

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 26 JULY 2011 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD  
BIGGLESWADE**

**Present:** Cllr T Woodward (Chair), Cllr Mrs W Smith, Cllr G Wilson, Cllr S Watkins, Cllr Mrs H Ramsay,  
Cllr D Albone, Cllr R Skinner, Cllr P Vickers, Cllr I Bond  
Rob McGregor – Town Clerk  
Juliet Brookes – Finance Assistant  
PC Ian Wilson – Bedfordshire Constabulary  
Sam Vernon – Biggleswade Chronicle  
Members of the Public - 7

**1. APOLOGIES**

Apologies were received from Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs M Russell,  
Cllr B Briars, Cllr P Woodward and Cllr Ms S Mulchrone

**2. DECLARATION OF INTERESTS**

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

(a) **Personal Interests**

Cllrs P F Vickers registered an interest as members of the Central Bedfordshire Management  
Development Committee in respect of planning applications listed on the agenda.

Cllr R Skinner registered an interest on Items 9e & 9g

Cllr I Bond registered an interest on Items 9e and 9g

Cllr G Wilson registered an interest on Item 9e

Cllr Mrs H Ramsay registered an interest on Item 9g

**3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor asked that all Councillors wishing to take part in the Annual Bowls match on 18 August, let  
the Town Clerk know.

The Mayor reminded Councillors to reply to the Christmas meal invitation as soon as possible as the  
deposit needs to be paid very soon.

The Mayor advised that the Scouts are looking for a Chairman and if anyone is interested to let him  
know.

**4. PUBLIC OPEN SESSION**

Mr Richard Mason wanted to draw our attention to the legislation stated on Agenda Item 14, he advised  
that this legislation does not exist and should be Section 100I \*(1) of the Local Government Act 1972,  
Schedule 12A, as amended by the Local Government (Access to information) (variation) order 2006, Part  
1, Paragraph 3.

He also wanted to draw attention to "Omission Act 1960 – 'Pursuant to Section 1(2) of the public bodies  
(Admission to meetings) Act 1960 Council resolved to exclude the public and the press by reason of the  
confidential nature of the business to be transacted'

Mr Chadwick advised that he was present with regards to Item 9e on the Agenda, and felt strongly  
against the demolition. It is a memorial for our soldiers. He asked that the Councillors support him on  
this issue.

**5. BEDFORDSHIRE CONSTABULARY**

PC Ian Wilson attended the meeting and handed out all relevant crime figures for the months of May and  
June 2011.

He apologise for last months meeting, where there was no attendance from Bedfordshire Constabulary.

PC Ian Wilson ran through the figures and advised that Anti Social behaviour was roughly the same figures as the previous report. Recorded crime was 89 in May and 81 June, and that they were concentrating more on recorded crime.

House burglaries have reduced, only 2 in May and 1 in June, they believe that arrests in other areas have had an impact on the reduction.

Vehicle crime is still high, mainly people leaving items on show, although there has been no significant increase.

There had been an incident in July, a street robbery within the town centre. Someone was mugged for an I Phone. Fortunately police were in the immediate area so the culprit was arrested straight away.

PC Ian Wilson advised that he had currently appeared on Crimewatch.

He also advised that there had been a few cuts and job restructuring within the Police Force. Many having to apply for their own jobs. The changes would come into effect from October 2011.

PSCOs will deal mainly with Anti Social Behaviour and will attend future Council meetings, unless a specific person is requested via Town Council.

He felt that crime in Biggleswade was not too bad on the whole.

Clr Mrs H Ramsay asked whether the changes in October would effect the hours in which Biggleswade Police Station would be opened. PC Ian Wilson advised no, hours would stay the same 9am-5pm, the station would be manned 24hrs. Luton and Dunstable are open 24 hours.

Clr Mrs W Smith asked PC Ian Wilson whether the report sheets that are issued could be a little more detailed as we used to previously receive. She felt it would be useful, as if we had certain areas in Biggleswade that were a concern, this additional information would help to give an overall picture.

PC Ian Wilson advised that he would look into this enquiry.

Clr G Wilson asked that perhaps 1 hard copy could be issued to the office, so that the office could then distribute to all.

## **6. INVITED SPEAKERS**

There was no invited speaker.

## **7. MINUTES OF MEETINGS**

- a. Members received and adopted Minutes of the Council meeting held on 21 June 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and adopted Minutes of the Planning meeting held on 12 July 2011 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- c. Members received and adopted Minutes of the Off Street Car Parking committee meeting held on 12 July 2011 at the offices of Biggleswade Town Council, The Old Court, Saffron Road, Biggleswade.

## **8. MATTERS ARISING**

- a. Minutes of the Council meeting held on 21 June 2011

Clr S Watkins enquired as he felt that it had been decided to note when Councillors arrive late to meetings. The Mayor advised that there was no resolution for this to be agreed and that this would need to be put as an Agenda Item at the next meeting.

Clr D Albone advised that he declared an interest on Item 9a not 10a.

Clr I Bond enquired as to Item 8a as he felt that the Standing Orders were incorrect. The Mayor advised that the Standing Orders need to be put on as an Agenda Item at the next meeting.

**b.** Minutes of the Planning meeting held on 12 July 2011

Cllr Mrs H Ramsay advised that on Page 1 - 3<sup>rd</sup> paragraph, it should read “to improve the look of Biggleswade” as a whole and not Stratton Business Park.

Cllr Mrs H Ramsay advised that on Page 2, 1<sup>st</sup> paragraph, she asked if there would be a pedestrian crossing on both carriageways.

Cllr Mrs H Ramsay advised that on Page 2, paragraph 19, it should read “delivery conditions at Asda, and there must be rules for M & S”.

Cllr Mrs H Ramsay advised that on Page 3, paragraph 2, it should read “the other side of London Road”.

Cllr D Albone felt that we raised an objection to Item 4c, it states that we raised “no objection”.

Cllr Mrs H Ramsey advised that on Page 5 Item f it should read in addition to the Biggleswade Bulletin.

**c.** Minutes of the Off Street Car Parking committee meeting held on 12 July 2011

Cllr Mrs H Ramsay advised that on Page 2, with regards to TCP it had not mentioned Bernie Dixon

Cllr D Albone advised that he didn't feel that a Sub Committee could resolve any issues this decision would be made at Full Council. He felt that it should read Recommended on Item 5a and 5b.

Cllr D Albone enquired as to Item 5a, had a meeting been arranged with Chamber of Trade. The Town Clerk advised that they are happy to meet with Town Council but a date has yet to be arranged.

Cllr D Albone enquired as to Item 5b, which states being deferred to next meeting. He asked what sort of timescale we were looking at. The mayor advised that it would be down to the Chair of the committee to agree a date. Cllr S Watkins advised that he felt it would be held during September.

Cllr Mrs H Ramsay advised the on Page 4, line 4 should also include that Mr Hilditch's son was present, also to include “Mr Hilditch put Town Council in touch with Investors. Investors are not in any hurry to develop land and land bank.

Cllr Mrs H Ramsay advised that on Page 4, paragraph 12 should read “Mr Hilditch replied that his people and his investors would deal with these issues. He had been in contact with other car park providers and he was surprised that TCP” etc.

Cllr Mrs H Ramsay advised that on Page 4, paragraph 19 should read “The Lord of the Manor it taking a long term view, but it would be alright as he would have the help of the investors to deal with this”.

**9. PLANNING APPLICATIONS**

**a. CB/11/02285/RM – Land South Potton Road, Biggleswade**

Reserved matters: Layout, scale, appearance and landscaping of internal roads and means of access to residential blocks 27,28 and 30 together with associated foul and surface water drainage (pursuant to outline planning application MB/03/01205/OUT dated 13 November 2006)

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

**b. CB/11/02346/FULL – 105 Dells Lane, Biggleswade**

Demolition of single garage and single storey link, erection of two storey extension with hipped roof to create additional bedroom, dining room, utility and study, additional parking space to be created.

*A letter has been received from a neighbour regarding the above planning application and was on display for members to view. A second letter had also been received and was on display.*

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.

Town Council has sent CBC copies of the 2 letters received from the neighbour.

- c. **CB/11/02225/FULL – 14 Stoneland Avenue, Biggleswade**  
Demolition of garage & erection of single 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.

- d. **CB/11/02196/FULL – 3 Station Chambers, Station Road, Biggleswade**  
Change of use from retail to nail salon.

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

- e. **CB/11/01495/FULL – Kingdom Hall, 5 Shortmead Street, Biggleswade**  
Demolition of existing building & erection of replacement single storey building (place of worship).

*A letter of objection was received from Biggleswade History Society and was on display for members to read.*

It was **RESOLVED** that the Town Council **STRONGLY OBJECT** to this application as it would be a loss of an historical Building and grounds and is also situated in the Conservation Area.

- f. **CB/11/02372/FULL – 16 Tulip Close, Biggleswade**  
Single storey front/side extension to form porch

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.

- g. **CB/11/0249/FULL – Stratton Upper School, Eagle Farm Road, Biggleswade.**  
Toilet extension to existing classroom.

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.

- h. **CB/11/02494/FULL – Flats 1 to 29, Copelands, Biggleswade.**  
Two storey rear extension to house a disabled access lifting platform between ground & first floor.

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.

## 10. **ACCOUNTS**

### a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 30 June 2011
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 June 2011

11. **ITEMS FOR CONSIDERATION**

a. **The Old Court House Building, Biggleswade**

Further to the Town Council meeting of 22 March 2011 where the following was resolved:

Town Council have received the lowest quotation of the original three after removing the office refurbishment works to complete works to the roof. This being option **C**.

Option **A** is roof and refurbishment to office accommodation.

Option **B** is self-contained one bedroom apartment.

Members were asked to consider whether to accept the lowest quotation for roof repairs or options **A** or **B** prior to commencing works to roof.

It was **RESOLVED** that due to the high quotations received, to proceed with the lowest quotation Option **C** for the roof repairs, as this is essential works that needs to be completed.

b. **Request from Job Club**

Pauline Gauge, Employment Support Worker had written to Town Council to ask if the Job Club could use a room in the Council Offices once a fortnight for about 2/3 hours.

They deal with individuals who are looking for jobs and voluntary placements; all have a learning disability and need extra support to look for work. They need a room where they can use a laptop to search for jobs and receive assistance with CV's.

It was **RESOLVED** that Town Council agree to this request, but for the Town Council to check our Insurance details to ensure of no implications and to check access for PCs.

c. **Results of tests carried out in Autumn 2010 on Parish Lights in Biggleswade**

Tests were carried out by Amey, the Town Councils lighting contractor, on Parish lights in Biggleswade.

Tests have revealed that the lighting stock is in varying degrees of condition, red being the worst condition followed by high amber, amber and green. Costs for replacing the units are as below:

For 1 to 10 units - £1,410.18 ea + VAT  
For 10 to 50 units - £1,305.71 ea  
For 50 to 100 units - £1,253.50 ea

This is for a 5m galvanized column with a 36w PL-L Libra Lantern with photo cell, life span 25 years. All columns will have a 6 year Electrical test certificate.

To complete all red, high amber and amber columns in year one the cost would be £144,152.50 + VAT based on the lowest unit cost.

The Mayor advised that there had been progress on the above since paperwork had been sent to all. He advised that Sandy Town Council had received a similar report and decided to have an individual survey. The figures were very different. The Town Clerk has investigated getting an individual survey and can confirm that the costs for an Independent Inspector to look at the survey would cost around £1144.00.

Cllr D Albone was interested to know the difference in bringing stock to sufficient standard and maybe looking to transfer to Central Beds. He felt it was a confusing situation having two different Councils responsible for different columns and felt that it couldn't be economically efficient.

It was **RESOLVED** to appoint an Independent Inspector to undertake a survey of the lights. To approach Central Bedfordshire Council to discuss the terms and conditions required for them to take over the lighting stock.

d. **Town Council Open Day**

The idea of an Open Day would be to give the public a better idea of the work of the Town Council & its Councillors. Perhaps on a Saturday morning (Sept?) open the building to the public to meet councillors & staff.

Displays: Court House History  
New look to 'Town Hall'  
Work of the Council  
Staff details & office opening times  
Meeting dates  
Involvement with CBC i.e.: issue of recycling bags etc.

Make it a social event and send invites out to local groups & organisations plus advertise for all general public. Provide tea & coffee.

It was **RESOLVED** that Members agree to this idea and would agree a date in September and advise the Town Clerk.

e. **Councillor's profile for the Biggleswade Bulletin.**

Members were asked to consider supplying a digital photo and a few lines about themselves, as well as Committee memberships, for inclusion in the Biggleswade Bulletin, that could also be added onto Town Councils website after it has been reviewed in August.

It was **RESOLVED** that this be noted and that Members would supply the information to the Town Council office.

12. **ITEMS FOR INFORMATION**

a. **Appeal by Biggleswade Town Council – CB/10/00518/OUT – APP/P0240/A/11/2155625 Site at Land East of Saxon Drive and North of Stratton Park, Stratton Drive, Biggleswade**

CBC has confirmed the receipt of the above appeal lodged by Biggleswade Town Council. There will be a hearing at a date and venue to be decided. Members are invited to attend the Hearing or send any comments (3 copies) to:

The Planning Inspectorate  
3/13A Eagle Wing  
Temple Quay House  
2 The Square, Temple Quay  
Bristol BS1 6PN

quoting the ref **APP/P0240/A/11/2155625** before **16 August 2011**.

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

b. **Portable Signals – Site Approval**

CBC Highways had notified Town Council of site approval for temporary portable signals at Drove Road/Spring Close for 2 days from 27 July 2011.

It was **RESOLVED** that this be noted

13. **PUBLIC OPEN SESSION**

Sheila Grayston wanted to congratulate the Mayor on his great attempt in moving the Council forward. His comments in regards to the Town Plan have been very positive and she looks forward to the Town Council working closely with the Town Plan Steering Group.

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