

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 14 JUNE 2016**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone - Chair  
Cllr P Biernis  
Cllr I Bond  
Cllr B Briars  
Cllr F Foster  
Cllr M North  
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 - 7

**1. APOLOGIES FOR ABSENCE**

Cllr M Foster, Cllr R Kerfoot, Cllr B Rix, Cllr Mrs M Russell, Cllr T Woodward.

**2. DECLARATIONS OF INTEREST**

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

- (a)** Disclosable Pecuniary interests in any agenda item - none
- (b)** Non-Pecuniary interests in any agenda item - none

**3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor, together with Cllr Mrs H Ramsay, attended the opening of the new Boots Store on the Retail Park on the 1<sup>st</sup> June.

The Mayor attended the opening of "Trains at Trinity" on the 11<sup>th</sup> June.

And finally - Special Congratulations to Cllr Mark Foster and his partner Amy on the birth of their baby daughter, Effie-May, and to proud Grandfather, Cllr F Foster.

**4. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

There were no questions from members of the public.

**5. INVITED SPEAKER**

There was no invited speaker.

## 6. **MEMBERS QUESTIONS**

Cllr B Briars: The kerbs at Hitchin Street are now in a dangerous state. Can the Town Clerk please ask for the following information from CBC:

- Can the existing kerbs be re-laid.
- Can CBC come up with a more permanent solution to the kerb problem.

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

- a. Members received and approved the Minutes of the Annual Statutory Meeting held on 10 May 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received the **RECOMMENDATIONS** from the Personnel Meeting held on 31 May 2016.

Minutes were approved subject to the following amendments:

### **Items for Consideration**

#### **a) Children and Vulnerable Adults Policy:**

This Policy was approved with the following amendment:

Item 3.1 to read: All staff, Councillors and volunteers must be DBS checked if appropriate. If working within a regulated activity, the Council will carry out enhanced DBS checks and ensure they are not on the Barred List.

#### **b) Officers Code of Conduct:**

This Policy was approved with the following amendments:

Page 3, item 21, to read: available to "Councillors", not "Members".  
The word "Authority" to be replaced by "Council".  
Check for consistency in use of upper case letters throughout the document.

#### **c) Councillor – Officer Protocol:**

This Policy was approved with the following amendments:

Page 1, item 5, to read: advice to "Councillors", not "Members".  
Check for consistency in use of upper case throughout the document.

#### **d) Employee Handbook:**

The Handbook was approved in principle. However, it was requested that document be checked for consistency and the index adjusted accordingly.

- c. Members received the **RECOMMENDATIONS** from the Finance & General Purpose Meeting held on 31 May 2016.

#### **a) Delegation Scheme:**

Cllr M North proposed that this document be presented to each individual Committee for perusal and comments by Members; it will then be brought back to Town Council with final comments from each Committee, which will allow Council to make informed decisions on any amendments deemed necessary.

It was **RESOLVED** that Town Council agree to this action.

**b) Mayor's Chain:**

Cllr M North proposed that three quotations are obtained for a replacement Mayor's Chain. This will be a replica of the existing chain, which when complete, will be displayed in a lockable glass cabinet along with other historic Council items.

Cllr B Briars proposed an amendment to this proposal - that one ring is replaced, rather than a new completely blank chain, which would remain blank for many years to come, and which he felt would not be of historical interest to the public when worn.

The Town Clerk was requested to obtain quotations for both options.

**d. Members received the RECOMMENDATIONS from the Town Centre Management Meeting held on 7 June 2016.**

**a) Biggleswade Market:**

**i) Update:** TCM Chair, Cllr Mrs M Russell informed Council that TCM had felt it would be beneficial for the market fees to remain fixed for the next 3 months to allow for the Town business to pick up following the effects on business due to bridge works. The TCM has requested statistics for both Saturday and Tuesday markets, and will review these with the Market Superintendent before making any further decisions on fees.

It was **RESOLVED** that this information will be presented to Council at the 23 August meeting, following the TCM on 16 August 2016.

**ii) Market Rules & Regulations:** This document has been reviewed and the attached amendments have been made,

It was **RESOLVED** that Town Council agree to this document.

**iii)** Following a proposal from Cllr F Foster to look at considering including a Car Boot type section to the Biggleswade Market, it was agreed that this idea would be looked at by the Working Group set up to review market rules and regulations. The Working Group will be arranging a meeting to discuss this prior to the next TCM on 16 August 2016. A report will then be made to Council.

**b) Rose Lane Car Park – Fencing:**

It was **RECOMMENDED** to accept quotation A for the sum of £7545 for galvanised fence rails, subject to clarification of satisfactory quality.

It was **RESOLVED** that Town Council accept this quotation

**c) Upgrade of Mobile CCTV Camera:**

We have received email confirmation from the police that the suggested camera upgrade specification meets police expectations for evidence to support prosecutions.

It was **RESOLVED** that Town Council approve this upgrade. It was also agreed that the old camera can be passed on to Shefford Council.

**8. MATTERS ARISING**

**a. From the Minutes of the Annual Statutory Meeting held on 10 May 2016:**

Cllr D Strachan reported that he has attended a Seminar at Police Headquarters which he felt to be very encouraging. He will present his report at the next Council Meeting.

9. **PLANNING APPLICATIONS**

a. **CB/16/01852/FULL- 143 Mead End, Biggleswade**

Front Porch.

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.

b. **CB/16/01805/FULL- 27 Brunel Drive, Biggleswade**

Single storey rear extension and internal 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.

c. **CB/16/01678/FULL – 2 Wilsheres Road, Biggleswade**

Two storey side extension and single storey front, side and rear extension following demolition of garage and single storey side elevation.

*Planning Application CB/16/00521/FULL – 2 Wilsheres Road, Biggleswade Road, Biggleswade, went to Council on the 13 March 2016.*

*Two storey side extension and part single part two storey front side & rear extension following demolition of existing garage & utility room.*

*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. **Withdrawn 14 April 2016.***

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.

d. **CB/16/01265/FULL – 42 Derwent Avenue, Biggleswade**

Proposed two storey side 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.

e. **CB/16/01590/FULL – Land rear of 49-51 Shortmead Street, Biggleswade**

One residential dwelling.

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/16/01278/FULL – 20 Back Street, Biggleswade**

Extend and convert the existing single storey brick structure to form a two storey building comprising 2 No. two bedroom maisonettes. Demolish and remove other existing structures and form associated external areas.

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.

g. **CB/16/01982/FULL – 15 Torquay Close, Biggleswade**

Single storey rear extension and extension to side garage.

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.

h. **CB/16/02111/FULL – 2 Kittiwake Close, Biggleswade**

Single storey front infill 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.

i. **CB/16/02167/FULL – Ivel Valley School Secondary Site, Hitchmead Road, Biggleswade**

Installation of a two-classroom 23m<sup>2</sup> modular unit on site for a temporary period of 5 years, plus extension to the existing school car park.

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

j. **CB/16/02098/VOC – Phases 5 and 6 Land East of Pegasus Drive, Biggleswade**

Variation of Condition 6 attached to Planning Permission CB/15/04111/FULL dated 15/04/16.

Substitution of approved plans numbered 17073-SBP5-505-B and 17073-SBP5-5-509A for plans numbered 17073-SBP5-5-505C and 17073-SBP5-5-5-509B.

***Variation 6 states:***

***The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, number 17073-SBP5-508, 17073-SBP5-505B and 17073-SBP5-509 A***

*This application was considered by Town Council on 24 November 2015:*

**CB/15/04111/FULL – Land at Phases 5 & 6 Stratton Business Park east of Pegasus Drive, Biggleswade**

*Infrastructure works associated with expansion of Business Park, including service roads, surface water and foul water sewers.*

*It was **RESOLVED** that the Town Council **OBJECT** to this application as Members felt it is difficult to determine where changes have been made and there are too many unanswered questions.*

*It was **RESOLVED** that in order to obtain clarification, the Town Clerk will write to invite a representative to attend the next Council Meeting in order to provide the relevant information and answer Members questions.*

This application was considered again by Town Council on 15 December 2015:

**CB/15/04111/FULL – Land at Phases 5 & 6 Stratton Business Park east of Pegasus Drive, Biggleswade**

Infrastructure works associated with expansion of Business Park, including service roads, surface water and foul water sewers.

It was **RESOLVED** that the Town Council **OBJECT** to this application as Members felt it is difficult to determine where changes have been made and there are too many unanswered questions.

It was **RESOLVED** that in order to obtain clarification, the Town Clerk will write to invite a representative to attend the next Council Meeting in order to provide the relevant information and answer Members questions.

Unfortunately, the Planning Officer was unable to attend the Council Meeting on 15<sup>th</sup> December 2015.

Following receipt of additional information, it was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.

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This application was then considered again by Town Council on 9 February 2016:

**CB/15/04111/FULL – Land at phases 5 and 6 Stratton Business Park east of Pegasus Drive, Biggleswade**

Infrastructure works associated with expansion of Business Park, including service roads, surface water and foul water sewers.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this application. Revised and original plans will be on display in the Council Chamber.

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

**k. CB/16/00860/REG3 – Land at Dunton Lane, Biggleswade**

Regulation 3: New use of land as new traveller site incorporating 10 permanent pitches with studio buildings 2 transit pitches with studio buildings, a site manager's office and a sewage treatment plant.

This application was considered by Town Council on 22 March 2016:

**CB/16/00860/FULL – Land at Dunton Lane, Biggleswade**

New use of land as new traveller site incorporating 10 permanent pitches with studio buildings, 2 transit pitches with studio buildings, a site manager's office and sewage treatment plant.

Following presentation by Tony Kearney Town Council **RESOLVED** to raise **NO OBJECTION** to this Application.

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

**I. CB/16/02269/FULL – 51 Boddington Gardens, Biggleswade**

Erection of 1 dwelling.

This application was considered by Town Council on 22 March 2016:

**CB/16/00229/FULL – 51 Boddington Gardens, Biggleswade (REVISED)**

Demolition of existing garage and the erection of 2 No. 1 bedroom bungalows.

In addition to the previous revisions dated 08.03.16, revised site layout plans 04a & 05a have been received on 15.03.16 which results in the relocation of both proposed units a further 1 metre back from the proposed access.

It was **RESOLVED** that Town Council **OBJECT** to this Application on the grounds of over-development, access and impact on neighbours.

**The original application was withdrawn.**

It was **RESOLVED** that Town Council **OBJECT** to this Application on the grounds of over-development, access and impact on neighbours.

- m. **CB/16/01706/FULL – 138 Holme Court Avenue, Biggleswade**  
Single storey front extension and replacement lean-to roof at rear.

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.

## 10. **ITEMS FOR CONSIDERATION**

### a. **Beds FA - East Biggleswade Proposal**

Bedfordshire FA is asking for support from the Town Council for their proposals to install and manage a 3G pitch on Land East of Biggleswade.

The Beds FA would also like to host a drop-in day at the Town Council Chamber, where members of the public can drop-in and look at their proposals for a 3G pitch.

It was **RESOLVED** that Town Council support this proposal and are happy to host the drop-in day at the Town Council Chamber.

### b. **Request to hold dog training classes on one of Biggleswade Town Councils Recreation spaces**

Members were asked to consider a request to hold dog training classes on one of the Recreation grounds.

**Standing Orders were suspended at 7.55pm** in order that the proposer, Mrs Luci Sanan, Member of Public, who attended the meeting, was able to speak on this issue.

Mrs Sanan explained the proposal and answered questions from Councillor's.

**Standing Orders were resumed at 8.00pm.**

It was **RESOLVED** that the proposal is approved in principle, providing this service does not contravene any Town Council rules that are already in place. The Town Clerk and Mrs Sanan will meet to discuss the exact requirements.

### c. **Finance – Internal Audit Report 2015-16 (Final Update)**

Members received and approved the Internal Audit Report 2015-2016 (Final Update).

It was **RESOLVED** that Town Council approve the Internal Audit Report 2015-2016

d. **Standing Orders**

Annual Statutory meeting 10<sup>th</sup> May 2016, members were asked to consider a proposal to amend Standing Order 16, subsections (e) and (n) to read as follows (revision underlined and in italics):

e) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

n) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

Cllr Mrs H Ramsay proposed an amendment to this proposal to read as follows:

e) 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.

n) 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.

In accordance with Standing Orders the amendments were proposed and seconded, and were held in abeyance until the Council meeting 14<sup>th</sup> June 2016.

It was **RESOLVED** that Town Council accept the proposed amendment from Cllr Mrs H Ramsay.

The Standing Order 16, subsections (e) and (n), will be amended and proposed for adoption at the Town Council Meeting on 28 June 2016.

11. **ITEMS FOR INFORMATION**

a. **Notification has been received that the New Police and Crime Commissioner for Bedfordshire is Kathryn Holloway**

This information was **NOTED**. Cllr D Strachan reported that new police crime information will shortly be available and he will bring this information to the next Council Meeting.

b. **Thank you letters**

It was nice to receive these letters. This information was **NOTED**.

c. **Biggleswade Town Cricket Club**

2016 fixture Card and newsletter. This information was **NOTED**.

d. **Erlensee – Work Experience**

Town Council has received a letter from Erlensee School, thanking us for 16 years of commitment and friendship on the Work Experience scheme between Biggleswade and Erlensee, which has now come to an end.

It was **RESOLVED** that Town Council write back to thank them in return, and to say that if they wish to return in the future, we would welcome them back.

e. **Central Bedfordshire Local Plan Call for Sites' publication**

Members considered copies of maps supplied by CBC, showing submissions from the Council's Local Plan 'Call for Sites' process. Including a large map of Central Bedfordshire, and a small map at parish-level.

Each site submitted will be assessed by officers using the approved site assessment criteria. These criteria will be consulted on at the end of June 2016; CBC will notify Town Council when this consultation starts.

There was lengthy discussion on this item, and Councillor's voiced strong concerns regarding the lack of consideration being given to providing additional facilities such as schooling, NHS GP Services, Community recreational facilities, and not least, the severe impact on infrastructure, which would not be able to support these criteria.

It was **RESOLVED** that the Town Clerk will contact CBC with regard to obtaining information on establishing a "Community Plan" in order that Council can consider if it wishes to create one.

12. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask question. (Members of the public will be allowed one three-minute slot).

Member of Public, Mr Bacon, asked if any checks were in place for the number of dogs seen off-lead and the appalling dog fouling situation.

The Town Clerk said that unfortunately there is only one Dog Warden provided by CBC. However, two members of Town Council staff have now undertaken Dog Warden training, and it is hoped that this will have an impact on the situation.

**The main Agenda concluded business at 8.20pm**

The exempt Agenda followed, with Members of the Public and staff excluded. The Exempt Minutes were taken by Cllr. D Albone.

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.

**14a (Recommendation & notification - Personnel Meeting held on 31<sup>st</sup> May 2016)**

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.