

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 9 JULY 2013 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr Mrs H Ramsay (Chair), Cllr I Bond, Cllr B Briars, Cllr D Albone, Cllr D Lawrence, Cllr B Rix,
Cllr Mrs J Lawrence, Cllr M North, Cllr Mrs M Russell, Cllr R Skinner, Cllr S Watkins, Cllr G Wilson
Louise Wilcox – Deputy Town Clerk
Members of the public – 7

1. APOLOGIES

Apologies were received from Cllr T Woodward and Cllr Mrs W Smith

2. DECLARATION OF INTERESTS

- (a)** Disclosable Pecuniary Interests in any agenda item – none declared
- (b)** Non-pecuniary interests in any agenda item – Cllr M North registered an interest in item 8d as listed on the agenda.

Cllr B Briars, R Skinner, G Wilson and M North declared in interest in item 8e.

c. Town Mayor's Announcements

Cllr Mrs H Ramsay said that she had attended the Chamber of Trade cheque presentation at Hitchin Street, and that along with Cllrs I Bond, Mrs J Lawrence and Mrs W Smith, she had also attended the official opening of Vickers Close on 3 July.

3. PUBLIC OPEN SESSION

There were no items discussed during the public open session.

4. INVITED SPEAKER

There was no invited speaker.

5. MEMBERS QUESTIONS

There were no Members' questions.

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a.** Members received the Minutes of the Council meeting held on 25 June 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b.** Members **approved the recommendations** of the **Public Lands & Open Spaces meeting** held on 18 June 2013

Item 6b- Biggleswade Bowls Club - Cllr B Briars proposed that Town Council offer 50% contribution towards costs. This was seconded by Cllr R Skinner.

A vote was taken : **In favour:** Cllr D Albone, Cllr R Skinner, Cllr Mrs M Russell, Cllr I Bond, Cllr B Briars

Against: Cllr M North, Cllr S Watkins, Cllr B Rix, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr G Wilson

A vote was taken for the 25% proposal: **In favour:** Cllr R Bix, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr M North, Cllr G Wilson, Cllr S Watkins

Against: Cllr I Bond, Cllr Mrs M Russell, Cllr R Skinner, Cllr B Briars, Cllr D Albone

Therefore the original proposal of 25% stands.

Items as listed on the PLOS agenda:

a) **Footpath Mill Lane to Ivel Bridge running adjacent to River**

Cllr Mrs J Lawrence explained the current position regarding the two areas of collapsed river bank. The Environment Agency has refused permission for the chosen contractor to carry out remedial works. Negotiations are now underway in order that the specification will gain consent.

The members asked that CBC be contacted to request signs be placed at each end of the path saying that it is unsafe to use this area and that there is no throughway.

b) **Biggleswade Bowls Club- Maintenance of Bowling Green Edges**

Correspondence has been received from Biggleswade Bowls Club regarding maintenance of bowling green edges.

Three sides have been identified as rotten and are therefore potentially dangerous. It is proposed that 2 sides are replaced this winter (2013) with concrete edges at a cost of £2460 +VAT in line with the quotation received from TurfCare Leisure Services dated 18 July 2012.

They are requesting financial support for this essential work to be carried out under general maintenance and to keep the green edges in line with the Bowls England Statement.

The cost of previous work in 2010 was shared 50/50 between the Town Council and the Bowls Club and they are requesting similar consideration on this occasion.

Members **RECOMMENDED** a contribution of 25% of the total cost be offered to the Bowls Club.

c) **Grasmere Correspondence**

Correspondence has been received from 2 residents voicing concerns about the flooding and removal of play equipment at Grasmere play area.

The Chairman combined agenda items c and d at this point.

d) **Network Rail Grasmere**

Cllr Mrs W Smith reported on the meeting with Network Rail held on 31st May 2013, with the planned power supply upgrade project still at an early stage. Cllr Mrs W Smith highlighted that Network Rail were considering alternative routes due to the presence of the flood basin.

Cllr Mrs W Smith advised that final works to remove the play equipment and reinstate have been delayed due to prolonged adverse ground conditions, this has also made the area difficult for maintenance work to take place safely and in line with health and safety regulations. Drainage problems are currently being looked into, with overgrown ditches and hedgerows to be investigated.

It was **RECOMMENDED** that Louise Wilcox, Deputy Town Clerk, progress the issues with Anglian Water and Twigden Homes.

e) **Biggleswade Town Cricket Club**

Materials including plaster boards, plaster, paint and light fittings have been provided to the cricket club. Cricket club members have used these materials to enhance the pavilion and these works have been completed to the satisfaction of the Council.

Members considered the need for new flooring surfaces to be provided and a quotation that had been obtained.

It was **RECOMMENDED** an additional quotation for carpet tiles be obtained.

f) **Fairfield Sports Ground**

Cliff Andrews, BRCC, has supplied Town Council with a revised proposal for Fairfield Sports Ground Access Enhancements for the Biggleswade Green Wheel.

It was **RECOMMENDED** that this is approved.

g) Quotations for works at Eagle Farm Road Pavilion

Members considered the two quotations attached for works at Eagle Farm Road Pavilion.

It was **RECOMMENDED** to proceed with Quote B at the following costs:

Tamper proof room stat	£192.93
Trace heating to pipework	£708.60
Install timeclock configuration	£554.85

h) The Outdoor Access Improvement Plan for Central Bedfordshire 2013 to 2023

Members are asked to consider the above Consultation Draft document which is available to view at Town Council office or online at:

www.centralbedfordshire.gov.uk/environment/countryside/oaip.aspx

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

i) Cemetery Maintenance

CLlr B Briars outlined a series of concerns with maintenance operations being undertaken in both Council Cemeteries.

The Deputy Town Clerk, reported that a new and improved maintenance programme has been put in place to deal with ongoing maintenance concerns, with fortnightly grass cutting regimes and increased cylinder mowing. This will be monitored closely and increased attention paid to edging up and clearing of footpaths and gulleys.

j) New play equipment items – Kitelands Recreation Ground

Members considered the S106 funding in hand and available to spend on new play equipment items at Kitelands Recreation Ground.

Members agreed that Kitelands would benefit from new and more challenging items of equipment.

Members **RECOMMENDED** that the following items be purchased

4m climb net -	£7500.00
Freeride -	£1412.00
Aeroskate -	£5477.00

Members **RECOMMENDED** that two quotations be taken to council showing the installation and safety surfacing costs for both items.

k) New play equipment items

Members considered the need for replacement items at Foxglove and Heather Drive and the concerns with the deteriorating surfacing at Franklins Recreation Ground.

Members **RECOMMENDED** that S106 funding be obtained for all these work items.

Members **RECOMMENDED** subject to funding being transferred, proceeding with ordering the following items.

Heather Drive

a2) Elephant springy	£355.00
a4) Parrott see saw	£1560.00

Foxglove

b3) Octopus Springy	£546
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Franklins Recreation Ground

2) Combined 2 bay/basket net frame £3375.00

Installation and wetpour surfacing to swings, plus replacement wetpour surfacing to overhead rotator, cradle swings, toddlers multiplay £10,777.00

l) Maintenance and repairs to the Buildings and Boundary Walls – Stratton Way cemetery

Members considered the tender document detailing recommendations for the buildings and boundary walls at Stratton Way Cemetery.

Members considered the tender submissions and **RECOMMENDED** to proceed with Quote C at a cost of £12,016.00

m) Replacement roofing works Drove Road workshop

Members considered quotations for the replacement roofing works and **RECOMMENDED** to proceed with Quote A at a cost of £3917.00

n) Change of Committee name

Members considered the possibility of re-naming the Public Land and Open Spaces Committee. Following discussion of possible alternative names members **RECOMMENDED** continuing with the name Public Land and Open Spaces.

o) English Heritage Open Days – Drove Road Chapel

Members considered the possibility of opening up the Drove Road Cemetery Chapel on Saturday 14th September, to highlight the restoration work that has recently taken place.

Members **RECOMMENDED** approaching the Biggleswade History Society with a view to opening the chapel on this date and to register the event with English Heritage accordingly.

7. MATTERS ARISING

- a. Minutes of the Council meeting held on 25 June 2013.

8. PLANNING APPLICATIONS

a. CB/13/02039/ADV – 19 Market Square, Biggleswade

Advertisement: 1 No externally illuminated fascia sign and 1 no non illuminated projecting sign.

*Previous application 13/00968/ADV – Advertisements: One illuminated fascia sign and one non-illuminated projecting sign to the front elevation. Town Council 26/03/2013 **OBJECTED** to the illuminated fascia sign and raised no objection to the non-illuminated sign. Application refused by CBC 01/05/2013*

It was **RESOLVED** that Town Council **OBJECT** to this application as previous, to the illuminated fascia sign and raise no objection to the non-illuminated sign.

b. CB/13/02017/FULL – Unit A & R Stratton Business Park, London Road, Biggleswade

Demolition of existing units, erection of retail unit (Class A1), alterations to access and servicing arrangement and associated landscaping works.

It was **RESOLVED** that Town Council raise no objection and welcome this application.

c. CB/13/01884/ADV – 15 Market Square, Biggleswade

Advertisement: externally illuminated fascia sign, 1no projecting sign externally illuminated and various window vinyls.

It was **RESOLVED** that Town Council raise no objection to this application, but raised concerns about the window vinyls, and requested that the design and colours be submitted for approval.

d. CB/13/0222/FULL – 59 Dells Lane, Biggleswade

Erection of rear conservatory

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.

e. CB/13/02185/FULL – 45 High Street, Biggleswade

Relocate existing nightsafe

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.

f. CB/13/01827/FULL – Land South of Potton Road, Biggleswade

Erection of new mixed use local centre to include, 55 residential units, 911 sq. m. (net) of retail A1, A2 & A3 floor space, 60 bed (C2) care home, central square kiosk, community building & associated infrastructure.

It was **RESOLVED** that Town Council **OBJECT** to this application as there is overdevelopment around the square. Members raised concerns about the parking for the Community building and request that the Care Home be reconfigured.

g. CB/13/01969/RM – Land South of Potton Road, Biggleswade

Reserved Matters of appearance, landscaping, layout, scale and access for the erection of 66 dwellings at Blocks 35 & 41 pursuant to Outline consent reference MB/03/01205/OUT dated 13/11/2006 for Residential development of approximately 1450 dwellings, construction of Eastern relief road, Local Centre, primary school, public open space, structural landscaping, infrastructure including surface water balancing facilities and associated works. Demolition of 128 Potton Road to facilitate vehicular access. (All matters reserved except means of access) – Granted 13 November 2006

It was **RESOLVED** that Town Council **OBJECT** to this application as it is an overdevelopment of the area. Town Council requests that the relief road is high priority as well as S106 monies be applied for the Buses to service the area.

h. CB/13/02288/FULL – Land of Edworth Road, Langford

Installation of a 13MW solar farm and associated infrastructure.

As a neighbouring parish of Langford, CBC is asking for Town Councils views regarding the above application, by no later than 23 July 2013. Details will be on display in the Chamber for Members to view

It was **RESOLVED** that Town Council raise concerns about the loss of agricultural land.

9. ITEMS FOR CONSIDERATION

a. Installation of CCTV at Fairfield Cricket Club

Correspondence was received from Biggleswade Cricket Club, one of their members has offered to install CCTV at Fairfield. Two internal cameras are proposed – one in the kitchen area and one in the store room in the toilet block – and two external cameras – one covering the cricket square, at the front of pavilion above the clock, and one covering the practice nets, on the side of the pavilion just under the eaves.

The cameras will be fixed and not monitored. They will record to a system placed in the pavilion. The member who has volunteered to install the system is going to survey the pavilion at the weekend.

They are asking what requirements that Town Council may have.

It was **RESOLVED** that Town Council agree to the installation of CCTV subject to the following conditions:

The CCTV cameras must not be pointing towards private property.
The CCTV recording equipment must be stored in a lockable cabinet
The CCTV may only be used for general viewing of the site and not to monitor any named individuals.
The Police will require the contact details of 2 nominated persons on a 24/7 basis; should any incident occur they will require access to the systems to review any footage.
Signs will need to be placed at the entrances to the site to warn people that CCTV cameras are in operation.
Town Council will not be responsible for any damage to the equipment and will not fund any repairs or replacements.

b. New play equipment items – Kitelands Recreation Ground

Following the PLOS committee meeting held on 18th June 2013, further costs have been obtained, with some reductions in price now being offered.

The details are-

Freeride - £1412.00

Installation £560.00

Surfacing £888.00

=£2860.00

4m space net - £5925.00

Installation £1600.00

Surfacing £2368.00

=£9893.00

Aeroskate - £5095.00

Installation £740.00

Surfacing £1184.00

=£7019.00

Sundry costs – carriage, muckaway etc - £1379.00

Post Installation Inspection report - £450.00

Total Sum **£21,601.00**

A balance of £30,000 S106 funding is in hand.

Members were asked to consider the purchase of the above items and also the Hip Hop at £2960.00 which would compliment the scheme. The remaining balance of £8399.00 be used to install and surface the item and to provide additional seating, litter bins and signage in the play area.

It was **RESOLVED** that Town Council agree to the purchase of the above items.

c. Request for a Summer BBQ

Correspondence was received from residents of Mead End requesting permission to use Kitelands Recreation ground on Sunday 11 August for a Party (BBQ) from approx 1pm – 6pm.

They would need to erect a small party tent backing onto the Mead End houses and have already made enquiries about appropriate insurance.

A copy was attached to this agenda.

It was **RESOLVED** that Town Council agree to this request subject to an individual taking responsibility for this event, that adequate insurance is taken out and all rubbish be removed from the site by the organiser.

d. **Development Management Committee meeting – 17 July 2013 re CB/13/01922/FULL – 1 St Johns Street, Biggleswade – Part first floor extension to the rear and pitched roof to existing single storey rear extension.**

Members have the opportunity to address the Development Management Committee re the above planning application which Town Council objected to on 25 June 2013, as 'it is overdevelopment for the size of the property'.

Members expressed concern that this meeting which is taking place at 10am on Wednesday 17 July at Chicksands and will be clashing with the joint committee meeting

It was **RESOLVED** that officers liaise with the Committee Officer at CBC to discuss the scheduling of this item on the agenda.

10. **ITEMS FOR INFORMATION**

a. **Annual Bowls Match**

Town Council Annual Bowls match will take place on Thursday 15 August commencing at 6pm.

Would any Councillors wishing to play should make the office staff aware as soon as possible.

It was **RESOLVED** that this be noted and that any Members wishing to play would contact the office.

b. **Number of CBC enquiries received and recycling bags/bins given out by Town Council Staff**

The number of CBC enquiries (telephone and face to face) dealt with by Town Council staff is as follows:

February 2013.....	103
March 2013.....	93
April 2013.....	75
May 2013.....	86

OVERALL TOTAL = 357 ENQUIRIES IN 4 MONTHS

The number of recycling bags and food bins given out by Town Council staff are:

	February 2013	March 2013	April 2013	May 2013
Large Brown Bins	17	13	19	24
Small Brown Bins	10	10	7	11
Orange Bags	47	40	45	36
Food Waste Bags	81	65	76	72
Green Garden Bags	51	60	111	230
TOTALS	<u>206</u>	<u>188</u>	<u>258</u>	<u>373</u>

OVERALL TOTAL = 1,025 ITEMS GIVEN OUT IN 4 MONTHS

Members said that the large numbers of enquiries and items issued represent the strong partnership working between Town Council and CBC.

Members thanked Town Council staff for their hard work.

c. **Members' Customer Service Bulletin for period 20/05/13 – 16/06/2013**

A copy of the above is available in Town Council office for Members to view.

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

11. **PUBLIC OPEN SESSION**

There was a brief discussion about the area of land at Grasmere.

12. **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.