

**MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING HELD ON TUESDAY 10 MAY 2011 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD BIGGLESWADE**

**Present:** Cllr T Woodward, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs W Smith, Cllr G Wilson, Cllr Mrs H Ramsey, Cllr S Watkins, Cllr Ms S Mulchrone, Cllr I Bond, Cllr Mrs M Russell, Cllr D Albone, Cllr B Briar, Cllr R Skinner, Cllr P Vickers  
Rob McGregor – Town Clerk  
Juliet Brookes – Finance Assistant  
Christine Gray – Administration Assistant  
Members of the Public - 7

**1. FOR ELECTED MEMBERS TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**

All members signed the declaration of acceptance of office.

**2. ELECTION OF TOWN MAYOR FOR THE YEAR 2011/2012**

It was **RESOLVED** that Cllr Tim Woodward be elected to the office of Town Mayor for the year 2011/2012.

Cllr Mrs W Smith wanted to take this opportunity to thank the Councillors for their support over the past year. It has been a busy year and has been good for all to work together although we still have some unresolved matters.

She also wanted to thank the office staff for their support and hard work over the past year. Cllr Mrs W Smith also thanked the Town Clerk, Mr R McGregor for all his hard work and for being very supportive over the past year. A big thank you to everyone.

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Tim Woodward signed the Declaration of Acceptance of Office.

**4. ELECTION OF DEPUTY MAYOR FOR THE YEAR 2011/2012**

It was **RESOLVED** that Cllr Mrs W Smith be elected to the office of Deputy Mayor for the year 2010/2011.

**5. DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Mrs W Smith 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;

**Planning**

Cllr G Wilson, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs W Smith, Cllr T Woodward, Cllr P Woodward, Cllr S Watkins, Cllr D Albone, Cllr R Skinner, Cllr P Vickers, Cllr Mrs M Russell, Cllr Mrs H Ramsey, Cllr I Bond, Cllr B Briars, Cllr Ms S Mulchrone

**Finance and General Purposes**

Cllr D Lawrence, Cllr P Vickers, Cllr Mrs M Russell, Cllr Mrs H Ramsey, Cllr P Woodward, Cllr Mrs W Smith, Cllr I Bond, Cllr B Briars, Cllr G Wilson

**Public Land & Open Spaces**

Cllr Mrs J Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson, Cllr Ms S Mulchrone, Cllr I Bond, Cllr B Briars, Cllr P Vickers

**Off Street Car Parking**

Cllr D Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr G Wilson, Cllr Mrs H Ramsey, Cllr S Watkins, Cllr Ms S Mulchrone, Cllr Mrs M Russell, Cllr D Albone

**Personnel**

Cllr D Lawrence, Cllr Mrs J Lawrence, Cllr R Skinner, Cllr Mrs W Smith, Cllr G Wilson, Cllr P Woodward, Cllr Mrs H Ramsey, Cllr Ms S Mulchrone, Cllr Mrs M Russell, Cllr B Briars

**Appeals**

Cllr D Albone, Cllr I Bond, Cllr P Vickers, Cllr S Watkins, Cllr T Woodward

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

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Planning</b>                     | Cllr T Woodward     |
| <b>Finance and General Purposes</b> | Cllr P Vickers      |
| <b>Public Land and Open Spaces</b>  | Cllr Mrs W Smith    |
| <b>Off Street Car Parking</b>       | Cllr S Watkins      |
| <b>Personnel</b>                    | Cllr Mrs J Lawrence |
| <b>Appeals</b>                      | Cllr I Bond         |

**7. APPOINTMENTS OF REPRESENTATIVES**

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

- i. Bedfordshire Association of Town & Parish Councils - Cllr Mrs M Russell
- ii. Highways - Cllr Mrs W Smith & Cllr Mrs M Russell
- iii. Biggleswade Twinning Committee - Cllr G Wilson, substitute Cllr R Skinner
- iv. Lets Talk Together - Cllr Ms S Mulchrone & Cllr Mrs H Ramsey
- v. Parish Paths Partnership (P3) - Cllr R Skinner & Cllr I Bond
- vi. Sir John Cotton Educational Foundation - Cllr Mrs J Lawrence
- vii. Fen Reeves Meetings - Cllr I Bond, substitute Cllr D Lawrence
- viii. Biggleswade Town Plan Steering Group - Cllr Mrs H Ramsey, Cllr I Bond & Cllr P Woodward
- ix. Ivel Valley Cycle Forum - Cllr T Woodward

**8.. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Woodward.

**9.. DECLARATIONS OF INTEREST**

- (a) **Prejudicial Interests** – There were no prejudicial interest declared.
- (b) **Personal Interests** – Cllr P F Vickers registered an interest as a member of the Central Bedfordshire Management Development Committee in respect of planning applications listed on the agenda.  
  
Cllr Mrs M Russell registered an interest in Item 16d  
  
Cllrs Mrs J Lawrence registered an interest in Item 16e

## 10. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor wanted to welcome all Councillors to the Chamber, new and old. He wanted to remind all Councillors that at Full Council meetings they are required to stand when speaking and to use the microphones. They are not required to stand at Planning meetings. If you are unable to attend any meetings, please send your apologies to the Town Clerk beforehand.

He also felt it would be appropriate for the Council to send out a letter to previous Councillors to thank them for their time and contribution over the past 4 years, letters to be sent to the following, Ms R Kerfoot, Mrs S Grayston, Mrs R Forbes, Mr P Rook, and Mr D Smith.

It was **AGREED** that a letter be sent to all

## 11. PUBLIC OPEN SESSION

There were no items discussed during the public open session

## 12. MINUTES OF MEETINGS

Members received and adopted minutes of the Town Council Meeting held on Tuesday 27 April 2010 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

## 13. MATTERS ARISING

- a. Minutes of the Council meeting held on 26 April 2011 - None

## 14. PLANNING APPLICATIONS

### a. **CB/11/01313/FULL- 15 Saffron Road, Biggleswade**

Alterations to existing ground floor level roof to make roofs equal height.

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.

### b. **CB/11/01535/FULL – 184 London Road, Biggleswade**

Single storey front & 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.

### c. **CB/11/01521/FULL – 1 Chestnut Avenue, Biggleswade.**

Erection of a detached single storey building for use as a beauty salon. This will replace the existing detached garage.

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

## 15. ITEMS FOR CONSIDERATION

### a. **Appeal by The Co-Operative Group – Erection of Wind Turbines**

Correspondence has been received from CBC informing Town Council that The Co-Operative Group has appealed against the Council's decision to refuse their planning application to erect 10 Wind Turbines, control building and monitoring mast at Land to North of Edworth Road, Langford.

Members are invited to attend the Public Inquiry, date TBA, and/or send **3 copies** of any comments in writing to the Planning Inspectorate, 3/13a Eagle Wing, Temple Quay House, 2 The Square,

Temple Quay, Bristol BS1 6PN, to arrive no later than **15 June 2011**.

It was **AGREED** that the above be noted and to send our comments to the above address advising of the same observations that we had previously advised on the Planning Application.

**b. To elect one new member for Land East Community Facility Group.**

It was **RESOLVED** that Cllr B Briars be elected as the new member

**16. ITEMS FOR INFORMATION**

**a. New Volunteer Centre in Biggleswade**

Correspondence has been received informing Town Council of a new Volunteer Centre that is due to open during May in Biggleswade Town Centre. They will be based in the Citizen Advice Bureau, Century House, and will be open every Friday.

Last year the Volunteer Centre, Bedford, received over 2,000 enquiries from people looking for voluntary work, over 270 of which were from people in the Biggleswade area.

Organisations are invited to subscribe to their services for £30 per year. By charging this relatively small amount they hope to gain a higher level of commitment from organisations rather than simply being used as a directory of services.

It was **AGREED** that the above be noted and that the Council welcome the above idea.

**b. Central Bedfordshire Council – Calendar of Meetings – 2011-2012**

Town Council has received a copy of CBC Calendar of Meetings for 2011-2012 and a copy is attached to this agenda.

It was **AGREED** that the above be noted

**c. Biggleswade History Society Newsletter**

Town Council has received a copy of Biggleswade History Society Newsletter, dated April 2011, and a copy is attached to this agenda.

It was **AGREED** that the above be noted.

**d. Improvements to the Flood warning service**

The Environment Agency has informed Town Council that as of 16 March 2011, they have improved the flood warning services for the Rivers Flit and Ivel.

A copy of the map showing the changes is attached to this agenda.

Cllr Mrs M Russell asked why the map circulated was not in colour and could future correspondence be given to all in colour for future reference. Could we also state the website link. She also wanted clarification from them what the areas actually mean.

Cllr Mrs H Ramsey requested that we ask for a representative to attend a meeting to discuss Flooding in General.

It was **AGREED** to write to the Environment Agency and request that they attend a meeting to discuss the above

**e. Central Bedfordshire Local Development Framework (LDF) (North Area)**

CBC has informed Town Council that they have adopted the Site Allocations Development Plan Document (DPD). The document sets out the Council's chosen sites for allocating housing, employment uses and green space in the former Mid Beds Area. It also allocates the Key Employment sites and Important Open Space designations across the area.

Cllr Mrs J Lawrence proposed that that following statement be issued.

East of Biggleswade is to provide excess of 2000 dwellings. Some of which have already been built and have access to Potton Road.

If this new proposal (LDF (North) Site Allocations Development Plan) of a minimum of 330 homes is built it will put an impossible strain on the road system into the town, especially when trying to access the A1 northbound. This combined with the proposed development of Sutton Mill Road and Land East of Biggleswade Road, Potton, will also have a significant impact on traffic passing through Biggleswade to access the A1.

We insist that the Planning Obligations laid out in the plan are strictly adhered to and that no development takes place until suitable road improvements have been undertaken. These are likely to be very extensive and very expensive.

It was **AGREED** to submit the full statement as listed above to the Town Clerk for this to be published.

**17. PUBLIC OPEN SESSION**

There were no items discussed during the public open session