

MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 28 JUNE 2016
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone (Chair)
Cllr I Bond
Cllr B Briars
Cllr F Foster
Cllr M Foster
Cllr M North (Vice Chair)
Cllr B Rix
Cllr Mrs H Ramsay
Cllr Mrs M Russell
Cllr D Strachan
Cllr T Woodward

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

Members of Public – 13

B28/0601 1. APOLOGIES FOR ABSENCE

Cllr P Biernis, Cllr Ms R kerfoot, Cllr S Watkins

B28/0602 2. DECLARATIONS OF INTEREST

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

- B0602.1 a. Disclosable Pecuniary interests in any Agenda item - None
- B0602.2 b. Non-Pecuniary interests in any Agenda item: - Item 11b: Cllr Mrs M Russell, Item 11d, Biggleswade Splash Park: Cllr T Woodward

B28/0603 3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor attended Sandy Town Council Civic Reception on Wednesday 22 June.

B28/0604 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.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

There were no questions from Members of the Public.

B28/0605

5. INVITED SPEAKERS

Ross Little of the Biggleswade Splash Park Committee, together with Greg Seale and Chris Keech of SSP Water and Play, presented a comprehensive Business Case for the Council to consider the provision of a Splash Park in Franklin Recreation Park, Biggleswade.

The Park would be open from April to October, providing a water themed recreational facility attracting families in the fast-growing community of Biggleswade, and the surrounding areas.

The Splash Park Committee intend to raise £325K building funds through National Heritage Lottery funding, and are also actively exploring all other avenues, such as any grants that may be available, as well as continuous fundraising events, which have already proved successful. The Park will be free to use, and there is also an opportunity to install a kiosk on site which would generate a small income.

The Splash Park Committee would like to obtain approval from Town Council for:

- Business Case approval
- Full authority for the Biggleswade Splash Park Committee to build a Splash Pad in Franklins Recreational Park, Mill Lane, Biggleswade.
- Adoption of the Splash Park by the Town Council when built

Following the presentation, the speakers took questions from Councillor's covering all aspects of the project, such as funding, running costs, kiosk costs, maintenance costs, staffing, safety issues, car parking, fencing, cctv etc.

The Chairman thanked the members of the Splash Park Committee for their obvious commitment and hard work in producing an excellent presentation, and for the comprehensive information provided.

This item will be discussed by Council under Agenda item 11d.

B28/0606

6. MEMBERS QUESTIONS

Cllr Briars asked for clarification that the drainage issue on the south side of the bridge has been rectified.

The Town Clerk will ask his contact at CBC to clarify this point directly to Cllr Briars.

B28/0607 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

B0607.1 For members to receive the Minutes of the Council Meeting held on 14 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B0607.2 Members received and approved the Minutes of the Town Council Meeting held on 14 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B0607.3 Members received the **Recommendations of the Public Land & Open Space Meeting held on 21 June 2016.**

B0607.3.1 **Franklins Recreation Ground Swing Frame:**

Contractors installed a Swing frame instead of the Flexiswing frame requested. However, the Flexiswing model has now been discontinued, and the Contractors have offered the Wicksteed Heritage Swing frame at a reduced price as a goodwill gesture.

It was **RESOLVED** to accept the installed Wicksteed Heritage Swing at a reduced price of £3,609.44.

B0607.3.2 **Biggleswade United Football Club request to move fence:**

It was proposed to defer recommendation b) to the next Council Meeting, to await clarification on the works carried out on removal of surrounding trees. Concerns were raised that there are preservation orders in place, and that the TPO's should be checked with CBC before further work continues.

Clarification on the safety audit on the play equipment.

B28/0608 8. MATTERS ARISING

B0608.1 Minutes of the Town Council Meeting held on 14 June 2016.

B0608.2 There were no Matters Arising from the Minutes of 14 June 2016.

In order to accommodate time restraints of the attendees, the Chairman announced a change of order to the Agenda as follows:

The Meeting will now take **item 10. ACCOUNTS**; to be followed by **Item 9 - PLANNING APPLICATIONS**.

B28/0610 10. Previously Item 10: ACCOUNTS

B28/0609a 9.a Financial Administration

Members received the following accounts:

- i. Detailed Balance Sheet to 31 May 2016.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading
- iv. Current Bank Account, receipts and payments to 31 May 2016.

It was **RESOLVED** that Accounts i., ii., iii., and iv. were adopted.

B28/0609b 9.b Accounts for the year ended 31st March 2016

- ii. For members to adopt and approve the Annual Governance Statement of the Annual Return for the year 2015/2016.

For legal reasons item ii. was required to be taken before item i., and will be presented in that format on future Agendas.

It was **RESOLVED** that Council approve and adopt the Annual Governance Statement of the Annual Return for the year 2015/2016.

- i. For Members to approve and adopt the Accounts and Statement of Accounts contained in the Annual Return for 2015/2016.

Mr Kemp (DCK) took Councillor's through the main points of the Financial Statements and answered their questions.

Mr Kemp confirmed the financial transfer to rolling capital fund of the surplus balances in the General Reserve in the sum of £140,000.

It was **RESOLVED** that Council approve and adopt the Statement of Accounts contained in the Annual Return for 2015/2016.

B28/0610 10. PLANNING APPLICATIONS

Previously Item 9: PLANNING APPLICATIONS

B0610.1 a. CB/16/02308/LB and CB/16/02309/FULL – 95B and 97 High Street, Biggleswade

Listed Building: change of use from a Class A1 use to an open Class A3 or Class A5 use; installation of a new shopfront; demolition of an existing outbuilding and replacement with a new single storey extension; and other internal alterations.

It was **RESOLVED** that the Town Council **OBJECT** to this application, on the grounds of possible additional traffic and insufficient parking at the location and not suitable for use as an additional takeaway at this location. Members also raised concern that any possible occupant may lower the floor levels in the property.

B0610.2 b. CB/16/00181/FULL – Land to the rear of 33 to 57 Shortmead Street, Biggleswade

Construction of 37 No. dwellings and associated road, demolition of commercial premises. **REVISED PLANS.**

It was **RESOLVED** that the Town Council **OBJECT** to this Application on the grounds of:

- overdevelopment
- inadequate parking
- inconsiderate access to the residents of Wharf Mews
- pedestrian safety onto Shortmead Street
- the overbearing nature of the development on neighbours

- no provision of amenity space
- The applicant should consider going back to the original access through Wharf Engineering.

B0610.3 c. **CB/16/02412/FULL – Unit K, Retail Park, London Road, Biggleswade**

Installation of additional floorspace at mezzanine level in Unit K.

It was **RESOLVED** that 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 property.

B0610.4 d. **CB/16/02490/FULL – 2 Edward Road, Biggleswade**

First floor rear extension and new porch to front elevation.

It was **RESOLVED** that 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 property.

B28/0611 11. ITEMS FOR CONSIDERATION

B0611.1 a. **Central Bedfordshire Libraries Opening Hours Review**

The Town Council received a letter from Central Bedfordshire Council, drawing attention to a forthcoming review of the library opening hours and services in Central Bedfordshire Libraries.

It was **RESOLVED** to invite a member of CBC to the next Town Council Meeting in order to fully explain the consultation, and update the Council of future plans. Council can then make an informed decision.

B0611.2 b. **Street naming request**

Correspondence was received from the family of the late Phil and Geoff Denny, who ran Larkinson store in the High Street, to ask if Town Council would include their family name when considering street names. Phil Denny was a Town Councillor for some years, and members of the Denny family still live locally.

Council have received several suggestions for street names and will add this to the list for future consideration.

B0611.3 c. **Town & Parish Conference – Wednesday 13 July 2016**

CBC would like to invite three representatives from Town Council to attend the next Town & Parish Conference on Wednesday 13 July 2016, 6 pm – 9 pm at Priory House, Chicksands.

This event will focus on the Local Plan that CBC must produce to show where development will take place over the next 20 years.

Members were extremely interested in attending the Conference and Cllrs Mrs H Ramsay, M Foster, D Albone and M North will be taking up this invitation.

B0611.4 d. **Biggleswade Splash Park Committee**

Following the presentation given by the Biggleswade Splash Park Committee (Agenda Item 5), Members were asked to consider a request by the Biggleswade Splash Park Committee for Franklin Recreation Ground to be used as a site for a Splash Park, with construction and installation costs to be funded by the Biggleswade Splash Park Committee.

Members held an in depth discussion on this item and a recorded vote was requested by Cllr Mrs M Russell, on the outcome.

Cllr Briars proposed that Council approve the proposal for a Splash Park, to be adopted by the Council once up and running. However, a hold should be placed on the car parking issue and an item placed on the next Town Council agenda.

The Vote was taken and recorded as follows:

In favour: Cllrs. D Albone, B Rix, M Foster, B Briars, F Foster, I Bond, D Strachan, M North.

Not in favour: Cllr. Mrs M Russell, Cllr. Mrs H Ramsay

Abstain: Cllr. T Woodward

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the addition of a Splash Park at the Franklin Recreation Park in Biggleswade.

Town Council also **RESOLVED** the following:

- Business Case approval
- Full authority for the Biggleswade Splash Park Committee to build a Splash Pad in Franklins Recreational Park, Mill Lane, Biggleswade.
- Adoption of the Splash Park by the Town Council when built

Members requested that the Town Clerk be authorised to negotiate with Shuttleworth Estates over the possibility of acquiring additional land for car parking.

This will be an Agenda item at the next BTC Meeting.

B0611.5 e. **Invitation to Parish Council Forum**

The Town Council has received an invitation from PCC Kathryn Holloway to attend the Parish Council Forum on 10 September 2016.

Cllrs D Strachan, B Rix and Mrs H Ramsay will attend the Forum.

Councillors asked that the Town Clerk issue a further invitation to the new PCC Kathryn Holloway, to attend Biggleswade Town Council Meeting in order that we can address our concerns for Biggleswade.

- B0611.6 f. **Biggleswade Town Council – Corporate Strategy**
- It was **RESOLVED** to adopt the Biggleswade Town Council Corporate Strategy.
- B0611.7 g. **Biggleswade Town Council - Constitution**
- The Town Council has resolved in principal, as part of their instruction to improve governance documents, to voluntarily adopt a Constitution. This will contain the Statutory documents which it needs to publish as well as a number of other parts which will help to make its dealings more transparent to local people and businesses. Its purpose is to enable local people to understand how their Town is being governed and how they can become involved in the decision making. The Constitution will also double as a handbook for Councillors, and will be updated each year ahead of the Annual Meeting.
- It was **RESOLVED** to adopt the Constitution.
- B0611.8 h. **Standing Orders**
- The Standing Order 16, subsections (e) and (n), have been amended and are proposed for adoption
- e) 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.
- Each speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.
- n) 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.
- Each speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) three-minute slot.
- It was **RESOLVED** to adopt the Standing Orders.
- B28/0612 12. ITEMS FOR INFORMATION**
- B0612.1 a. **Planning application outcomes**
- The Planning Outcomes Report was **NOTED**.
- B0612.2 b. **Thank you letter(s)**
- It is nice to receive these letters. This information was **NOTED**.
- B0612.3 c. **CB/16/00860/REG3 Land at Dunton Lane, Biggleswade**
- The above planning application is being recommended for approval by CBC, and will be considered at their Development Management Committee being held on 29 June 2016.

- B0612.4 d. **Proposed Temporary Road Closure – Rose Lane, Biggleswade**
- Information has been received on the temporary road closure of Rose Lane, to enable the replacement of a leaking water pipe. The closure will take place between 26 July 2016 and 28 July 2016. **(Emergency access will not be possible)**. Any observations to be reported back to CBC.

This information was **NOTED**.

- B0612.5 e. **Report on meeting held on 13 June 2016 with the Chief Inspector Community & Partnerships (North)**

Cllr D Strachan provided a written report and also gave Members an overview of the meeting he attended at Police Headquarters on 13 June 2016.

Councillors had several concerns and will address these with the new Police and Crime Commissioner when she attends the Council Meeting.

B28/0713 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.

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B28/0614 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.

(Exempt Minutes – Council 14 June 2016)

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.

B28/0615 15. **EXEMPT ITEMS**

Members received and approved the Exempt Minutes of the Town Council Meeting held on 14 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.