and will send to the Town Clerk to email to Network Rail.

14. **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(s) is discussed.

Section 1002 (1) of the LGA (Access to information) (variation) order 2006. Section 12a part 1 paragraph 3.