

MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 09 AUGUST 2016
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone (Chair)
Cllr I Bond
Cllr P Biernis
Cllr F Foster
Cllr M Foster
Cllr J Medlock
Cllr Mrs H Ramsay
Cllr Mrs M Russell
Cllr D Strachan

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

Members of Public – 5

A09/0801 1. APOLOGIES FOR ABSENCE

Cllr B Briars, Cllr B Rix, Cllr Ms R Kerfoot, Cllr M North, Cllr S Watkins,
Cllr T Woodward

ABSENT WITHOUT APOLOGIES (If applicable)

None

A09/0802 2. DECLARATIONS OF INTEREST

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

A0802.1 Disclosable Pecuniary interests in any Agenda item - Item 10b Cllr J Medlock.

A0802.2 Non-Pecuniary interests in any Agenda item: Item 9c and 9f Cllr Mrs H Ramsay;
Item 9a and 11a Cllr Mrs M Russell; Item 10e Cllr I Bond.

A09/0803 3. TOWN MAYOR'S ANNOUNCEMENTS

There were no announcements.

A09/0804 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.

A00804.1

Members received the Minutes of the Town Council Meeting held on 09 August 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Mrs H Ramsay asked that the following amendment be made, following which the Minutes will be signed as an accurate record.

Item 4. A00804.1: to read:

Mr Rawlins, on behalf of Home Court residents, asked why the illuminated M&S sign had been allowed to be placed at the back of the building directly facing the residential area of Holme Court Avenue. Mr Rawlins has had a conversation with the CEO at M&S, ***following which the sign has been removed and the frame for this sign has been relocated to the side of their building facing the A1.***

Cllr Mrs H Ramsay informed Mr Rawlins that the Council had objected to the placement of the illuminated sign at the back of the building, ***and that she and other residents of Holme Court Avenue, considered the non-illuminated sign to be an eyesore.***

A09/0805 5. INVITED SPEAKERS

Mrs Nicola Avery from Central Bedfordshire Libraries, was invited to attend the meeting in order to provide an update on the Library Opening Hours Consultation, which is the result of a request from Central Bedfordshire Council that Libraries find £35k of savings.

There are 12 Libraries in Central Bedfordshire, and it is most important that none of these will be closed. It is also important that there are two people on duty during Library opening hours; single staffing is not a viable option.

The Consultation is therefore looking at ways to improve the service which encompasses not only books and computers, but activities and events for both children and adults in the community. Library staff work across all Libraries, and therefore a standardisation of opening hours would allow a concentration of staff into a 5-day capacity.

In order to provide a service which would accommodate parents, carers, children, and people both working and retired, it is suggested that hours for Biggleswade Library opening are: 9am – 6pm Tuesday, Wednesday, Thursday and Friday. 9am – 1pm Saturday. Closed all day Monday.

The Consultation documents are available both on line and in paper form, and Mrs Avery would very much welcome input to the Consultation which ends on 5 September 2016.

Mrs Avery was pleased to take questions from Councillors:
Cllr Mrs M Russell asked if there were any future plans for the library.
Cllr Mrs H Ramsay asked if the room upstairs was available for hire to outside companies.

- Central Bedfordshire Council are committed to a Biggleswade Library and there are no confirmed future plans that she is aware of.
- Sam Cauldbeck is the Lead on this Project for CBC.
- There are plans for refurbishment this year, which will take into account toilet access.
- There is an available room upstairs which could be hired out, this would take 7-8 people comfortably. However, this could only be used during Library opening hours.
- The Library itself could be used for functions on the Monday. The shelving is on wheels, with brakes, and can be easily moved to the edge of the room. Although Health and Safety issues would need to be put in place, along with insurance cover, before this could be considered.

Cllr D Strachan asked if a more positive advertising campaign could be put in place. Mrs Avery would like to do this, and will certainly include this at a later stage.

The Chairman thanked Mrs Avery for the very informative presentation, which concluded at 7.20pm.

A09/0806 6. MEMBERS QUESTIONS

A0806.1 a. Cllr Mrs M Russell: where we are with Residents Parking – has it been implemented. There do not appear to be any visible signs.

The Town Clerk has emailed this enquiry to CBC, but has not yet received an answer. He will chase this up.

A0806.2 b. Cllr Mrs M Russell: During the bridge closure a 3-hour parking restriction along Bridge Street, Saffron Road and Station Road was in place. This allowed time for not only shopping, but dentist appointments, and other essential town visits. The 3-hour restriction has now been replaced with a 1-hour restriction, without any visible or prior notification for people to be able to adjust.

Cllr Russell asked that the Town Clerk look back for Minutes of a meeting held with herself, the Town Clerk and Paul Mason from CBC, which addressed the parking restriction hours, in order that details can be checked.

A0806.3 c. Cllr M Foster: It would appear that part of the width restriction put in place in Potton Road has been removed, is this permanent.

The Town Clerk will investigate this.

A0806.4 d. Cllr P Biernis: The markings on the zebra crossing along Station Road are barely visible and need re-applying. There are also other crossings through the town that need attention.

The Town Clerk will report this.

- A0806.5 e. Cllr P Biernis: The One-way system St Johns/Sun Street is suffering from an unacceptably increased speed of traffic. Cllr Biernis has emailed CBC regarding this on several occasions, but has not yet received a satisfactory response.

The Town Clerk will report this.

- A0806.6 f. Cllr J Medlock: Has been asked if there should be a Notice alerting people to changes in parking restrictions. A sticker placed suddenly on the restriction post is not felt to be satisfactory.

- A0806.7 g. Cllr J Medlock: Produced a photograph of a large Highways sign which has been placed in the middle of the pavement on Chambers Way, causing an obstacle between the pathway and the grass verge. Are there any plans for this verge.

Cllr M Foster also felt that whatever the intention for that area, it is an unnecessarily large sign for this location

The Town Clerk will investigate this.

A09/0807 7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- A0807.1 a. Members received the Minutes of the Council Meeting held on 26 July 2016. An additional paragraph was requested to item 5. B26/0705 as follows:

“Cllr B Rix volunteered to join a Working Group to discuss ways of increasing awareness for the RNIB accessible street campaign to help partially sighted people.”

Following this amendment the Minutes were approved for signing.

A09/0808 8. MATTERS ARISING

From the Minutes of the Town Council Meeting held on 26 July 2016.

- A0808.1 a. Item B26/0706 Members Questions: Cllr F Foster reported that ASDA have increased the amount of security cameras on the residential side of their car park. Is there any update regarding the wording on use for both store and town for the allotted time.

Councillors were informed by the Town Clerk that CBC enforcement have been tasked with ensuring ASDA comply with the planning conditions regarding parking times and signage.

- A0808.2 b. Cllr Mrs M Russell asked if there has been any notification of closure of the Tidy Tip, which has been closed for three days.

The Town Clerk reported that no notification had been received.

A09/0809 9. PLANNING APPLICATIONS

- A0809.1 a. **CB/16/02445/FULL – The Vicarage, 3 Shortmead Street, Biggleswade**
Single storey pitched roof extension to front and side.

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.

- A0809.2 b. **CB/16/03235/FULL – Land rear of 49-51 Shortmead Street, Biggleswade**
One dwelling.

The above application was considered at previous Council meetings as follows:

14th June 2016

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

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.

8th March 2016

- CB/16/00538/FULL and CB/16/00676/LB – Coach and Horses, 49-51 Shortmead Street, Biggleswade**

Demolition of rear porch, rear bay window and remove existing rear chimney. Rear first floor extension, conversion and alterations to create two dwellings. Replace front door canopies with timber surround.

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

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.

- A0809.3 c. **CB/16/01199/FULL – 62 Holme Court Avenue, Biggleswade**
Side and rear fencing along the boundary adjacent to the highway: Retrospective application. REVISED PLAN.

This planning application was considered at the Annual Statutory Meeting held on 10th May 2016:

*CB/16/01199/FULL – 62 Holme Court Avenue, Biggleswade
6'6 fence on the side and rear of the property, on our boundary adjacent to the highway: Retrospective.*

*It was **RESOLVED** that the Town Council object to this application, due to the height of the fence which is immediately adjacent to a difficult junction.*

It was **RESOLVED** that Town Council **OBJECT** to this Application, due to the height of the fence which is immediately adjacent to a difficult junction.

- A0809.4 d. **CB/16/01610/OUT – 236 London Road, Biggleswade**
Outline Application: Erection of 1 No. Detached Bungalow.

It was **RESOLVED** that Town Council raise **NO OBJECTION**, subject to a detailed planning application being submitted.

- A0809.5 e. **CB/16/02975/FULL – Land adjacent to Rowletts Way, Biggleswade**
Residential Development of 5 No. new dwellings.

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.

- A0809.6 f. **CB/16/01198/ADV- Unit B, Retail Park, London Road, Biggleswade**
Advertisement: Illuminated flex face sign installed to existing steel tray. Vinyl sign applied to existing steel doors. Projecting illuminated green pharmacy cross. Existing grey PPC goal post to be colour dark blue. Boots logo to rear elevation illuminated with swan neck light fitting. REVISED PLAN: Rear sign moved to side elevation.

This planning application was considered by Town Council on 26 April 016:

CB/16/01198/ADV – Unit B, A1 Retail Park, London Road, Biggleswade
Advertisement: illuminated flex face sign installed to existing steel tray. Vinyl sign applied to existing steel doors. Projected illuminated green pharmacy cross. Existing grey PPC goal post to be colour dark blue. Boots logo to rear elevation illuminated with swan neck light fitting.

Amendment to the Minutes regarding: Item 9d: Planning Application
CB/16/01198/ADV- Unit B, A1 Retail Park, London Road, Biggleswade.

The following submission was made to the Planning Department; however, the second paragraph citing Council objection to the illuminated sign at the rear of the Unit was inadvertently omitted from the Minutes. The Minute now reads as follows:

“CB/16/01198/ADV – Unit B, A1 Retail Park, London Road, Biggleswade
Advertisement: illuminated flex face sign installed to existing steel tray. Vinyl sign applied to existing steel doors. Projected illuminated green pharmacy cross. Existing grey PPC goal post to be colour dark blue. Boots logo to rear elevation illuminated with swan neck light fitting.

*It was **RESOLVED** that Town Council raise **NO OBJECTION** to the signage located to the front elevation facing into the Car Park.*

*It was **RESOLVED** that Town Council **OBJECT** to the illuminated sign at the rear of the Unit facing the A1 due to close proximity of residential housing.”*

CB/16/00277/ADV – Unit C, A1 Retail Park, London Road, Biggleswade

*New external Marks and Spencer branded signage to Unit C of the A1 Retail Park development on London Road, Biggleswade. Two signs are located to the front elevation into the Car Park; one face-illuminated sign to the entrance door surround and one halo-illuminated sign at high level fixed to a projecting canopy. One additional **NON-ILLUMINATED** sign is located to the rear of the Unit facing the A1. (Amended plan)*

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the non-illuminated sign located to the rear of the unit.

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.

- A0809.7 g. **CB/16/02462/FULL – 8A Boddington Gardens, Biggleswade** Garage conversion – Retrospective.

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.

- A0809.8 h. **CB/16/02892/ADV - Unit N, A1 Retail Park, London Road, Biggleswade**

Advertisement: Shop signage on existing entrance feature and totem goods in and bell push signage. Trolley (ITAB Shelter) Park and signage re-colour existing entrance portal.

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

- A09/0810 10. ITEMS FOR CONSIDERATION**

- A0810.1 a. **Local Council Award Scheme – Foundation Award**

The Town Clerk confirmed that the information will be completed at the end of this week.

It was agreed that this item be deferred to the next Council Agenda when the information required has been finalised and published on line.

This item will be on the next Council Agenda.

A0810.2 **b. Business Rate Relief**

Cllr J Medlock declared an interest in this item; following a brief update on this matter, Cllr Medlock left the Council Chamber at 7.55pm

It was felt that this issue has been misunderstood by Central Bedfordshire Council. Cllr Mrs M Russell would like the support of Council to write to Central Bedfordshire Director of Regeneration (Jason Longhurst) with copies to the Chief Executive, Richard Carr, and Alistair Burt MP, confirming the impact on business that the bridge has had, and asking that business rate relief of 50% is given for a period of 12 months, from December 2015 to December 2016.

It was **RESOLVED** that this letter be written and sent.

Cllr J Medlock rejoined the meeting at 8.10pm

A0810.3 **c. Governance and Policy Documents**

It was **RESOLVED** to accept the Policy Documents for: Data Protection Policy; Community and Social Policy; Volunteers Policy (with a slight amendment); Procurement Policy and Treasury Management Policy.

It was **RESOLVED** to defer a decision on the Grants and Funding Policy Document. This Policy will go back before the F&GP Committee for further review and amendments.

It was **RESOLVED** to defer a decision on the "Flag Flying Policy" Document. The Town Council will look into the possibility of another flag pole, with planning permission, and the Town Council flag will be reviewed.

A0810.4 **d. Standing Orders**

Further minor changes of wording were requested, following which it was **RESOLVED** to adopt the Standing Orders.

A0810.5 **e. Letter from Biggleswade Twinning Association.**

It was agreed that Council Chamber may be used on 26 August 2016 at 4.00pm to welcome a small party of visitors from Erlensee. As many Councillors as possible are encouraged to attend. Following the Reception there will be a dinner at Jordans Mill, which Councillors are welcome to attend at their own expense.

A09/0811 11. ITEMS FOR INFORMATION

A0811.1 **a. Works to trees protected by a Preservation Order:
To Prune one Horse Chestnut tree.
Location: 19 Ivel Gardens, Biggleswade.**

This information was **NOTED**.

A0811.2 **b. Proposed temporary Road Closure – Back Street, Biggleswade**

This information was **NOTED**, with the request that signs please be placed appropriately.

A0811.3 c. **Thank you letter**
A letter of thanks from the Citizens Advice to acknowledge receipt of the Council grant awarded. This was **NOTED**.

A0811.4 d. **Letter from HSBC**
This information was **NOTED**.
It is hoped that the remaining Banks will stay in the town. There is also concern over the future use of this building.

A09/0812 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.

There were no questions from Members of the Public.

A09/0813 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.

(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.

Meeting closed 9.10 pm