

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 27 MARCH 2012 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD  
BIGGLESWADE**

**Present:** Cllr T Woodward (Chair), Cllr Mrs W Smith, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr P Vickers, Cllr G Wilson, Cllr P Woodward, Cllr S Watkins (but left the meeting early), Cllr Mrs H Ramsay, Cllr I Bond, Cllr Mrs M Russell, Cllr D Albone, Cllr B Briars, Cllr R Skinner  
Rob McGregor – Town Clerk  
Sue Crowther – Administrative Assistant  
Sam Vernon – Biggleswade Chronicle  
Louise Wilcox  
Members of the public - 5

**1. APOLOGIES**

There were no apologies received

**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 applications listed on the agenda.

The following personal interests were declared: Item 11 – Grants:

Cllrs R Skinner, I Bond, Mrs M Russell and G Wilson declared an interest in Grant no 5 – Biggleswade History Society

Cllrs R Skinner, B Briars, I Bond and G Wilson declared an interest in Grant no 9 – Biggleswade Twinning Association

Cllrs R Skinner, Mrs H Ramsay and G Wilson declared an interest in Grant no 10 – Biggleswade and District Pensioners Association

Cllrs T Woodward, Mrs W Smith, P Vickers, and P Woodward declared an interest in Grant no 18 – St Andrews Holiday Club

Cllr Mrs W Smith declared an interest in Grant no 19 – St Andrews PCC

Cllr T Woodward declared an interest in Grant no 22 – Biggleswade Scout Group

Cllr R Skinner declared an interest in Grant no 23 – The New Horizon Club

**3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor announced that he may change the order of the agenda later in the meeting.

**4. PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

**5. BEDFORDSHIRE CONSTABULARY**

Although no Police were present at the meeting, Members were supplied with 'Year to Date Crime Detections' figures, which compared to the same period last year, shows the following:

	Recorded Crime	Detections
Violence against the Person	+3.7%	+7.5%
Sexual Offences	+80%	+400%
Robbery	+20%	0%
Domestic Burglary	-49.2%	-12.5%

Burglary other	-1.4%	+100%
Vehicle Crime	-14.9%	+100%
Theft and handling of stolen goods	-10.8%	-49.4%
Fraud and Forgery	-30%	-20%
Criminal Damage	-20.7%	+53.8%
Drugs	+8.3%	-3.2%
Other Notifiable offences	-55.6%	-100%
<b>TOTAL</b>	<b>-11.9%</b>	<b>-12.5%</b>

There has been a couple of burglaries and one attempted burglary in the areas of Clover Close/Bluebell Close and Jasmine Close, all on the same night. It is thought the offenders were after vehicles. One vehicle has been recovered.

**Theft from motor vehicle:** A few number plates have been stolen in the Biggleswade area, police will be attending ASDA, Church Street, Biggleswade with the Biggleswade Community Safety Group on the 7 April 2012 1000hrs – 1200hrs to carry out a vehicle watch and PCSO's will be providing free of charge number plate securing. 'Your Numbers Up'

The Town Clerk said that a member of the Police should have been at this meeting and that he would write again to request that they attend a Council meeting in person.

## 6. INVITED SPEAKERS

There were no invited speakers.

## 7. MINUTES OF MEETINGS

- a. Members received Minutes of the Council meeting held on 28 February 2012 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr G Wilson said that he had declared an interest in item 11c, and asked that this be added onto the Minutes.

- b. Members received Minutes of the Planning meeting held on 13 March 2012 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

## 8. MATTERS ARISING

- a. Minutes of the Council meeting held on 28 February 2012 –

### **Recommendations of the Off Street Car Parking meeting held on 14 February 2012**

**Item 4e** – Parking restrictions Aldi Car Park – Cllr Mrs M Russell asked if Town Councils solicitors have written to Aldi.

The Town Clerk replied that the solicitors have written but as yet have received no response.

**Item 4h** – New Inn Walkway – Cllr Mrs M Russell asked if there was any update.

The Town Clerk said that Greene King had written a response and had discussed the problems with the Area Manager, who would be closely monitoring the situation.

Cllr Mrs M Russell asked what the Land Registry Document had shown.

The Town Clerk said that it showed that Greene King own the walkway with a right of way granted to the bookshop.

Matters arising from **Council meeting held on 24 January 2012** – Cllr Mrs H Ramsay asked if there was any update on the Constitution Task Group.

Cllr D Lawrence replied that the meeting took place last Friday (23 March) there would be another meeting in 2 weeks when any documentation should be approved.

**Item 11f** – Request for part of River Ivel to be made a conservation area– Cllr Mrs M Russell said that after the report in the Biggleswade Chronicle, the behaviour of the fisherman had got a lot worse, although she had seen one of them gathering up rubbish in his fishing net

The Town Clerk said that Town Council has not received a reply from Ivel Protection Association regarding the problems with the fishermen.

**An Exempt Item was discussed at the end of this meeting.**

- b. Minutes of the Planning meeting held on 13 March 2012

**5a** – Queen’s Diamond Jubilee event – Cllr Mrs M Russell asked if there had been any further developments.

The Town Clerk said that there is going to be a meeting on Thursday 29 March at 2pm to discuss ideas for the event.

**9. PLANNING APPLICATIONS**

- a. **CB/12/00999/FULL – Trinity Methodist Church, Shortmead Street, Biggleswade**  
Alterations to rear courtyard and chapel fields pedestrian entrance.

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

- b. **CB/12/00768/ADV – Asda Store, Church Street, Biggleswade**  
Car Park Banner signage

It was **RESOLVED** that Town Council grant **TEMPORARY** permission for the 4 type G existing banners but **REFUSED** permission for 2 x type E wall mounted banners (New Position) as they are inappropriate and positioned within the conservation area.

- c. **CB/12/00907/FULL – Land to rear and side of 161/163 Hitchin Street, Biggleswade**  
Demolition of existing single storey out building & erection of two storey detached dwelling on land to the rear & side of 161 & 163 Hitchin Street.

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/12/01042/FULL – 5 Oak Crescent, Biggleswade**  
Erection of two storey side extension & single storey rear 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.

**10. ACCOUNTS**

- a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 29 February 2012
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 29 February 2012

11. **ITEMS FOR CONSIDERATION**

a. **Grants/Donations**

- i. For members to consider applications for Community Grants. A schedule and copies of grant applications were attached to the Agenda.

The following Grants were agreed:

Biggleswade Sports	£300
Crab Lane Railway Committee	£40
Biggleswade First Aid Club	£325
Battersea Dogs & Cats	£100
Biggleswade History Society	£100
Paula's Kingfishers	£300
Ivel Rangers	£300
Keech Hospice Care	£500
Biggleswade Twinning Association	£100
Biggleswade & District Pensioners	£200
BigglesFM	£500
Friends of Abbotsbury	£250
Mayflower Social Club	£200
Ivel Flix	£200
Biggleswade Town FC Youth	NIL
St Andrews Holiday Club	£250
St Andrews PCC	£500
Biggleswade Sea Cadets	£300
CAB	£400
Biggleswade Scout Group	£300
The New Horizon Club	£150
Vitalise	£453.75
Hear2 Listen*	£100
4YPUK*	£100

\* £100 initially, more information to be requested from applicants\*

- ii. Biggleswade Town Cricket Club are asking Council to sponsor match balls as in previous years at a cost of £10 per game.

It was **RESOLVED** that Council would sponsor 5 match balls at a cost of £10 per game.

b. **Meeting dates for 2012/2013**

Members are asked to consider Committee dates for the year 2012/2/13.

It was **RESOLVED** that these dates be approved.

*At this point Cllr S Watkins left the meeting.*

c. **Fees for 2012/2013**

Members considered Town Council fees for 2012/2013.

It was **RESOLVED** that the following increases be implemented from 1<sup>st</sup> April 2012

All Market fees be increased by 2%

Burial charges to be increased by 2%

Rotavation charge to be increased by 2%

Allotment charges increased by 2% from Sept 2013.

Recreation fees to be increased by 2%

A copy of the current fees was attached to the agenda.

d. **Biggleswade Common Unit CL19 – Transfer of Rights**

CBC have received a formal notice of application for the transfer of rights of common at Biggleswade Common and a copy was attached to the agenda.

Any objections should be made within 40 days of the date of the notice (7 March 2012)

It was **RESOLVED** that Town Council raise no objection to this transfer of rights.

c. **Erlensee awarded City Status**

Biggleswade twinned town of Erlensee in Germany, has been awarded City status, the official date is Friday 27 April 2012.

Members were asked to consider writing to their Mayor, Stefan Erb, to congratulate Erlensee on this achievement.

It was **RESOLVED** that Town Council write a letter of congratulations to the Mayor of Erlensee.

12. **ITEMS FOR INFORMATION**

a. **Town Council Website**

The Mayor updated members regarding the Town Council website. Two companies are going to be asked to give presentations to members of the Website Committee, this will then go out to consultation. Members will be updated at the next Planning meeting on 10 April 2012.

b. **Advocacy Alliance**

Correspondence was received informing Town Council of the closure of the above organisation due to a significant loss of funding.

They are able to continue offering telephone support, including their signposting service, until the 30 March and will work hard to ensure that anyone contacting them will be supported to access alternative service.

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

13. **PUBLIC OPEN SESSION**

A member of the public said that he was glad to see the Town Council website on the agenda but it doesn't mention the content of specification.

Cllr T Woodward replied that the specification that was drawn up is a public document and anyone can request a copy.

The member of the public asked who made the specification.

Cllr T Woodward said that it was drawn up after the public were invited to suggest ideas for the website.

The member of the public asked if a draft spec could be shown to the public.

Cllr T Woodward said that this would cause another delay.

The member of the public said that Town Council doesn't seem to be rushing it through.

Cllr T Woodward said Town Council will ask for comments after the website has been built and that it was disappointing the number of ideas received from the public.

A member of the public asked why, when the Grants were considered, Battersea Dogs Home awarded a grant when they are not local.

Cllr T Woodward replied that the money is to help towards the cost of renovating the founders grave, which is situated in St Andrew's Churchyard, Biggleswade

A member of the public asked if draft minutes of meetings could be available to view on Town Councils website, as they attached to the agenda before they are approved, especially as not all members of the public can hear that well at meetings.

Cllr T Woodward said that Town Council is restricted by infrastructure but this will be included with the website discussions and advised the member of the public that they can request a copy of the specification for the website from the Town Council office.

#### **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 is discussed.

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