



MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 22 MAY 2018
AT BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr M North (in the Chair)
Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr S Patel
Cllr H Ramsay
Cllr M Russell
Cllr P Sheldon
Cllr D Strachan
Cllr S Watkins

Mr R McGregor, Town Clerk, Biggleswade Town Council
Mr M Thorn, Deputy Town Clerk, Biggleswade Town Council
Mrs J Durn, Meeting Administrator

Members of Public – 4 (including 2 Council staff)
Absent - Cllr J Medlock

A22/0501 1. ELECTION OF TOWN MAYOR FOR THE YEAR 2018/2019

It was **RESOLVED** that Michael North be elected to the office of Town Mayor for Biggleswade, for the year 2018/2019.

A22/0502 2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Michael North signed the Declaration of Acceptance of Office.

A22/0503 3. ELECTION OF DEPUTY TOWN MAYOR

It was **RESOLVED** that Madeline Russell be elected to the office of Deputy Town Mayor for Biggleswade, for the year 2018/2019.

A22/0504 4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Madeline Russell signed the Declaration of Acceptance of Office.

A22/0505 5. MEMBERSHIP OF STANDING COMMITTEES

A22/0505.1 a. It was **RESOLVED** that membership of Standing Committees is adopted as follows:

Finance and General Purpose (F&GP):

Cllr D Albone, Cllr I Bond, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr S Patel, Cllr H Ramsay, Cllr M Russell, Cllr D Strachan

Public Land and Open Spaces (PLOS):

Cllr D Albone (Vice Chair), Cllr I Bond, Cllr B Briars (Chair), Cllr G Fage, Cllr F Foster, Cllr M Foster, Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr D Strachan.

Town Centre Management (TCM):

Cllr D Albone, Cllr I Bond, Cllr G Fage, Cllr F Foster, Cllr M Foster (Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr M Russell (Vice Chair), Cllr D Strachan.

Personnel:

Cllr I Bond (Chair), Cllr F Foster, Cllr M Foster (Vice Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr H Ramsay, Cllr M Russell.

Appeals:

Cllr D Albone (Chair), Cllr S Patel, Cllr S Watkins, Cllr P Sheldon, Cllr D Strachan

A22/0505.2 b. For each Committee to appoint a “Chair”:

Finance and General Purpose	Cllr H Ramsey
Public Land and Open Spaces	Cllr B Briars
Town Centre Management	Cllr M Foster
Personnel	Cllr I Bond
Appeals	Cllr D Albone

A22/0505.3 c. For each Committee to appoint a “Vice Chair”:

Finance and General Purpose	Cllr D Strachan
Public Land and Open Spaces	Cllr D Albone
Town Centre Management	Cllr M Russell
Personnel	Cllr M Russell
Appeals	Cllr D Strachan

- A22/0506** **6. BIGGLESWADE PARTNERSHIP**
- Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four-year term. Cllr I Bond and M Foster were elected as substitutes.
- (No action required).
- A22/0507** **7. APPOINTMENT OF REPRESENTATIVES**
- It was **RESOLVED** that appointments to the following bodies be adopted:
- A22/0507.1** **i.** Bedfordshire Association of Town & Parish Councils - Cllr M Foster, Cllr M North, Cllr I Bond
- A22/0507.2** **ii.** Biggleswade Twinning Committee - 1 Member -Cllr B Briars, 1 Substitute - Cllr D Albone
- A22/0507.3** **iii.** Sir John Cotton Educational Foundation - Cllr M North
Cllr M Russell would like it noted that she is a Trustee of Sir John Cotton Educational Foundation and not a representative on behalf of Biggleswade Town Council.
- A22/0507.4** **iv.** Fen Reeves Meetings - 1 Member as proxy voter - Cllr I Bond, Cllr H Ramsay (Substitute)
- A22/0507.5** **v.** Police Liaison - 1 Member - Cllr D Strachan, Cllr S Patel (Substitute)
- A22/0507.6** **vi.** Biggleswade Splash Park Committee – 1 Member – Cllr B Briars
- A22/0507.7** **vii.** Biggleswade Green Wheel Development Group – 2 Members - Cllr I Bond, Cllr M North.
- A22/0508** **8. APOLOGIES FOR ABSENCE**
- None
- A2/0509** **9. DECLARATIONS OF INTEREST**
- To receive Statutory Declarations of Interests from Members in relation to:
- (a)** Disclosable Pecuniary interests in any agenda item: None
(b) Non-Pecuniary interests in any agenda item: 16a, Cllr M Russell.
- A22/0510** **10. TOWN MAYOR'S ANNOUNCEMENTS**
- The Town Mayor attended the opening of the McCarthy Stone development of retirement flats and services off Shortmead Street, and the Sandy Civic Service.

The Deputy Mayor, Cllr M Russell, attended the Civic Service in Houghton Regis which featured a very poignant reading from television presenter Pam Rhodes, and included the moving story of a postcard written by a local lady which was the only communication to reach Terry Waite who was held captive in Beirut at that time (1991).

A22/0511 **11. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

There were no questions from the Public.

A22/0512 **12. INVITED SPEAKER**

Members received an update from Rebecca Harris on behalf of the Organisers of Biggleswade Music Festival Ltd, regarding the Music Festival, which is taking place with permission of Biggleswade Town Council, at Eagle Farm Road on Saturday 21 July 2018.

Advertising is in place on Facebook, social media, local press, Three Counties Radio and radio Biggles, together with the distribution of Flyers and posters. Target ticket sales are estimated at 2/3000; parking and security are in place, together with flood lighting which will illuminate the area at the end of the festival to cover health and safety regulations, together with marshalling along the exit route. Clear up of the site will take place on Sunday and Monday

The Organisers will be sending plans of the event to the Town Clerk and have noted that CBC approval will be required for large promotional banners to be placed around the town.

A22/0513 **13. MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received and approved the Minutes of a meeting of the Annual Statutory Meeting held on 23 May 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

A22/0514 **14. MATTERS ARISING**

There is no Matters Arising from the Minutes of the Annual Statutory Meeting held on 23 May 2017. Matters arising were taken at the next Council Meeting.

A22/0515 15. **PLANNING APPLICATIONS**

- A22/0515.1 a. **CB/18/01263/FULL – 7 Windermere Drive, Biggleswade, SG18 8LR**
Single storey rear extension and first floor/side rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.2 b. **CB/18/01203/FULL – 166 Hitchin Street, Biggleswade, SG18 8BP**
Two storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.3 c. **CB/18/01430/FULL – 78 London Road, Biggleswade, SG18 8EB**
Erection of part single storey, part two storey rear extension and other minor facilitation works.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.4 d. **CB/18/1530/FULL – 18 Presland Drive, Biggleswade, SG18 0FU**
Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.5 e. **CB/18/01613/FULL – 14 Chaucer Drive, Biggleswade, SG18 8QG**
First floor extension for study/office area.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- A22/0515.6 f. **CB/18/01561/FULL – Vacant Plot Road South off Pegasus Drive, Stratton Business Park, Biggleswade**
- Erection of Industrial Warehouse Building for the sale and Hire of heavy Machinery including Reception, Administration, Staff Welfare, Display, Storage and Servicing and External Landscaping including Hardstanding for Car Parking, Loading and Unloading, External Display and Wash-Down and Associated Works.
- The Town Council Raise **NO OBJECTION** to this application, subject to their being sufficient parking for staff and customers.
- A22/0515.7 g. **CB/18/01452/FULL – Land to the rear of 48- 52 Lawrence Road, Biggleswade, SG18 0LS**
- Construction of new residential chalet bungalow, parking and turning area, access improvements, and layout of garden with new landscaping.
- The Town Council **OBJECT** to this application on the grounds of inadequate access to the proposed development which will lead to safety issues.
- A22/0515.8 h. **CB/18/01655/FULL – 7 Sutton Avenue, Biggleswade, SG18 0NZ**
- 1st Floor infill extension over existing garage. Alterations to garage to facilitate the conversion.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.
- A22/0516 16. **ITEMS FOR CONSIDERATION**
- A22/0516.1 a. **Works to Trees - CB/TCE/18/00114 - Located in the back garden by the River Ivel. 21 Ivel Gardens, Biggleswade, SG18 0AN**
- CBC has received an application to carry out Works to a tree protected by TPO: Prune one Lime tree. The tree is protected by MB/TPO/09/0002 and is listed as T8.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.
- A22/0516.2 b. **Standing Orders**
- Following an update from NALC, additions have been added to the standing orders for Members to consider. The additions to the standing orders are highlighted in blue.
- From the Council meeting 24th April 2018, this item was adjourned without discussion.
- Members were asked to consider additions to the Standing Orders.
- It was **RESOLVED** that the Town Council raise **NO OBJECTION** to the standing orders, subject to the above amendments.

A22/0516.3 c. Interactive Smart Screen

Members were asked to consider a request to CBC for S106 money to fund the installation of a 75" interactive Smart Screen in the meeting room at the Old Court House. S106 funds are currently available for this purpose and a quotation for supply and installation is attached to this agenda.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to the application.

A22/0516.4 d. Biggleswade Skate Park and Chambers Way Play Area

Members were asked to consider a request from CBC regarding the Biggleswade Skate Park and Chambers Way Play Area. CBC are hoping to secure capital funding to replace the skate park and wish to know if the Town Council would have any interest in managing the replacement skate park once the work is complete. Members were also requested to consider the option of adopting the wider play area at Chambers Way.

It was agreed that the Skate Park is a great facility and is used well. It was agreed that on the surface this is an attractive proposition, however we would need to have a greater understanding of the financial implications before agreeing to this proposal.

It was **RESOLVED** that Mr R McGregor organise a separate meeting to further discuss the proposal and the financial implications before providing a response to CBC. The meeting group will be made up of Mr R McGregor, Cllr S Watkins, Cllr M Russell, Cllr B Briars, Cllr H Ramsey, Cllr M Foster and Cllr I Bond.

A22/0517 17. ITEMS FOR INFORMATION

A22/0517.1 a. Erlensee Twining Association

Visitors from Erlensee will be arriving on the afternoon of Friday 13th July 2018 in Biggleswade. The official welcome will take place in the Town Council offices at 4.30pm. The Councillors are invited to attend. There will be approximately 25 visitors and twinning members present.

A22/0517.2 b. Grant letters 2018

Copy of Thank you letters received for the Grants awarded in 2018.

A22/0517.3 c. Report on Bedfordshire Police Priority Setting Meeting 16th May 2018

Cllr D Strachan provided a verbal update. The meeting was a constructive one and informed members that there is a prevalent drug dealing problem within Bedfordshire. The police are heavily reliant on the council and the public in reporting crimes. CBC have now taken over the issuing of parking tickets.

A22/0518 **18. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

- Mr Bacon – The Skate Park provides a place for young people to stay occupied outside of the town.

A22/0519 **19. 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.

(No Exempt Items)

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.

A22/0520 **20. ADDITIONAL ITEMS**

Members were asked to consider proposals to make the Baulk and Back Street one-way systems permanent. Members are also asked to consider proposals for a Zebra Crossing on the High Street, Biggleswade.

It was **RESOLVED** that the Town Council raise **OBJECTION** to the proposal of a zebra crossing on the High Street, Biggleswade. The Town Council support a proposal for:

Pelican crossing without an island
The Baulk to be either all two-way, or all one-way
Cycle way – Back Street only needs to be a small section
Installation of Contraflow with chicane
Reconsider Parking

It was **RESOLVED** to put forward the above proposal to the Traffic Management Committee.