



MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 23 MAY 2017
AT BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone (in the Chair)
Cllr I Bond
Cllr M North
Cllr G Fage
Cllr J Medlock
Cllr Mrs H Ramsay
Cllr D Strachan
Cllr S Patel
Cllr M Foster
Cllr P Biernis
Cllr B Briars
Cllr F Foster

Mr R McGregor, Town Clerk, Biggleswade Town Council
Mrs J Durn, Meeting Administrator

Members of Public – 8 (including 3 Council staff)

A one-minute silence was taken prior to the Meeting in solidarity for the sadness of the Manchester atrocity.

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2017/2018

It was **RESOLVED** that Cllr M North be elected to the office of Town Mayor for Biggleswade, for the year 2017/2018.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr M North signed the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR

Cllr Mrs M Russell was nominated for the office of Deputy Town Mayor for the year 2017/2018. The nomination was carried in Cllr Russell's absence.

4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr Mrs M Russell, to sign the Declaration of Acceptance of Office at the next meeting.

5. MEMBERSHIP OF STANDING COMMITTEES

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

Finance and General Purpose (F&GP):

Cllr D Albone, Cllr I Bond, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr S Patel, Cllr Mrs H Ramsay, Cllr Mrs M Russell, Cllr D Strachan

Public Land and Open Spaces (PLOS):

Cllr D Albone (Vice Chair), Cllr I Bond, Cllr P Biernis, Cllr B Briars (Chair), Cllr G Fage, Cllr F Foster, Cllr M Foster, Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr D Strachan.

Town Centre Management (TCM)

Cllr D Albone, Cllr P Biernis, Cllr I Bond, Cllr G Fage, Cllr F Foster, Cllr M Foster (Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr M Russell (Vice Chair), Cllr D Strachan.

Personnel:

Cllr I Bond (Chair), Cllr F Foster, Cllr M Foster (Vice Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr Mrs H Ramsay, Cllr Mrs M Russell.

Appeals:

Cllr D Albone, Cllr P Biernis, Cllr D Strachan, Cllr T Woodward

- b. For each Committee to appoint a Chair':

Finance and General Purpose	Cllr Mrs H Ramsay
Public Land and Open Spaces	Cllr B Briars
Town Centre Management	Cllr M Foster
Personnel	Cllr I Bond
Appeals	Deferred to first Appeals Committee meeting

- c. For each Committee to appoint a "Vice Chair":

Finance and General Purpose	Cllr D Strachan
Public Land and Open Spaces	Cllr D Albone
Town Centre Management	Cllr Mrs M Russell
Personnel	Cllr M Foster
Appeals	Deferred to first Appeals Committee meeting

6. BIGGLESWADE JOINT PARTNERSHIP

Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four-year term. Cllr I Bond and M Foster were elected as substitutes.

(No action required).

7. APPOINTMENT OF REPRESENTATIVES

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

- i. Bedfordshire Association of Town & Parish Councils - 3 members for voting at the AGM:
Cllr M Foster, Cllr M North,
Cllr Mrs M Russell
- ii. Biggleswade Twinning Committee - 1 member – Cllr B Briars
- 1 substitute – Cllr S Patel
- iii. Parish Paths Partnership (P3) - 2 members:
Cllr I Bond, Cllr P Biernis
- iv. Sir John Cotton Educational Foundation - 1 member: Cllr M North
- v. Fen Reeves Meetings - 1 member as proxy voter:
Cllr I Bond
Cllr Mrs H Ramsay (Substitute)
- vi. Police Liaison - 1 member: Cllr D Strachan
Substitute: Cllr S Patel
- vii. Land East Community Facility Group - 4 members: Cllr D Albone,
Cllr B Briars, Cllr F Foster,
Cllr M Foster, Cllr S Patel
- viii. Wind Farm Panel - Cllr J Medlock, Cllr Mrs H Ramsay

8. APOLOGIES FOR ABSENCE

Cllr S Watkins, Cllr T Woodward, Cllr Mrs M Russell.

9. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item: Item 14e, Cllr I Bond.
- (b) Non-Pecuniary interests in any agenda item: Item 15c, Cllr J Medlock.

10. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor was present at the hand-over of the key for the Orchard Community Centre. We hope that it will soon be open for public use. The Town Clerk is currently looking at parking permits for people using the Centre.

11. 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.

- Mr Dilley: Regarding item 15a, concerns over the proposed pedestrian crossing for London Road as this is on a blind bend. Surely traffic lights would be better.

The Chairman reported that unfortunately it is difficult to put either a roundabout or traffic lights at that point because of the existing cycle lane. CBC decided on the pedestrian crossing because an audit showed that this is where pedestrians cross the road.

- Mr Bacon: asked if a crossing could be considered for people using the Aldi store as cars fly down there from Back Street.

The Chairman asked the Town Clerk to raise this with CBC.

MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received and approved the Minutes of a meeting of the Annual Statutory Meeting held on 10 May 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

12. MATTERS ARISING

- a. There is no Matters Arising from the Minutes of the Annual Statutory Meeting held on 10 May 2016.

13. PLANNING APPLICATIONS

- a. **CB/16/04196/FULL - 136 Shortmead Street Biggleswade**
Proposed alterations to external evaluation of the existing dwelling: Alterations to window positions, re-roofing and cladding of external walls.

This planning application was considered by Council on 11 October 2016:

*CB/16/04196/FULL -136 Shortmead Street, Biggleswade
Two storey rear extension, and new terrace garden with new external access stair and smoked glazed privacy screens.*

*It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application, providing neighbours are consulted and any comments they may make are to be 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.*

- It was **RESOLVED** to **OBJECT** to this Planning Application on the following grounds:
- i. It is not in keeping with the building next door;
 - ii. It encroaches on the public pavement;
 - iii. The general size of the building has increased from the original proposal.

- b. **CB/17/02062/FULL – 1 Snowdrop Walk, Biggleswade**
Two storey side and rear extension, single storey front extension.

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 residents.

- c. **CB/17/02205/FULL – 100 Drove Road, Biggleswade**
First floor rear extension, loft conversion with rear dormer, roof lights and fenestration alterations.

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 residents. Subject also to ensuring that the dormer window is not overlooking neighbours gardens.

- d. **CB/17/01932/FULL – 3 Frankel Way, Biggleswade**
Loft conversion with rear dormer.

This planning application was considered by Council on 14 March 2017:

CB/17/00843/FULL – 3 Frankel Way, Biggleswade
Loft conversion with rear dormer.

*It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.*

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 residents. Subject also to ensuring that the dormer window is not overlooking neighbours gardens.

- e. **CB/17/01897/FULL – Shortmead Cottage, Shortmead Lane, Biggleswade**
Erection of a new dwelling.

Cllr I Bond left the meeting for this discussion.

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 residents.

f. **CB/17/01842/VOC – 67 Shortmead Street, Biggleswade**

Variation of condition 23 (drawing numbers) attached to planning permission reference CB/15/4768/FULL dated 14/04/16 for the redevelopment of the site for 48 retirement apartments and houses for the elderly with associated communal facilities, parking and landscaping to accommodate various internal and external alterations to the approved scheme (as set out in detail in the submitted Planning statement including the addition of a one bedroom unit taking the total number of units at the site to 49).

Planning application CB/15/4768/FULL was considered by Council on 22 March 2016:

CB/15/04768/FULL – 67 Shortmead Street, Biggleswade

Redevelopment of the site for 52 retirement apartments and houses for the elderly with associated communal facilities, parking and landscaping.

Amendments to this application have been received.

Revised plans A1-501 rev 04, A1-402 rev 03, A1-401 rev 06, A1-111 rev 10, A1-101 rev 08 and A1-001 rev 12.

*It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Application. However, Town Council wish to raise concerns over parking provision.*

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the Application. However, Town Council wish to raise concerns over parking provision

g. **CB/17/02166/OUT – Stratton Business Park, Pegasus Drive, Biggleswade**

Outline Application: Erection of up to 52,000sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the Application.

h. **CB/17/01670/FULL – 11A High Street, Biggleswade**

Remove existing Nat West brand signage, ATM and night safe. Infill existing ATM and night safe apertures with new stainless steel blanking plate.

It was **RESOLVED** that Town Council **OBJECT** to a stainless steel blanking plate, but would raise **NO OBJECTION** to an infill to the existing ATM and night safe in brickwork which is in keeping with the area.

14. **ITEMS FOR CONSIDERATION**

a. **Proposed Pedestrian Crossing – London Road and High Street**

Members were asked to consider a design for the proposed crossing; the crossing would be funded by S106 monies. (Copy attached)

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

Unsuitable position, lack of visibility, proximity to existing crossing, situated on a blind corner, the island on the crossing could pose problems with heavy volumes of traffic if diverted from the A1.

The future flow of traffic on the Baulk has not been determined yet, and could have an impact on any proposed crossing. The footpath on the south side is very narrow and would cause difficulty for passing pedestrians. Existing similar crossings in Biggleswade are poorly maintained and the crossing markings fade.

If a crossing is to be considered, a light controlled crossing would be better suited for this site.

The Town Clerk will inform CBC of the Council views.

b. **Street Naming and Numbering - Kings Reach Biggleswade**

Members are asked to consider providing 6 street names for parcels 57 & 58, the names should follow the agreed masterplan and the names should reflect British composers.

Following discussion it was agreed to use sporting themes and British Olympians and Para-Olympians. A list will be provided for further consideration.

c. **Petition from Town Centre Retailers**

Members were asked to consider a petition received from Town Centre retailers regarding parking, public transport, Century House and the market. A copy of the petition is attached to this agenda. Cllr J Medlock left the meeting for this discussion.

It was **RESOLVED** that this item be referred to the TCM for further discussion.

d. **Signatories for Bank Mandate**

Arrangements are in hand to transfer the Town Council's banking facilities to Lloyds Bank. Members confirmed the following signatories for the new bank mandate:

Each cheque to be signed by one A signatory and two B signatories

A Signatories

Town Clerk, Rob McGregor

Deputy Town Clerk, Mike Thorn

B Signatories

Cllr Ian Bond

Cllr Bernard Briars
Cllr Michael North
Cllr Mrs Hazel Ramsay
Cllr Mrs Madeline Russell
Cllr Tim Woodward

15. **ITEMS FOR INFORMATION**

a. **Biggleswade Town Cricket Club**

2017/18 Information attached.

This information was **NOTED**.

b. **Biggleswade CAP**

Members received the Minutes of the Biggleswade Community Alcohol Partnership.

This information was **NOTED**.

b. **Crime Statistics – April 2017**

This trend shown by these statistics is alarming, particularly the figures showing theft from shops and stalls.

The Shopwatch scheme is now in place at the Retail Park, but unfortunately not all retailers are participating in the scheme.

Members asked the Town Clerk to write to the police to ask for their observations and intended action.

c. **Street Naming Biggleswade**

We have received a thank you note from Michael Presland for nominating his parents to have a street named after them. (Copy attached).

This information was **NOTED**.

16. **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.

- Mr Dilley: There is nowhere to park at Chestnut Avenue for people who are just calling into the doctors for a quick visit such as to collect a prescription. There appears to be a pole at Crab Lane, but no sign on it to cover any restrictions. The Town Clerk will query this with CBC.
- Mr Bacon: Everyone knows that the police station is closed, so people therefore think that there is no police presence to stop them stealing.

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.

(Staff Matters)

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.