

**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 12 JULY 2016**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone (Chair)  
Cllr P Biernis  
Cllr B Briars  
Cllr F Foster  
Cllr M Foster  
Cllr Ms R Kerfoot  
Cllr M North (Vice Chair)  
Cllr B Rix  
Cllr Mrs H Ramsay  
Cllr Mrs M Russell  
Cllr D Strachan  
Cllr S Watkins

Mr R M McGregor – Town Clerk, Biggleswade Town Council  
Mrs J Durn – Meetings Administrator, Biggleswade Town Council

Members of Public – 3

**A12/0701     1.     APOLOGIES FOR ABSENCE**

Cllr T Woodward

**ABSENT WITHOUT APOLOGIES**

Cllr I Bond

**A12/0702     2.     DECLARATIONS OF INTEREST**

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

A0702.1                    Disclosable Pecuniary interests in any Agenda item - None  
A0702.2                    Non-Pecuniary interests in any Agenda item: - 9d Cllr D Strachan and  
   Cllr M North.

**A12/0703     3.     TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor, together with Cllr P Biernis and Cllr B Briars, attended a Community Iftar meal to mark the end of the day's Ramadan fasting in Biggleswade on Saturday 2 July.

The Deputy Mayor took part in the Carnival Float Judging on the 2<sup>nd</sup> July.

**A12/0704 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.

**A12/0705 5. INVITED SPEAKERS**

There were no invited Speakers

**A12/0706 6. MEMBERS QUESTIONS**

From the Minutes of 28 June 2016, Item 6, B28/0606: Members Questions: Cllr Briars informed Members that he had received notification that the drainage issues on the south side of the Stratton Street bridge had been addressed during the bridge works.

Cllr Mrs M Russell was not sure that the works had completely resolved the issue.

This item will be addressed on the Biggleswade Joint Committee Agenda on 20 July 2016.

**A12/0707 7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

A0707.1 a. Members received the Minutes of the Town Council Meeting held on 28 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Briars would like an addition to: **Item B0607.3.2 Biggleswade United Football Club request to move fence:** For the Minutes to include his concerns regarding the removal of trees/TPO's, and the addition of a safety audit as this area is to be used as a car park.

Following this addition the Minutes will be signed.

**A12/0708 8. MATTERS ARISING**

A0708.1 Minutes of the Town Council Meeting held on 28 June 2016.

**Item 11. Items for Consideration: B0611.2 b. Street naming request:**

Following the request from the Denny family for consideration of the use of name when naming streets in Biggleswade, we have since been informed that the name has been used for "Denny Rise". Cllr Mrs H Ramsay asked that the Town Clerk write to Mrs Denny to let her know this information.

**A12/0709 9. PLANNING APPLICATIONS**

**A0709.1 a. CB/16/02481/ADV – Unit C, Retail Park, London Road, Biggleswade**

New internal 3D 'M&S CAFÉ' front-illuminated sign, hung from soffit on rails behind shopfront glazing, within Marks & Spencer Customer Café.

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

**A0709.2 b. CB/16/02361/FULL – 22 Mercury Lane, Biggleswade**

Replace garage roof with one slightly raised, to include a dormer window.

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.

**A0709.3 c. CB/16/02430/FULL – 3 Saffron Road, Biggleswade**

Replace existing rear conservatory with a single storey 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.

**A0709.4 d. CB/16/02578/FULL – 1 Tennyson Avenue, Biggleswade**

Two storey side and single storey front and rear extensions.

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.

**A0709.5 e. CB/16/02644/FULL – 119 Shortmead Street, Biggleswade**

Retrospective application for the erection of a covered storage area.

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.

A0709.6 f. **CB/16/02824/FULL – 10 Lawrence Road, Biggleswade**  
Removal of existing out house and erection of single storey rear 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.

A0709.7 g. **CB/16/02447/FULL – 8 Anne Street, Biggleswade**  
Single storey rear 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.

A0709.8 h. **CB/16/02406/ADV – London Road Trading Estate, London Road, Biggleswade**  
Advertisement: 2 No. flex face signs to shop-front, 1 No. hanging sign behind glazing & 5 No. flex face signs to landlord totem areas. ***NB – Plan shows the above as Unit E.***

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

**A12/0710 10. ITEMS FOR CONSIDERATION**

A0710.1 a. **Request for a Defibrillator in Biggleswade**

Councillors considered correspondence and quotations received from the Biggleswade First Aid Club asking Town Council to consider purchasing defibrillator(s), for installation in Biggleswade.

Following considerable discussion it was agreed that more information was needed in order for Council to make an informed decision.

It was proposed that in order to gain a full understanding, an invitation be extended to a qualified organisation to attend a Council Meeting and speak on this subject.

It was **RESOLVED** that the Town Clerk will issue this invitation

A0710.2 b. **Biggleswade Community Agent**

Although Members agreed with this proposal in principle, they would like to defer a decision on providing representation until receiving further information.

It was proposed that in order to gain a full understanding of this role, an invitation be extended to ask a member of the Bedfordshire Rural Communities Charity (BRCC) to attend a Council Meeting and speak on this subject.

It was **RESOLVED** that the Town Clerk will issue this invitation

A0710.3 c. **Biggleswade Splash Park**

It was **RESOLVED** that the Town Clerk be authorised to negotiate with Shuttleworth Estates over the possibility of acquiring additional land for car parking.

A0710.4 d. **Business Plan - Policy Objectives**

Members are asked to consider a report from the Town Clerk, (attached) and approve a list of documents in line with the policy objectives.

1. To approve the Business Plan for 2016/17 as set out as Appendix 1.
2. To approve the format of Business Plan monitoring reports as set out in Appendix 2.
3. To approve a new Publication Scheme as set out in Appendix 3.
4. To approve an updated Information Guide as set out in Appendix 4.
5. To adopt the Complaints Code and Vexatious Policy as set out in Appendix 5.
6. To agree revised Standing Orders as set out in Appendix 6 which will then stand deferred to the next Council for final approval.
7. To agree revised Financial Regulations as set out in Appendix 7.
8. To adopt a recommended Training and Development Policy as set out in Appendix 8.

Document 1-8 were discussed individually. Following minor amendments which were noted by the Town Clerk, It was **RESOLVED** that Town Council approve the documents.

A12/0711 11. **ITEMS FOR INFORMATION**

A0711.1 a. **Thank you letter(s)**

A letter of thanks for a Council grant from the First Aid Club was **NOTED**.

A12/0712 12. **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.

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.

A0712.1 Mr Bacon asked if the Parking Scheme for Residents was any nearer to implementation, as this has seemed to have gone quiet lately.

This item will be on the Agenda of the Biggleswade Joint Committee Meeting on 20 July 2016, where we hope to receive an update.

A0712.2 A second Member of Public asked if Council had received an explanation as to why the BTC Regeneration Bid was rejected by CBC.

This item will also be on the Agenda of the Biggleswade Joint Committee Meeting on 20 July 2016, where we hope to receive more information.

**A12/0713    13.    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.

*(There were no Exempt Agenda Items)*

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.

**A12/0714    14.    EXEMPT ITEMS**

There were no Exempt items.

**Meeting closed 7.45pm**