

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 12 NOVEMBER 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 Mrs M Russell, Cllr M North, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr B Briars, Cllr D Albone, Cllr S Watkins, Cllr G Wilson

**1. APOLOGIES**

Apologies were received from Cllrs B Rix, T Woodward, R Skinner and Mrs W Smith

**2. DECLARATION OF INTERESTS**

- (a) Disclosable Pecuniary Interests in any agenda item – non declared
- (b) Non-pecuniary interests in any agenda item – Cllrs Mrs J and D Lawrence declared an interest in items 9a & 8c

**3. TOWN MAYOR'S ANNOUNCEMENTS**

Cllr Mrs Hazel Ramsay thanked all Town Council staff who worked with the British Legion with regards to the Remembrance Day service on Sunday, as well as all those who attended the service on the Market Square on 11<sup>th</sup>.

**4. PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

**5. INVITED SPEAKER**

John Matuszewski – re Martin Grant Homes - Land East development

John Matuszewski gave some background to members on the proposed Erection of new mixed use local centre to include 51 residential units, approximately 1156sqm (net) of floor space for a mixture of uses (A1, A2, A3, B1 & D1) a 60 bed (C2) care home, central square kiosk, community building and associated infrastructure.

Mr Matuszewski explained that the development was modelled on Potton Market Square and the development is at its most dense in the area of the local centre.

The parking provision is in full compliance with the latest guidance from CBC and has been discussed at length with the planning and highways department.

Mr Matuszewski advised that the developers had produced a parking strategy for the development.

Members raised concern at the lack of planned parking spaces. The spaces would not be enough to service the community hall and school; members felt that the scheme should be redesigned to include more parking. Current planned parking would restrict the viability of the community hall.

Ward Members expressed concern that they had not seen the parking strategy calculations.

**6. MEMBERS QUESTIONS**

Cllr B Briars asked if a speaker from SEPT had been arranged to attend Council.  
The Town Clerk confirmed that a speaker would attend Council on the 26<sup>th</sup> November 2013.

Cllr B Briars asked if any movement had taken place on the parking in Shortmead Street near the Junction of Sun Street.

The Town Clerk informed members that no movement as yet had taken place.

Cllr Mrs J Lawrence asked what work had taken place around the introduction of the A boards Tables and chairs policy and how and when was it to be implemented.

Cllr Mrs M Russell explained that although a signed copy of the agreement had been returned to CBC in May 2013 for counter signing; the document had only recently been returned to Council.

Cllr Mrs Russell informed members that we now have to look at the detail of implementing the scheme, but envisaged that applications would need to be made to Council to have an A board or they would be removed.

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

- a. Members received the Minutes of the Council meeting held on 22 October 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

## **8. MATTERS ARISING**

- a. Minutes of the Council meeting held on 22 October 2013.

Cllr D Albone informed members of Biggleswade Town FC progress in the FA Cup and what the club had done to raise the profile of Biggleswade.

Cllr Albone asked that Council write to Biggleswade Town FC and congratulate them on their success.

## **9. PLANNING APPLICATIONS**

- a. **CB/13/03566/FULL – 72 Shortmead Street, Biggleswade**

Change to use of shop to A5 hot food take away.

It was **RESOLVED** that Town Council **OBJECT** (as previous) 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
- Lack of ventilation
- Food smells would disperse into the street by means of the open shop door

- b. **CB/13/03730/FULL – 16 Bluebell Close, Biggleswade**

Ground floor side and 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.

- c. **CB/13/03667/FULL – 119 Shortmead Street, Biggleswade**

Retrospective Change of Use: from vacant land to a car washing and valeting facility (Sui Generis).

It was **RESOLVED** that Town Council request that Highways investigate the type and condition of the signs for the car wash, and the positioning, as it is on Highways land, as well as the access to the site which is close to the new roundabout. Members feel this facility is not appropriate within Biggleswade Conservation Area.

- d. **CB/13/03494/FULL – Land South Of, Potton Road, Biggleswade**

Erection of new mixed use local centre to include 51 residential units, approximately 1156sqm (net) of floor space for a mixture of uses (A1, A2, A3, B1 & D1) a 60 bed (C2) care home, central square kiosk, community building and associated infrastructure.

*Cllr Mrs H Ramsay suspended Standing Orders at 7.28pm.*

Mr Matuszewski explained that it was a matter of fact that developers had complied with parking requirements and the design code for the scheme had guided the design of the local centre.

*Standing orders were reinstated at 7.36pm*

It was **RESOLVED** that Town Council **OBJECT** (as previously) to the application for the following reasons:

- Parking
- Layout

- Density
- Viability of the Community Hall

**10. ITEMS FOR CONSIDERATION**

**a. Polling District Review**

To comply with the Electoral Registration and Administration Act 2013 the CBC is required to complete and carry out a review of Polling Districts and Polling Stations in a 16 month period beginning 1 October 2013. The review formally started on Monday 21 October.

Town Council is invited to contribute to this review by sending any observations it wishes to make for CBC to take into consideration.

Attached to this agenda are 2 copies of the documentation relating to Biggleswade Town Council in connection with the review.

It was **RESOLVED** that after the subsequent elections; the Recreation Centre polling station is removed from the list and voters are sent to Lawnside polling station; that Southlands polling station is removed from the list and voters are sent to the youth centre.

**b. Bedfordshire Police Partnership Trust – Bobby Scheme**

The Bobby Scheme is a free service run by Bedfordshire Police Partnership Trust as an independent charity and relies on the valuable contributions from town and parish councils, local business' and local government grants to continue it's work.

Town Council are invited to subscribe as a 'partner' for £250 or making a donation to the scheme.

A copy of their correspondence was attached to the agenda.

It was **RESOLVED** that Town Council become a 'partner'

**c. Wind Farm open morning attendees**

Members were asked to nominate 2 delegates to attend the Wind Farm open morning which is due to be held on 14 November commencing at 10am on site.

It was **RESOLVED** that Cllrs I Bond and B Briars attend the Wind Farm open morning.

**d. Street Naming and Numbering – Land East Areas 35 and 41**

*The following item was considered by Council 22 October:*

CBC has received an application for postal addresses for the next phase of the 'Kings Reach' development and is requesting that Town Council chose 3 or 4 more street names.

The previous section of the development is using names of 'Nobel Scientist from Cambridge'

The names previously used for this development are:

<b>Darwin</b>	<b>Hawking</b>	<b>Rutherford</b>	<b>Whittle</b>	<b>Maunder</b>
<b>Walton</b>	<b>Cockcroft</b>	<b>Anderson</b>	<b>Turin</b>	<b>Born</b>
<b>Sanger</b>	<b>Pople</b>	<b>Babbage</b>	<b>Gilbert</b>	<b>Bohr</b>
<b>Appleton</b>	<b>Blackburn</b>	<b>Mitchell</b>	<b>Aston</b>	<b>Chamberlain</b>
<b>Hawking</b>				

If Town Council decides to continue with this theme CBC has suggested some possible names;

<b>Gurdon</b>	<b>Evans</b>	<b>Maskin</b>	<b>Brenner</b>	
<b>Hunt</b>	<b>Greengard</b>	<b>Stone</b>	<b>Ramsey</b>	<b>Wilkins</b>
<b>Stone</b>	<b>Fowler</b>	<b>Cormack</b>	<b>White</b>	
<b>Hewish</b>	<b>Porter</b>	<b>Arrow</b>	<b>Hodgkin</b>	

Or, Town Council could choose a different theme instead.

It was **RESOLVED** that Town Council **DEFER** choosing any further street names until further information is received regarding the development and request that CBC or the developers supply Town Council with a street plan of the different sites, to assist Members with street naming.

**The Town Clerk has received information from CBC and has been able to supply a location map for Members to view in the Chamber.**

It was **RESOLVED** that the following Scientists names be used:

**Evans                      Maskin                      Hunt                      Mitchell**

**e. Consultation regarding Highways Act 1980 sect 118 and 26**

Members are asked to consider the attached Consultation regarding Highways Act 1980 sect 118 and 26, extinguishment and creation of Rights of Way. Related to Kings Reach Development – land east of Biggleswade.

A location map is also attached.

It was **RESOLVED** to approve the proposals as laid out.

**f. First Floor – The Old Court House, 4 Saffron Road.**

The Town Clerk has been in discussions with CAN & the Westminster Drugs Project with a view to letting the first floor of the Town Council offices, 4 Saffron Road.

The first floor of the Town Council offices has been empty since Council obtained the property in 2006.

Council had to renew the entire flat roof to that part of the building in 2012; at the time considerable damage had occurred to the interior of the building due to water seeping into the building.

CAN and the Westminster Drugs Project have been successful in renewing a contract and securing funding to provide outreach services in Central Bedfordshire.

CAN & the Westminster Drugs Project have been working in Biggleswade for the past seven months; this work was undertaken through need identified in a working partnership between CBC, Bedfordshire Police and the Town Council.

During the work that was being carried out in Biggleswade other areas of work were identified in the surrounding towns and villages.

CAN and the Westminster Drugs Project identified a need to provide a satellite hub in Biggleswade that would serve to provide outreach services to the surrounding towns & villages; the only other hub is based in Dunstable.

The Town Clerk would ask that members consider letting the first floor of the Town Council offices.

A Report on discussions held by the Town Clerk, CAN & the Westminster Drugs Project is attached to the agenda.

It was **RESOLVED** to rent the first floor the Old Court House, 4 Saffron Road; rent £3,500.00 + 25% of utility bills and rates. Any improvement works would be carried out by CAN and WDP.

**g. Draft Central Bedfordshire Design Guide Document**

The above document is being published for consultation for five weeks starting on Monday 21 October 2013. The deadline for the return of any comments is 5pm on Friday 22 November 2013.

The Central Bedfordshire Design Guide sets out key principles and standards to guide the delivery of high quality design in Central Bedfordshire. The guide will become planning guidance once adopted, and this will support the policies set out in the development plan for the area.

Comments can be made directly via the on-line questionnaire at [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations) or by collecting a copy from the Council's Bedford, Dunstable and Chicksands offices. You can also request a paper copy by calling the Council's Local Planning and Housing Team on 0300 300 4329.

**Members can view this document at the Town Council office.**

After the consultation period the Council will be updating the Design Guide to take account of any suggestions or comments received. The revised document will then be considered by the Executive Committee of the Council in March 2014 for endorsement as technical guidance.

It was **RESOLVED** that a letter is sent to CBC asking; that any future comments made by Town Council in relation to the design guide are taken into consideration; that CBC take stronger action to enforce the design guide.

**h. The Arlesey Cross draft Master Plan**

The above document is being published for comment starting Saturday 9 November for five weeks until Monday 16 December and is available to view:

- At the public exhibition on Saturday 9 November and Saturday 16 November at Arlesey Village Hall
- Visit the website: [www.centralbedfordshire.gov.uk/council-and-democracy/have-your-say/curentonline-consultations.aspx](http://www.centralbedfordshire.gov.uk/council-and-democracy/have-your-say/curentonline-consultations.aspx)
- Various locations in Central Bedfordshire

Paper copies are available on request by contacting the Local Planning and Housing Team on 0300 300 4353.

All comment must be submitted by 5pm on Monday 16 December.

It was **RESOLVED** that Town Council support the Master Plan as long as there is adequate mitigation in place to deal with surface water run off.

**i. A6001 London Road, Biggleswade – Proposed 40mph Speed Limit Extension and Pedestrian Crossings**

Town Council has received notified of the above proposals. These are related to the retail development at the southern end of London Road, Biggleswade.

The deadline for the receipt of objections is 3 December 2013.

A copy of the proposals is attached to this agenda.

It was **RESOLVED** that a speed limit of 30mph is introduced from Holme Court Avenue to Pegasus Drive and a speed limit of 40mph from Pegasus Drive to the A1.

**11. ITEMS FOR INFORMATION**

**a. Update from Council meeting 8 October – item 4 - Flood Risk Management Strategy**

Iain Finnigan update states that Town Council's concerns over Kings Reach has led to discussions the Bedford Group of Internal Drainage Boards, they have advised that the measures to cater for additional surface water runoff from the development are a good robust solution, however they also confirm that the maintenance issue is with the delay in drawing an agreement between the Developer and the IDB which would then allow the IDB to adopt and maintain the new assets.

The fault lies with the Developers lack of urgency in drawing up an agreement with the IDB despite the IDB's approaches to move this matter forward. The IDB has taken steps due to the lack of willingness on the Developers part to object to further planning applications for the building phases on this site until the situation can be resolved regarding an adoptions agreement.

Mr Finnigan will be advising the planning department of the present situation.

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

**b. Courtlands Drive, Highways works**

AMEY have received instructions from CBC to carry out detailed design and programming for maintenance works at Courtlands Drive, Biggleswade. Residents have been notified.

A copy of the correspondence was attached to the agenda.

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

**c. Potton Road/Drove Road and Sun Street - Biggleswade – Section 106 Junction Improvement**

AMEY have notified Town Council of the planned Potton Road/Drove Road and Sun Street junction improvements.

A copy of the correspondence is attached to this agenda.

It was **RESOLVED** that a letter is sent to CBC to ask what impact a larger pedestrian refuge would have on traffic and what impact it would have on any future one way system.

**d. A1 Trunk Road: Central Reserve Safety Barrier Repair Works**

On behalf of the Highways Agency, Carillion WSP has informed Town Council that they will be starting overnight maintenance works on the A1. The works will involve high level maintenance and repairs to the central reservation safety barrier between Biggleswade South roundabout and Biggleswade North roundabout.

The works are programmed to start the week commencing 18 November 2013 and will take approximately 4 weeks to complete. The works will be carried out overnight under lane closures and 50mph speed restrictions, and hours of work will be as follows:

8pm to 6am                      Monday to Friday

Should the works over run they will be suspended over the Christmas period and commence again on Thursday 2 January 2014.

A copy of the correspondence was attached to the agenda.

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

**12. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

Mop 1 informed members that a letter had been received from a C.A Gray re; the remembrance day parade; the letter informed that the school would not be allowed to take part in the parade; why not this year as had been invited in previous years; why is the list not reviewed annually; we objected to being told that we got in through the back door in previous years.

Cllr Mrs H Ramsay informed that the list is reviewed each year; the administration is carried out by Town Council as the British Legion have no facilities; schools have never been invited to march in the parade, however they are still able to lay a wreath.

Mop 2 I am disappointed by the response from the Town Council, we want to keep the tradition going and the best way to do that is get children in the parade.

Cllr G Wilson informed that he has been involved in remembrance day for the last ten years; he estimated that in 2013 numbers attending have gone up by 250; youth groups like scouts etc are growing and it is well attended by youth groups; although schools are unable to march in the parade they are invited to lay a wreath. The parade is attended by 50% youth.

Mop 3 stated millions died for children and you are alienating them by excluding them from the parade; the parade is shorter than other years; the list needs to be reviewed.

Cllr Mrs H Ramsay explained that the same number of organisation had been asked to attend as in previous years.

Cllr Ramsay said that she would be happy to meet with Mr Phillips but had received no correspondence from anyone; other schools have made no comment, and Cllrs had not received any feedback regarding Biggleswade Academy.

Cllr Ramsay reminded members of the public from Biggleswade Academy, that the letter had advised the school that they were able to lay a wreath on behalf of the school, where they would be able to purchase a wreath, and at which point they would be able to lay the wreath.

### **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(s) is discussed.

#### **14a & 14b - (Employees).**

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.