

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 27 AUGUST 2013 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD  
BIGGLESWADE**

**Present:** Cllr Mrs H Ramsay (Chair), Cllr Mrs M Russell, Cllr M North, Cllr T Woodward, Cllr D Albone,  
Cllr B Briars, Cllr R Skinner, Cllr B Rix  
Louise Wilcox – Deputy Town Clerk  
Sue Crowther – Administrative Assistant  
Members of the Public - 6

**1. APOLOGIES**

Apologies were received from Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr G Wilson, Cllr Mrs W Smith,  
Cllr I Bond and Cllr S Watkins

**2. DECLARATION OF INTERESTS**

- (a)** Disclosable Pecuniary Interests in any agenda item – non declared
- (b)** Non-pecuniary interests in any agenda item – Cllr T Woodward declared an interest in item 13b

Cllr B Rix declared an interest in item 13b

Cllr M North declared an interest in items 6f and 13b

**3. TOWN MAYOR'S ANNOUNCEMENTS**

Cllr Mrs H Ramsay announced news that Charlie, the car parking attendant had passed away suddenly  
whilst on holiday in America.

**4. MEMBERS QUESTIONS**

There were no Members' questions.

**5. PUBLIC OPEN SESSION**

MOP 1 said that at the Council meeting on 13 August, he brought up the item of the possibility of the  
Police Station closing and noticed that it isn't on this agenda.

Cllr Mrs H Ramsay replied that Sgt Gary Kidd is away on holiday until 7 or 8 September and hoped that  
he would be able to attend a Council meeting soon.

MOP 1 said that parking in Dells Lane area is an ongoing problem, the Police need to keep an eye on  
this.

MOP 2 said that there had been a survey regarding the Christmas lights and of the 35 people that  
commented, 89% would prefer to see coloured lights.

**6. BEDFORDSHIRE CONSTABULARY**

Members received the Crime figures.

Cllr Mrs H Ramsay highlighted the criminal damage that occurred on 23/24 July at Drove Road,  
unfortunately this resulted in several broken and damaged windows at the Cemetery Chapel.

**7. INVITED SPEAKERS**

There was no invited speaker.

**8. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a.** Members received the Minutes of the Council meeting held on 13 August 2013 at the Offices of  
Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- b. Members **unanimously approved the recommendations of the Personnel** meeting held on 20 August 2013.

Items as listed on the Personnel agenda:

5) **ITEMS FOR CONSIDERATION**

- a. For members to consider Capacity in the Town Councils front office.

It was **RECOMMENDED** in principle to increase the front office staff by one member, on a salary equivalent to SCP 19 of NJC scales.

- c. Members **unanimously approved the recommendations of the Town Centre Management** meeting held on 20 August 2013.

**Cllr B Briars asked for confirmation that, before he approved item 6c – Biggleswade Market – improvements – the new stalls would be anchored to the floor and would be secure.**

**Louise Wilcox replied that the supplier had demonstrated 2 products on a windy day. They were quick to assemble, come with weights with options for ground fixing.**

Items as listed on the Town Centre Management meeting:

6. **ITEMS FOR CONSIDERATION**

a) **Christmas Lights 2013 - 2014**

Members are asked to consider various options for the 2013 – 2014 Christmas lighting scheme.

- i. To consider the purchase of the existing scheme.
- ii. To maintain the existing display as per the three year contract. (Contract details Attached).
- iii. To consider festoons for the areas identified at the 30<sup>th</sup> April 2013 meeting, (quotes attached).
- iv. To consider decorations to additional lamp columns.
- v. To consider a change to the lamp decorations displayed in 2012 – 2013. (Sheet attached).

It was **RECOMMENDED**: not to purchase the existing scheme; to maintain the existing display as per the three year contract; to approve the quotation for festoons; White Hart car park to Rose Lane, Hitchin Street to Mill Lane, Century House to the Nat West bank; no additional lights on lamp columns; to change the lamp column decorations displayed in 2012 -2013 with Ref 170012 or Ref 170010; Red lights on the Christmas Tree and to consult with Lamps & Tubes on the colour of the festoons.

c) **BIGGLESWADE MARKETS - IMPROVEMENTS**

The Town Council currently erects market stalls at their Saturday market; the number of stalls erected can vary; the cost of erecting the stalls remains at the same level each week.

Stalls are erected and on occasions traders do not turn up leaving the stall empty and at a cost to the Town Council.

The market would have more flexibility if traders were to provide their own stalls.

The weekly Charity Stall could be accommodated with a pop up stall and table, which are currently being investigated.

Traders at the Tuesday markets provide their own stalls.

The monthly farmers market averages between nine and twelve stalls erected by the Town Councils full time staff.

Members were asked to consider that all current and future traders at the Town Council Saturday and Tuesday markets provide their own stalls, should they wish to trade on the Town Councils Markets. It is envisaged; subject to members approval that this would be phased in over a six month period.

It was **RECOMMENDED** to stop using the existing stalls; to be phased in over the next six months; to purchase 12 pop up stalls to provide for the Farmers' market and the Saturday Charity stall and all current and future traders will have to provide their own stalls.

d) **BIGGLESWADE CCTV meeting 15.08.13**

Members received an update following the CCTV meeting held on 15 August 2013.

It was **RECOMMENDED** that Town Council ensure that Biggleswade CCTV is included on the next Joint Committee agenda and that a letter be written to CBC to reiterate the Town Councils previously agreed position that monitoring of the cameras should be carried out along the A1 Corridor.

e) **PROPOSED NEW CAR PARK - BONDS LANE – FOUNDRY LANE**

Members have received a letter from; Southfield Hathaway Properties LTD, in response to a letter sent by the Town Clerk on 8<sup>th</sup> July 2013,(letter attached).

Evans Dodds Solicitors has confirmed that they are acting on behalf of Southfield Hathaway Properties Ltd (letter attached)

For members to receive an update on the proposed development & car park; Bonds Lane - Foundry Lane, Biggleswade.

It was **RECOMMENDED** that Town Council write to Evans Dodd solicitors and acknowledge they would like to enter into negotiations to lease the proposed car park; to ask for an estimate of the legal fees and cost of the lease.

f) **COMMUTER PARKING - TENNYSON AVENUE, CHAUCER DRIVE, DICKENS COURT& DELLS LANE**

Members received correspondence from a resident of Tennyson Avenue, (attached); the resident is asking members that in view of the ever escalating level of parking in the areas highlighted above, could they urge members to raise again with CBC this issue on resident's behalf.

Residents have sent numerous letters to CBC and requested what they believe to be the most cost effective solution, supported by the Town Council, for a 1-2 hour parking restriction.

Members are asked to consider this request.

It was **RECOMMENDED** that the Town Council should fund the cost of a T.R.O to introduce 1 hour restricted parking in areas identified as problem areas off Dells Lane.

9. **MATTERS ARISING**

a. Minutes of the Council meeting held on 13 August 2013

Page 1 – Members Questions - Cllr B Briars asked if there had been any developments with SEPT coming to a Council meeting regarding Potton Road Hospital.

Cllr Mrs H Ramsay said that a reply had been received, Mr Geoghan is leaving SEPT in September and said that he will pass this onto the new Chief Executive, Sally Morris.

Cllr B Briars said that once she has settled in, we could ask her to look at this issue.

Page 3 – item 9c - Cllr B Briars asked if there was any progress with Grasmere.

Louise Wilcox replied that Anglian Water has done some work, but it looks as though it has filled up again very quickly. She said she had been told that the blockage has been cleared, but will pursue with Anglian Water.

Page 4 – 9d – Cllr D Albone - the new roundabout on Shortmead Street/Sun Street – CBC has ignored Town Councils request for a crossing with a refuge on Shortmead Street.

Cllr B Briars said that parking restrictions are needed on Shortmead Street towards the bridge to stop the garage parking cars there that are for sale.

Cllr Mrs M Russell said she would ask Cllr M Jones to look at this, perhaps it could be included in a TRO.

## 10. PLANNING APPLICATIONS

### a. **CB/13/02574/FULL – 15 Market Square, Biggleswade**

Installation of 1 x Louvre to end elevation

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

### b. **CB/13/02804/FULL – 1 & 2 Willow Cottages, Langford Road, Biggleswade**

Demolition of two existing bungalows and erection of two storey dwellings

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

## 11. ACCOUNTS

### a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 31 July 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 July 2013

## 12. ITEMS FOR CONSIDERATION

### a. **Network Server Upgrade**

Members are asked to consider the attached quotations for a Network Server Upgrade in the Town Council offices.

#### Quote A

#### Quote B

#### Quote C

Cllr T Woodward gave a brief overview of Town Councils requirements and the work that himself and Cllr I Bond had undertaken to prepare a specification for the Town Clerk to utilise.

Cllr Mrs M Russell proposed **Quote C** be accepted, this was seconded by Cllr M North.

A vote was taken – all Cllrs voted in favour of **Quote C** except Cllr T Woodward who abstained as he had been involved in the process.

### b. **Borrowing Approval – Purchase of Rose Lane Car Park**

At a meeting of the Town Council 13<sup>th</sup> August 2013, members were informed that the offer of £605,000 for the purchase of the freehold Rose Lane car park had been accepted.

Details of how the purchase would be funded were previously discussed at a Town Council meeting 25<sup>th</sup> June 2013.

Members were now asked to formally resolve to make an application to borrow £500,000.00 from the P.W.L.B and to approve the stamp duty of £24,200.00. (A full report on the borrowing stamp duty and estimated legal fees are attached to this agenda).

A vote was taken and Members unanimously agreed, therefore, it was **RESOLVED** that Town Council make an application to borrow £500,000.00 from the Public Works Loan Board

## 13. ITEMS FOR INFORMATION

### a. **Planning application outcomes**

No outcomes available, still in consultation period.

**b. Work to Trees – Conservative Club, St Andrews Street, Biggleswade**

CBC has received an application to carry out works to trees within a Conservation Area at the above location: Various works to 38 No trees as listed within the Tree Survey Report.

A copy of the application was attached to the agenda.

It was **RESOLVED** that this be noted

**14. PUBLIC OPEN SESSION**

MOP 1- item 8f TCM meeting – Commuter Parking – asked that parking in Dells Lane from London Road past Tennyson Avenue and Broadmead is considered in the parking Consultation.

MOP 2- Asked if the Town Council would be reviewing water safety around Franklins Recreation Ground in the light of the tragic accident that occurred at the week.

Members discussed this matter briefly and stated that until the full circumstances were known it would not be appropriate to comment further on the matter.

Cllr Mrs H Ramsay stated the lifebelts were frequently removed from that site and thrown into the river. The lifebelts were sometimes retrieved by residents living further down the river and returned, but nevertheless the Council had replaced the lifebelt 4 times in the last 12 months.

**15. 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.

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.