

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 26 MARCH 2013 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD  
BIGGLESWADE**

**Present:** Cllr Mrs H Ramsay (Chair), Cllr B Briars, Cllr D Albone, Cllr Mrs J Lawrence, Cllr D Lawrence,  
Cllr S Watkins, Cllr Mrs M Russell, Cllr M North, Cllr I Bond  
Rob McGregor – Town Clerk  
Louise Wilcox – Deputy Town Clerk  
Sam Vernon – Biggleswade Chronicle  
WYG – 3 representatives  
Members of the public - 5

**1. APOLOGIES**

Apologies were received from Cllr T Woodward, Cllr G Wilson, Cllr Mrs W Smith, Cllr R Skinner and Cllr Ms S Mulchrone

**2. DECLARATION OF INTERESTS**

- (a) Disclosable Pecuniary Interests in any agenda item – there were no Disclosable Pecuniary interests declared
- (b) Non-pecuniary interests in any agenda item – Cllr Mrs M Russell and Cllr I Bond declared an interest in item 12a (Grants) – History Society  
Cllr I Bond declared an interest in item 12a (Grants) – Twinning Association  
Cllr B Briars declared an interest in item 12a (Grants) – BATS and Twinning Association  
Cllr S Watkins declared an interest in item 10j (planning application)  
Cllr Mrs M Russell declared an interest in item 10b (planning application)  
Cllr Mrs J Lawrence declared an interest in item 10b (planning application)

**3. TOWN MAYOR'S ANNOUNCEMENTS**

There were no Town Mayor's announcements.

**4. MEMBERS QUESTIONS**

There were no Members questions.

**5. PUBLIC OPEN SESSION**

There were no questions from members of the public.

**6. BEDFORDSHIRE CONSTABULARY**

Members received a detailed report of Crime figures for the past month which showed compared to the same period last year:

	Crimes per day	Recorded crime
Violence against the Person	-17.9%	-17.9%
Sexual Offences	+33.3%	+33.3%
Robbery	+33.3%	+33.3%
Domestic Burglary	+20.7%	+20.7%
Burglary other	-29.2%	-29.2%
Vehicle Crime	-14.4%	-14.4%
Theft other	-23.8%	-23.8%
Fraud and Forgery	-42.9%	-42.9%

Criminal Damage	-25.6%	-25.6%
Drugs	-51.3%	-51.3%
Other Notifiable offences	+166.7%	+166.7%
<b><u>Overall totals</u></b>	<b><u>-20.8%</u></b>	<b><u>-20.8%</u></b>

*The Town Clerk will request that the figures are produced in this format again.*

## 7. **INVITED SPEAKERS**

WYG – redevelopment of London Road retail park.

Nick Alford and Mary Davidson from WYG introduced themselves.

They said that their planning application for the redevelopment of London Road Retail Park, has had minor amendments made and has been submitted to CBC. They were here to discuss the details.

They are working with CBC on a new roundabout scheme, which CBC is looking to deliver in 2013, but waiting for technical approvals.

They are reconfiguring some units to reflect retailer's needs, Unit C will be Marks and Spencers, Unit A will be Next, who will offer clothing and home products.

Units A and B are to be reconfigured. It is hoped that contracts will be exchanged with Matalan, who will be moving into Unit D.

Having M & S and Next on board provides confidence to other retailers to come on board with the scheme.

M & S have raised concerns over service yard conditions, and have provided evidence to ask CBC to have this condition removed. Background information has been submitted to CBC to try and overcome these concerns. A management plan has been put forward for the service yard, WYG expect CBC to approve this.

It will be a challenge to relocate the existing tenants whilst building the scheme, Homebase are to move to the opposite side of the road but not within the scheme, land has already been acquired.

The current Homebase building will be refurbished for other fashion retailers.

They had thought of 3 possible ideas for the name of the retail park:

London Road retail park east

White Way retail park – after the Roman road that passed through Biggleswade

Bichel Park – former name for Biggleswade

Cllr D Albone questioned Homebase retailer move and asked if there would be provision for pedestrian access and traffic movements between the two parks.

WYG agreed that this needs considering.

Cllr Mrs H Ramsay asked for a timescale for the park name to be decided.

WYG replied that it is not essential at the moment.

Cllr Mrs H Ramsay asked if there was any interest from other retailers.

WYG replied that other fashion retailers have showed interest, they are happy that all the units will be occupied.

## 8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and approved the Minutes of the Council meeting held on 12 March 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Mrs J Lawrence asked for the following amendments:

Page 4 – Public Open Session – paragraph 4 – the word ‘Committee’ to be replaced with ‘Community’ and ‘Kings Reach’ to be changed to ‘Saxon Gate’

Page 4 – Public Open Session – paragraph 5 – ‘as Biggleswade Town Council would not adopt the building’ to be added.

- b. Members **approved the recommendations** of the Public Lands and Open Spaces meeting held on 12 March 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**Items as listed on the PLOS meeting**

## 6. **ITEMS FOR CONSIDERATION**

### a) **Works at Eagle Farm Road**

Following burst water pipes in the pavilion in 2012, works are required to repair damaged ceilings, fit replacement light fittings and undertake works to supply and fit trace heating system to prevent further incidences of water pipes bursting within the ceiling cavity.

An initial quotation has been obtained that incorporates the above items and also included for some minor external repairs. It is recommended that two further quotations be obtained for these works and the sum of £8000.00 be ringfenced at this stage. In addition it was suggested that three quotations be obtained for an alternate scheme to install a supply to the toilets and doing away with the existing tank fed system.

It was **RECOMMENDED** that 3 quotes be obtained for both options and taken to council

### b) **Cricket Club Pavilion**

Members discussed the outcome of the meeting held with the cricket club on 20th February 2013 and the subsequent written list provided by the cricket club.

Members considered the request for temporary changing facilities to be provided, but felt this would need to be considered as a longer term matter and that the cricket club should clearly outline their priorities for the short and medium term.

It was **RECOMMENDED** that materials including paint and plaster be purchased to enable the cricket club members to undertake redecoration work within the pavilion and that the cricket club be asked to submit in writing their priorities for the short, medium and long term.

### c) **Reinstatement of access gate Kitelands Recreation Ground**

Further to the discussion of this matter at the Biggleswade Joint Committee meeting held on 16 January 2013, no response has yet been received from CBC regarding a timescale for the gate to be re-instated.

Members are asked to consider any further action that they would wish to take.

It was **RECOMMENDED** that as Town Council had been reassured at the Joint Committee meeting that the gate would be re-instated, that this be taken back to the next Joint Committee meeting in July. In the meantime officers should continue to pursue CBC on this matter.

### d) **Request from Network Rail**

Correspondence has been received from Network Rail requesting temporary access across land off Grasmere Road, Biggleswade.

This is to allow installation of a new electrical feeder station that is located on Network Rail owned land with the fence line of the operational railway boundary, close to the railway footbridge leading to Grasmere Road.

It was **RECOMMENDED** that a meeting take place with Network Rail to discuss this request further.

## **7. ITEMS FOR INFORMATION**

### **a) Franklins Recreation Ground**

Works to remove the aerial runway were completed during February 2013, with the area now re-instated.

Two replacement litter bins have been installed at The Splash and one additional litter bin within the Recreation Ground.

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

### **b) Drove Road Cemetery Chapel Works**

Works at the cemetery are nearing completion with the final contract sum expected to total £40,807.00. This is slightly cheaper than the budgeted sum of £43,255.00.

Advice is awaited from CBC Conservation Officer on whether any heating should be installed in line with the Mechanical and Engineering report that was commissioned as part of the condition survey.

It was **RECOMMENDED** that quinquennial inspections be introduced every five years, to assess works required and identify priorities for their completion.

### **c) Development of Memorial Safety Policy**

A memorial safety policy is currently being drafted and will shortly be issued to committee members for their consideration.

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

## **9. MATTERS ARISING**

### **a. Minutes of the Council meeting held on 12 March 2013.**

Cllr Mrs J Lawrence updated Members further on the Traveller Sites schemes and stated that she would like to persuade CBC to move the location to a CBC owned tenanted farm.

She would like Town Council to be in agreement to putting forward an alternative field in the same road as she feels it would be fair to consider an alternative scheme further from the town, nearer to Dunton, this would be less likely to cause conflict with neighbouring farms.

Cllr Mrs J Lawrence said that she believes that the proposed sites are unsustainable. Kennel Farm is the confirmed site for Show People.

Cllr Mrs M Russell said that Town Council should discuss this formally as an agenda item.

Cllr D Lawrence said that it is too late to discuss at the next Council meeting, it should have been discussed in November.

Cllr Mrs M Russell said that she believes this should be discussed fully and that Council can't give carte blanche to the Cllrs Lawrence over this matter, there are insufficient details.

Cllr I Bond queried the procedure.

The Town Clerk responded that Matters Arising are only Matters Arising from the previous agenda, Cllrs should not be adding items for consideration and formal approval when they are not a formal agenda item.

## 10. PLANNING APPLICATIONS

### a. **CB/13/00652/FULL – 39 Kitelands Road, Biggleswade**

Two storey side and rear extension

*Previous application 12/00643/FULL – Erection of two storey side extension - Town Council raised no objection 13/03/2012. Refused by CBC. Applicant appealed and this was dismissed by the Planning Inspectorate.*

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

### b. **CB/13/00702/FULL – 5 Ivel Gardens, Biggleswade**

Two storey rear extension

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.

### c. **CB/13/00797/ADV – 35 – 37 High Street, Biggleswade**

Advertisement: 3 x internally illuminated fascias 2 x internally illuminated projectors 3 x externally non illuminated vinyls 1 x internally non illuminated 1 x externally non illuminated aluminium name plate 1 x non illuminated aluminium ATM backing (internally applied) 1 x internally illuminated acrylic ATM collar internally illuminated fascia legs.

It was **RESOLVED** that Town Council **OBJECT** to the internally illuminated fascias and projectors **BUT** raise no objection to other items in this application.

### d. **CB/13/00837/FULL – Southlands Lower School, Kitelands Road**

The installation of an extract ventilation system

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

### e. **CB/13/00831/FULL – St Andrews Lower School, Brunts Lane**

The installation of an extract ventilation system

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

### f. **CB/13/00193/VOC – Land South of Potton Road, Biggleswade**

Variation of Planning Permission: variation of condition 8 attached to planning permission reference CB/11/00066/RM for the erection of 228 dwellings and ancillary works on parcels 8 – 14 (pursuant to outline planning permission MB/03/01205/OUT dated 13 November 2006) dated 12/0/4/2011 so as to remove drawing numbers 1049-02C, 1049-71A, 1049-72A, 1049-78A, 1049-79A, 1049-125, 1049-126, 1049-127, 1049-128, 1049-134B, 1049-138A and 1049-141A and replace them with drawing numbers 1049-02D, 1049-71B, 1049-72B, 1049-78B, 1049-79B, 1049-125A, 1049-126A, 1049-127A, 1049-128A, 1049-134C, 1049-138B and 1049-141B.

*On 12 February 2013 it was **RESOLVED** that Town Council **REQUEST MORE INFORMATION** before this application can be discussed.*

CBC has now provided further information and this is attached to the agenda.

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

### g. **CB/13/00832/FULL – 19 London Road, Biggleswade**

Two storey rear extension, external & internal alterations, demolish single garage & erect a double garage and re-slate roof

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

- h. **CB/ CB/13/00712/FULL – Ivel Valley School Secondary site, Hitchmead Road, Biggleswade**  
Extension and improvements to the entrance, administration and staff areas, internal reconfiguration and extension to provide three additional classrooms for 16-19 year old education. Extension of car park to create six new spaces.

*Town Council raised no objection (subject to CBC deliberations etc) to the original application on 12 March 2013, which did not include the extension to the car park. This was missing from the original description but was included in the plans.*

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

- i. **CB/13/00904/FULL – 18 Lilac Grove, Biggleswade**

Detached double garage

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

- j. **CB/13/00594/FULL – 111 The Rowlands, Biggleswade**

Erection of a timber built pigeon loft with tiled roof, sited on 3 course brickwork

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.

- k. **CB/13/00968/ADV – 19 Market Square, Biggleswade**

Advertisements: one illuminated fascia sign and one non-illuminated projecting sign to the front elevation.

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

- l. **CB/13/00949/VOC – London Road Retail Park, London Road, Biggleswade**

Variation of the following conditions attached to planning permission reference CB/11/03734/FULL dated 25 July 2012 for the demolition of existing retail and commercial units and the construction of new retail units (Use Class A1) and (Use Class A3), alterations to Homebase and associated works, servicing, landscaping and improvements to London Road.

**Condition 8** (hours of delivery) to remove the requirement for a review of deliveries between 0600 and 0700 after 12 months.

**Condition 10** (plant and machinery), to clarify whether it should refer only to movable plant and machinery

**Condition 26** (drawing numbers) to allow for the following amendments to the approved developments:

Amend the footprints of Units A and B

Elevational changes to Unit A

Increase in height of Unit A

Amendments to the servicing arrangements

Amalgamation of Units D and E including the introduction of a full cover mezzanine

Amended servicing arrangements to serve amalgamated Units D and E

Increase in height of Unit D

Elevational changes to amalgamated Units D and E

Removal of some mezzanine floor space within Units J to N

Amendments to the approved landscaping scheme

It was **RESOLVED** that Town Council raise no objection these variations **BUT** request that the conditions taken to silence lorries for quiet deliveries are included as a condition attached to the application.

## 11. **ACCOUNTS**

### a. **Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 28 February 2013
- ii. Summary of Income & Expenditure.

iii. Current Bank Account, receipts and payments to 28 February 2013

b. Members approved the Interim Audit Report 2012-13 (Interim Update).

## 12. ITEMS FOR CONSIDERATION

### a. Grants/Donations

i. **Preen Community Challenge Winner** – Correspondence has been received from Preen Reuse Centre informing that Town Council is a winner in the Preen Community Challenge. This means that Town Council has won cash and vouchers to be donated to community projects, non-profit making groups, registered charities or school only, to spend as they wish.

Vouchers may also be allocated to individuals in need in Biggleswade and can be used to purchase goods from Preen, as well as hire space for meetings or events in Preen Centres.

The amount awarded to Town Council for distribution is made up as follows:

Most Points Earned – Winner - **£1,000 cash**

Highest Percentage of Households Participating (per capita) – Winner - **£1,500 cash**

Greatest Tonnage Donated (per capita) – Winner - **£1,000 cash**

Total Resale Value Realised from Donations (per capita) – Runner Up - **£50 voucher x1**

Members were asked to consider recipients for the cash and the voucher.

ii. For members to consider applications for Community Grants. A schedule and copies of grant applications were circulated with the Agenda.

The following Grants were agreed:

Biggleswade Sports	£330
Biggleswade First Aid	£325
Crab Lane Embankment Committee	£40
Biggleswade & District Swimming Club	£400
Trinity Community Project	£2,500 – Preen Voucher
Biggleswade Good Neighbours	£300
Biggleswade Town Under 7's Football	NIL
Biggleswade Gang Show	£250
New Horizon Club	£150
Vitalise	£453.75
Outside-In	£300
Biggles FM	£500
Mayflower Social Club	£200
BATS	£250
Rainbow Pre-School	£200
Keech Hospice Care	£500
AIR Aragon Youth	£420
3 <sup>rd</sup> Biggleswade Methodist Guides	£430
Friends of Abbotsbury	£250
Biggleswade Town Football Club Youth	NIL
St Andrews Church Holiday Club	£250
Biggleswade Sea Cadets	£1,000 Preen Voucher + £400 Town Council
Autism Bedfordshire	£300
Dunton Youth Club	NIL
Biggleswade History Society	£100
Biggleswade Twinning Society	NIL as budget in place so no need for a grant
Bedfordshire Regiment	£100
Link-a-Ride	£500
Biggleswade Sandy Lions	£150

**The £50 Preen voucher is to be awarded to Biggleswade Good Neighbours**

It was agreed:

to place advertising with Biggles FM as last year

to offer the History Society surplus filing cabinets and a surplus desk

to ask Link-a-Ride to extend their service to the residents of Mead End who recently had their bus service curtailed.

Cllr Mrs M Russell said that Grants should in future be considered first by Finance & General Purpose Committee and the recommendations brought to Council.

This was seconded by Cllr B Briars and put to the vote:

In favour – Cllr B Briars, Cllr Mrs H Ramsay, Cllr D Albone, Cllr Mrs M Russell and Cllr I Bond

Against – Cllr S Watkins and Cllr M North

Abstentions: Cllr Mrs J Lawrence and Cllr D Lawrence

It was **RESOLVED** that the Grants are considered first by the Finance & General Purposes Committee.

- iii. Biggleswade Town Cricket Club are asking Council to sponsor match balls as in previous years at a cost of £10 per game. Members views on this matter would be appreciated.

It was **RESOLVED** that Council would sponsor 5 match balls at a cost of £10 per game.

b. **Fees for 2013/2014**

A copy of the current fees was attached to this agenda.

It was **RESOLVED** that the fees would remain unchanged for the forthcoming year and that a review of the Bowls Club usage would be carried out in 2013.

c. **Biggleswade Common Unit CL19 – Transfer of Rights**

CBC have received a formal notice of application for the transfer of rights of common at Biggleswade Common and a copy was attached to the agenda.

Any objections should be made within 40 days of the date of the notice (20 March 2013)

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

13. **ITEMS FOR INFORMATION**

a. **Planning application outcomes**

A report detailing the outcome of recent planning applications is attached to this agenda.

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

b. **Meeting Dates for 2013/2014**

For members to receive a copy of the previously approved meeting dates for 2013/2014.

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

c. **Members' Customer Service Bulletin**

As supplied by CBC, a copy of the Members' Customer Service Bulletin for the period 11 February 2013 to 10 March 2013 is available in Town Council offices for viewing.

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



d. **CB/TCA/13/00070 - Work to trees – 19 London Road, Biggleswade**

CBC has received the above application to carry out work to trees in a Conservation Area: Reduce height of one Holly tree by 50% & prune remaining into a ball shape, located to front of property. Reduce the height of one Leylandii hedge by 50% and trim back without going into the brown wood, located at end of rear garden behind garage block for Clare House.

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

14. **PUBLIC OPEN SESSION**

A member of the public MP1 expressed thanks to Preen for their Community support.

A member of the public MP2 said that Members Questions should be placed on the agenda in advance. Items are bypassing agenda thus missing proper debate.

Cllr B Briars said that the member's questions agenda item should be used as an opportunity for Councillors to follow up on matters raised previously or matters raised by members of the public.

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.