

**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 28 FEBRUARY 2017**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone (Chair)  
Cllr P Biernis  
Cllr I Bond  
Cllr B Briars  
Cllr F Foster  
Cllr M Foster  
Cllr J Medlock  
Cllr M North  
Cllr Mrs H Ramsay  
Cllr Mrs M Russell  
Cllr D Strachan  
Cllr S Watkins

Mr M Thorn - Deputy Town Clerk, Biggleswade Town Council  
Mrs J Durn – Meetings Administrator, Biggleswade Town Council

Members of Public – 6 (including 2 Council staff)

The Chairman announced the start of the meeting would be delayed due to a traffic incident preventing Councillors from arriving on time. The meeting commenced at 7:10 pm.

**B28/0201 1. APOLOGIES FOR ABSENCE**

Cllr T Woodward

**ABSENT WITHOUT APOLOGIES**

None

**B28/0202 2. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- B0202.1 a. Disclosable Pecuniary interests in any Agenda item - None
- B0202.2 b. Non-Pecuniary interests in any Agenda item – Page 4, Item 11 e. Biggleswade CAP. Cllr's I Bond, Mrs H Ramsay, Mrs M Russell.

**B28/0203 3. TOWN MAYOR'S ANNOUNCEMENTS**

We have received a letter of thanks from Biggleswade Good Neighbours, to thank us for the Council Grant.

The Council workforce have been extremely busy clearing up in the aftermath of "storm Doris". Debris has been cleared from London Road, Recreation Parks, Footpaths, and the Cemeteries.

Travellers were stranded at the Station and were given refuge in the Council Office. Thank you to all the Council staff for their help.

Biggleswade Good Neighbours are holding "Great British Spring Clean" on the 4<sup>th</sup> March and are looking for volunteers.

A reminder that the Civic Service is being held on 12 March. Please confirm your attendance.

**B28/0204**      **4.    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.

- a. Mr Ian Dilley: Re: Item 9b: Planning Application for the Saxon Centre, Kingsfield Road, Biggleswade: All the current flats are two-storey and yet this application seems to be for three-storey? Will this not look a bit strange?

Cllr Briars said that what appears to be a third storey is actually the roof space, and does in fact match in with the others.

- b. Mr Ian Dilley: Re: Item 12g: Temporary Road Closure – Potton Road, Biggleswade. Has Potton Road ever been open!! It seems to be continually closed for work and the diversion is horrendous!

**B28/0205**      **5.    INVITED SPEAKERS**

There were no Speakers

**B28/0206**      **6.    MEMBERS QUESTIONS**

- B0206.1      a. Cllr B Briars has received communication from residents complaining about the exceptionally muddy condition of Laburnham Road amenity area. Can the Town Clerk please ask CBC to look at the situation?

- B0206.2      b. Cllr P Biernis asked if there have been any updates regarding road repairs at Chestnut Avenue and Rose Lane, as these are in a particularly bad condition. The Deputy Town Clerk reported that he was not aware of any updates being received.

- B0206.3      c. A query was raised on Item A0210, 7g. Co-Option – Town Councillor: The Deputy Town Clerk clarified the situation and confirmed that two vacancies have been advertised and the closing date for applications is 7 March.

- B0206.4      d. Bonds Lane development: There are several points of concern Members would like to raise with CBC and Members requested that this item be placed on the Council Agenda in order that we can bring these forward.

**B28/0207**      **7.    MINUTES AND RECOMMENDATIONS OF MEETINGS**

- B0207.1      a. Following an amendment to page 4: **Item 10h, A0210.8 Permission Request**; Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 14 February 2017.

- B0207.2 b. The **RECOMMENDATIONS and RESOLUTIONS** of the Town Centre Management Meeting were received and approved.
- Mapping the Biggleswade Excluded Area – Highways Act 1980 Section 27: This information was **NOTED**. Members look forward to receiving the report on decluttering the Town Centre.
  - Community Engagement Day: This item was well received and the information was **NOTED**.
  - Teenage Markets: Cllr Mrs M Russell, and Cllr P Biernis would like to join the Working Party with Cllrs M North, D Strachan and M Foster, making a total of five members.
  - Crime and Disorder Audit: It was **RESOLVED** that Council adopt the Statement, and continue to use this format.
  - BTC Parking Strategy: It was **RESOLVED** that a small Working Group be set up to consider the detail of a Town Centre Parking Strategy. Cllr Mrs H Ramsay and Cllr M North have already registered an interest. Cllr Mrs M Russell, Cllr B Briars, Cllr J Medlock would like to be involved, and Cllr M Foster registered interested if required.

**B28/0208 8. MATTERS ARISING**

Matters Arising from the Minutes of the Town Council Meeting held on 14 February 2017:

- B0208.1 a. Page 4: Item 10h, A0210.8 Permission Request: The paragraph regarding the reason for this request has been inadvertently deleted prior to printing, and Cllr Mrs M Russell asked that we reinstate this for the accuracy of the records.

The Minutes will now read “Permission is requested from The Berkeley Enthusiasts Club to park up on the Market Square, late morning of 21 May 2017, for two hours, to allow for lunch and for local people to come and admire the cars”

Members raised **NO OBJECTION** to this request.

**B28/0209 9. PLANNING APPLICATIONS**

- B0209.1 a. **CB/17/00493/FULL – 3 Durham Close, Biggleswade**  
Two storey side/rear extension and part single storey rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, provided that 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 in order to eliminate detriment in respect of light and privacy of adjacent residents.

- B0209.2 b. **CB/17/00573/FULL - The Saxon Centre, Kingsfield Road, Biggleswade**  
New development of a three storey block of flats to consist of 14 dwellings.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, subject to an increase in provision of parking spaces to meet CBC planning guidance as the Town Council considers that the proposed parking provision is inadequate to serve the number of residential units.

However, clarification is sought on the status of the land and the 106 agreement on that land to provide a community hall. The land was set aside for community use and that provision has not been met. Has the original 106 contribution to the town been held for community use in that area?

- B0209.3 c. **CB/17/00617/FULL – 27 The Baulk, Biggleswade**  
Loft conversion with dormer and roof lights and single storey rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, provided that 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 dwelling is complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

- B0209.4 d. **CB/17/00609/FULL – 25 St Johns Street, Biggleswade**  
Two storey and part single storey rear extension.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, provided that 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 in order to eliminate detriment in respect of light and privacy of adjacent residents.

- B0209.5 e. **CB/17/00762/FULL – 2 Lindsell Crescent, Biggleswade**  
Two storey side and part single and part two storey front extensions, with internal alterations to existing property.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, provided that 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 in order to eliminate detriment in respect of light and privacy of adjacent residents.

- B0209.6 f. **CB/16/05769/FULL – Tonlyn House, 7 Railway View, Lawrence Road, Biggleswade**  
Enclosure over existing swimming pool.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Application, provided that 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 in order to eliminate detriment in respect of light and privacy of adjacent residents.

**B28/0210 10. ACCOUNTS**

**a. Financial Administration**

It was **RESOLVED** that Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 31 January 2017
- ii. Summary of Income & Expenditure
- iii. Income and Expenditure by budget heading
- iv. Current Bank Account, receipts and payments to 31 January 2017

**B28/0211 11. ITEMS FOR CONSIDERATION**

**B0210.1 a. Electronic Agendas**

Members were asked to give their consent to permit receipt of email service of the summons and agenda. There were concerns around the confidentiality of the Exempt items which will need to be clarified. However, following discussion it was **RESOLVED** that in principle Members raise **NO OBJECTION** to this request. Paper copies will still continue be available for any Members that prefer them, and will also be available for Members of the Public. Names of Members happy to accept this service were noted for administration.

**B0210.2 b. Involving Young People in the Council**

Members considered a report on involving young people in the Council and also a draft Youth Committee Constitution.

It was agreed that in principle this is a good idea. However, there are a number of concerns around implementation, and it was felt that a Working Group should be put together so that a carefully thought out proposal can be put before Council. Working Party Members: Cllr Mrs M Russell, Cllr M Foster, Cllr F Foster and Cllr M North.

**B0210.3 c. Good Councillors Spring Conference**

This information was **NOTED**

**B0210.4 d. Internal Audit 2016-17: Interim**

Members were asked to consider increasing the level of Fidelity Guarantee Cover as laid out in the recommendations of the Internal Audit.

Members **RESOLVED** to accept the Internal Audit Report and to increase the level of Fidelity Guarantee cover to £1 Million.

**B0210.5 e. Biggleswade CAP**

Following discussion, it was **RESOLVED** that Biggleswade Town Council make a donation of £500.

- B0210.6 f. **Ivel Sprinter – Financial Assistance Grant**
- Members consider this to be a valuable service to the community and it was **RESOLVED** to allow the £500 grant awarded for timetable cases to be used for ongoing maintenance instead.
- B0210.7 g. **Revised Wayleave Agreement – Biggleswade United FC, Fairfield Road, Biggleswade**
- Following an in-depth discussion Members agreed in principle to the revised wayleave agreement presented. However, further information was requested regarding the financial implications, and Members would like to defer a final decision until this information has been received.
- B28/0212 12. ITEMS FOR INFORMATION**
- B0212.1 a. **Planning Application Outcomes**
- This information was **NOTED**.
- B0212.2 b. **Biggleswade Shopwatch**
- Concerns were voiced regarding the lack of security at the Retail Park and the lack of reporting crime to the police. There is an urgent need for radio intelligence sharing and cctv installation. Retailers should be encouraged to participate in the Biggleswade Joint Committee Meetings where these issues can be raised.
- B0212.3 c. **CiLCA 2015**
- Members received the paperwork confirming that the Town Clerk has obtained a pass for CiLCA 2015. This document contains excellent information and congratulations are to be given to our Town Clerk, Mr Rob McGregor, for this achievement.
- B0212.4 d. **A1 Roadworks**
- There were concerns regarding the second phase diversion route. Members asked for clarification of the proposed route.
- B0212.5 e. **Biggleswade Footpaths – Temporary Closures**
- There were concerns regarding the lack of clarity on maps received from CBC in support of this item. Members would like to request a map showing all the footpaths clearly in order that they can make informed comments.
- B0212.6 f. **Public Notice – Waiting Limits – Shortmead Street & Station Road**
- This notice extending the waiting limits was welcomed. It was noted however, that this goes only a tiny way towards relieving the parking problem.
- B0212.7 g. **Temporary Road Closure – Potton Road, Biggleswade**
- This information was **NOTED**.

**B28/0213**    **13. 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 Dilley queried the outcome of the Saxon Drive, Kennel Farm Planning Application on page 3 of the Planning Application Outcomes list.

The Chairman noted that this column has an incorrect comment and will be corrected.

**A14/0214**    **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.

*Minutes*

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.