

**MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING HELD ON TUESDAY 14 MAY 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 Rix, Cllr Mrs W Smith, Cllr M North,
Cllr B Briars, Cllr R Skinner, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr Mrs M Russell,
Cllr Ms S Mulchrone, Cllr D Albone, Cllr T Woodward, Cllr G Wilson, Cllr S Watkins
Rob McGregor – Town Clerk
Sue Crowther – Administrative Assistant
Members of the public - 6

2. ELECTION OF TOWN MAYOR FOR THE YEAR 2013/2014

It was **RESOLVED** that Cllr Mrs H Ramsay be elected to the office of Town Mayor for the year 2013/2014

3 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Mrs H Ramsay, signed the Declaration of Acceptance of Office

4. ELECTION OF DEPUTY TOWN MAYOR

It was **RESOLVED** that Cllr S Watkins be elected to the office of Deputy Town Mayor for the year 2013/2014

5. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr S Watkins, signed the Declaration of Acceptance of Office.

6. MEMBERSHIP OF STANDING COMMITTEES

a. It was **RESOLVED** that membership of Standing Committees be adopted as follows:

Finance and General Purpose

Cllr I Bond, Cllr Mr North, Cllr Mrs H Ramsay, Cllr B Rix, Cllr Mrs M Russell,
Cllr Mrs W Smith, Cllr S Watkins, Cllr G Wilson, Cllr T Woodward

Public Land and Open Spaces

Cllr I Bond, Cllr B Briars, Cllr Mrs J Lawrence, Cllr Ms S Mulchrone,
Cllr Mrs H Ramsay, Cllr R Skinner, Cllr Mrs W Smith, Cllr S Watkins,
Cllr G Wilson

Off Street Car Parking

Cllr D Albone, Cllr I Bond, Cllr Ms S Mulchrone, Cllr Mrs H Ramsay, Cllr B Rix,
Cllr Mrs M Russell, Cllr R Skinner, Cllr S Watkins, Cllr T Woodward

Personnel

Cllr B Briars, Cllr Ms S Mulchrone, Cllr M North, Cllr Mrs H Ramsay,
Cllr Mrs M Russell, Cllr R Skinner, Cllr G Wilson, Cllr T Woodward

Appeals

Cllr D Albone, Cllr I Bond, Cllr Mrs J Lawrence, Cllr Mrs W Smith, Cllr S Watkins

b. It was **RESOLVED** that the 'Chair' of each Committee be adopted as follows:

Finance and General Purpose

Cllr M North

Public Land and Open Spaces

Cllr Mrs W Smith

Off Street Car Parking

Cllr Mrs M Russell

Personnel

Cllr Ms S Mulchrone

Appeals

Cllr I Bond

- c. It was **RESOLVED** that the 'Vice Chair' of each Committee be adopted as follows:

Finance and General Purpose	Cllr T Woodward
Public Land and Open Spaces	Cllr G Wilson
Off Street Car Parking	Cllr I Bond
Personnel	Cllr T Woodward
Appeals	Cllr Mrs W Smith

7. **APPOINTMENT OF REPRESENTATIVES**

- a. It was **RESOLVED** that appointments to the following bodies be adopted as follows:

- i. Bedfordshire Association of Town & Parish Councils - Cllr G Wilson, Cllr Mrs H Ramsay, Cllr Ms S Mulchrone
- ii. Highways - Cllr Mrs M Russell
- Cllr Mrs W Smith
- iii. Biggleswade Twinning Committee - Cllr G Wilson
substitute Cllr R Skinner
- iv. Lets Talk Together - Cllr Mr H Ramsay
Cllr Ms S Mulchrone
- v. Parish Paths Partnership (P3) - Cllr I Bond
Cllr R Skinner
- vi. Sir John Cotton Educational Foundation - Cllr Mrs J Lawrence
- vii. Fen Reeves Meetings - Cllr I Bond
substitute Cllr D Lawrence
- viii. Biggleswade Town Plan Steering Group - Cllr Mrs M Russell, Cllr M North,
Cllr Mrs H Ramsay, Cllr D Albone
- ix. Ivel Valley Cycle Forum - Cllr S Watkins
- x. Police Liaison **Deferred until Council meeting
11 June 2013 to enable the Town Clerk to provide more information regarding this role.**
- xi. Land East Community Facility Group - Cllr G Wilson, Cllr Mrs W Smith
Cllr T Woodward, Cllr D Albone
Cllr Mrs J Lawrence

- b. Members elected one more member (and a substitute if required) of the Biggleswade Joint Committee. The Terms of Reference state: 4 Central Bedfordshire, 4 Biggleswade Town Councillors and substitute.

It was **RESOLVED** that Cllr Mrs M Russell be elected as Member of the Biggleswade Joint Committee and that Cllr S Watkins be elected as Substitute.

8. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

9. **DECLARATIONS OF INTEREST**

- (a) Disclosable Pecuniary interests in any agenda item – there were no Disclosable Pecuniary interests declared

(b) Non-Pecuniary interests in any agenda item

Cllrs Mrs J and D Lawrence declared an interest in item 14c, and also item 14f as Central Bedfordshire Councillors.

Cllr T Woodward declared an interest in item 14f as Central Bedfordshire Councillor.

10. TOWN MAYOR'S ANNOUNCEMENTS

There were no Town Mayor's announcements.

11. PUBLIC OPEN SESSION

MOP 1 said that she hoped that Town Council is going to endorse item 15b (Friends of Biggleswade Green Wheel).

MOP 1 said that regarding the Police Response (item 16d), it would be constructive if Town Council attended a Community Safety Meeting. The next one is Monday 3 June – 7pm, it would give Councillors a better understanding of the PCSO's role and neighbourhood watch etc.

Cllr Mrs H Ramsay asked that the details be emailed to the Town Clerk, he could then pass this onto the Councillors.

12. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the minutes of a meeting of the Town Council meeting held on 23 April 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Members approved the recommendations of the Off Street Car Parking meeting held on 30 April 2013.

Items as listed on agenda:

6) ITEMS FOR CONSIDERATION

Items deferred from the OSCP meeting 12 February 2013

a) MARKETS

Members considered the introduction of specialist markets for Biggleswade.

It was **RECOMMENDED** that options be considered for new Markets and a report outlining options and matters regarding the existing markets be taken back to Committee.

b) CCTV PLAN

Members considered and noted the CCTV Plan 2013 – 2017.

It was **RECOMMENDED** that Town Council write a letter expressing the Councils desire for monitoring at Stevenage to continue and looking forward to being consulted further about the arrangements for CCTV for Biggleswade.

c) CHRISTMAS LIGHTS 2013/2014

Members considered the Biggleswade Christmas lights.

Members discussed extending the Christmas lighting display and noted the need to include Hitchin Street within this years scheme.

Members expressed a preference for festoons to be incorporated in the scheme.

Members agreed three areas that Lamps and Tubes be asked to investigate and provide a quotation for festoon lighting in the following locations.

- Area 1) Hitchin Street to Mill Lane
- Area 2) White hart Car Park – Rose Lane junction
- Area 3) Century House to Approximately Natwest Bank

Members stated the quotations should include details regarding the power supplies and should also identify properties where fixings would need to be secured and owners consent would need to be obtained. Members expressed a desire that the quotation be available for the meeting to be held on 4th June, with a final recommendation on Christmas lighting to be made to Council at the meeting to be held on 20th August.

Members considered dates for the switch on event and selected Friday 22nd November as the preferred date. It was agreed that the Chamber of Trade be contacted and also Jamie Harris with regards to availability of the funfair, before this date be confirmed with Lamps and Tubes.

d) DELEGATED AGREEMENT

Members were asked to consider delegated powers to issue licenses for the placing of tables, chairs and 'A' boards within the parish boundary of Biggleswade.

These powers will be delegated from Central Bedfordshire Council under Local Government Act 1972 and Local Government Act 2000.

This will initially be a 12 month trial period.

It was **RECOMMENDED** that Town Council proceed with entering into the Delegated Agreement with CBC.

e) SUN STREET & ST JOHNS STREET – BIGGLESWADE

Cllr David Albone has asked that the O.S.C.P Committee look at the congestion in Sun Street & St Johns Street in Biggleswade with a view to the possible introduction of a one-way system.

If the committee agrees Cllr Albone would like the Town Council to urge Central Bedfordshire Council to investigate/fund/plan/implement a scheme at the earliest opportunity.

Members considered this matter.

It was **RECOMMENDED** that Town Council request CBC investigate a one-way system.

f) DELIVERIES - BONDS LANE

Members were asked to consider an email highlighting issues with delivery Lorries who carry out deliveries in Bonds Lane, Biggleswade.

It was **RECOMMENDED** that Town Council write to CBC to ask about what, if any, restrictions there are for deliveries in Bonds Lane and what else might be done to stop the damage to property. It was also **RECOMMENDED** to write to Poundland to ask if they would consider deliveries to the front of the store and/or use smaller vehicles.

13. MATTERS ARISING

- a. Minutes of the Town Council meeting held on 23 April 2013 - none

14. PLANNING APPLICATIONS

- a. **CB/13/01096/ADV - 36 High Street, Biggleswade**
Advertisement: 1 set of externally illuminated text
Town Council has requested that this application be 'called in'

It was **RESOLVED** that Town Council **OBJECT** to this application as it is a listed building and, the advertising should be on the High Street not on Victoria Place.

- b. CB/13/01279 + CB/13/01280/LB - 97 High Street, Biggleswade**
Relocate extract ductwork system on rear of building - Retrospective

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

- c. CB/13/01142/FULL – 72 Shortmead Street, Biggleswade**
Change of use to shop to A5 hot food take away

It was **RESOLVED** that Town Council **OBJECT** to this application for the following reasons:

- Situated very near a Church
- No provision for parking
- There are enough take-aways in the town
- Concerns regarding the wooden structure

- d. CB/13/01463/FULL – Vacant Lot, South of Pegasus Drive, west of Montgomery Way, Stratton Business Park, Pegasus Drive, Biggleswade**
Development comprising three industrial buildings, operating under Use Classes B1, B2, B8 (Units 2,3,4 and 7), Use Class B8 (Units 5 and 6) and Sui Generis (Unit 1) – as well as external storage, access, parking and external storage, and associated works.

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

- e. CB/13/01470/FULL – 12 Sorrell Way, Biggleswade**
Garage conversion to habitable room and two storey side/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. Town Council ask that CBC monitor carefully the impact on the adjoining property.

- f. CB/13/01149/FULL – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade**
Side and rear extension to provide new badminton hall and new spa/health suite with minor refurbishment to existing facilities.

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

15. ITEMS FOR CONSIDERATION

- a. Dedication of new Biggleswade footpaths: nos 65,66 and 67 (allowing cycle use)**

The Biggleswade Green Wheel Greenspace Masterplan 2013 document has now been produced, incorporating comments from the public consultation.

Members were asked to consider the content of the document and submit any comments to CBC by 22 May 2013.

A copy of the document and map was attached to the agenda.

It was **RESOLVED** that Town Council support this document.

b. Friends of Biggleswade Green Wheel

Cliff Andrews, Green Infrastructure Team Leader is applying for a grant to help set up the 'Friends of Biggleswade Green Wheel', a group of volunteers it is hoped to be able train to work in helping to undertake practical works and wardening/monitoring of the Green Wheel.

As part of the grant application they need to show evidence of support of setting up the group and Members are asked to consider adding the support of Town Council.

It was **RESOLVED** that Town Council write to Cliff Andrews to confirm the support of the Town Council.

c. The Green Wheel Greenspace Masterplan 2013

The above document has now been produced, incorporating comments from the public consultation.

A copy was attached for Members approval.

It was **RESOLVED** that the Town Clerk write to Cliff Andrews objecting to the relocation of the gate at Pocket Park, and await his response.

16. ITEMS FOR INFORMATION

a. Thank you letters

Thank you letters were received from the following recipients of the Town Council Grants and Preen Cash Awards:

Outside In
Biggleswade Good Neighbours
Autism Bedfordshire
Biggleswade History Society
Keech Hospice Care
Biggleswade First Aid Club
Biggleswade Sports
Biggleswade Crab Lane Railway Embankment Committee
Beaver Swimming Club
Vitalise
Trinity Community Project
Mayflower Social Club
Mid Beds Link-a-Ride
Biggleswade Sandy Lions

Also, correspondence was received from Biggleswade Town Cricket Club to thank Town Council for sponsoring 6 Match Balls for the coming season.

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

b. Street Naming and Numbering

CBC has notified Town Council of the addition of house name and amended address.

Location: New Spring Pumping Station, London Road, Biggleswade SG18 9TH

The above mentioned property has the addition of a house name as shown below:

Tomain, New Spring Cottages, London Road, Biggleswade SG18 9TH

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

c. Biggleswade History Society Newsletters – March and April 2013

A copy of the Biggleswade History Society Newsletters for March and April 2013 were attached to the agenda for Members information.

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

d. Response from Sgt Gary Kidd – Local Policing Community Team

Following the last Town Council meeting, and the questions put to the PSCO by Cllr B Rix, a response has been received from Sgt Gary Kidd –Local Policing Community Team.

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

e. Appeal Decision – CB/12/03418/ADV -Co-operative Food Store, 6 Kingsfield Road, Biggleswade -1 x Fascia sign- externally illuminated by overhead trough light

The Planning Inspectorate has notified Town Council that this appeal has been dismissed.

Town Council raised no objection to this application, CBC refused on 4 December 2012.

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

17. PUBLIC OPEN SESSION

MOP 2 thanked Town Council for the support shown to Biggleswade Town Plan Steering Group in the past and that the next meeting will be held on Monday June 10 – 7.15pm here in the Council Chamber. Cllrs M North and D Albone are very welcome to attend.

Cllr Ms S Mulchrone asked why a PCSO attends Council meetings, to discuss the crime figures that were received by Cllrs as a printed report. It would be preferable for Sgt Gary Kidd to attend and discuss wider issues. Cllr Mulchrone was invited to ask the Town Clerk to include this matter on a future Town Council agenda.

MOP 3 thanked Town Council for supporting the Biggleswade Green Wheel Infrastructure and for supporting the grant application. Very few volunteers are from Biggleswade, but he hopes that the grant will encourage more local volunteers.

Cllr H Ramsay said that Sgt Gary Kidd can be contacted by email regarding any concerns, he will then reply to the Council.

Cllr Mrs H Ramsay said that Town Council would write to Biggleswade Town Football Club and Biggleswade Rugby Club to congratulate them on their recent successes.

18. 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.

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.