

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 28 OCTOBER 2014 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD
BIGGLESWADE**

Present: Cllr Mrs H Ramsay (Chair), Cllr S Watkins, Cllr I Bond, Cllr Mrs M Russell, Cllr Mrs S Mulchrone, Cllr. M North, Cllr G Wilson, Cllr. P Biernis, Cllr D Albone, Cllr B Briars, Cllr B Rix.

Mr R M McGregor – Town Clerk
Mr M Thorn – Deputy Town Clerk
Mrs J Durn – Administrative Assistant

1. APOLOGIES

Cllr Mrs W Smith, Cllr Mrs J Lawrence, Cllr D Lawrence

2. DECLARATION OF INTERESTS

- (a) Disclosable Pecuniary Interests in any agenda item – none declared
- (b) Non-pecuniary interests in any agenda item – none declared

3. TOWN MAYOR'S ANNOUNCEMENTS

The Memorial Parade and Service will take place at 10.45am on Sunday 9th November at Biggleswade War Memorial.

On the 19th October Cllr Mrs H Ramsay represented the Town Council at the opening of Trinity Footprints room. This was a Community Project Opening and Dedication Ceremony of the recently refurbished Guild Room which would now be available for Community use as the Footprints room.

The Mayor and Cllr Mrs M Russell attended the Beds Fire Service, Awards Ceremony.

Cllr Mrs H Ramsay reminded Councillors to please respond to the Christmas Dinner invitation so that reservations can be made.

4. MEMBERS QUESTIONS

A request was made for information on the flooding that takes place at the bridge in the High Street, Biggleswade.

It was **RESOLVED** that the Town Clerk contact the Area Representative for Highways to ask why the area is still flooding and what is going to be done to rectify the situation.

A request was made that all council papers be copied double-sided in future.

It was **RESOLVED** that the Town Clerk would inform administrative staff of this instruction.

5. PUBLIC OPEN SESSION

Mr Strachan asked for an update regarding the right of way through the Crown Hotel.

The Town Clerk confirmed that all the evidence given has now been passed on to the Rights of Way officer, Adam Maciejewski at Central Bedfordshire Council. He understands that Mr Page will be arranging to have his statutory declaration taken this week.

6 BEDFORDSHIRE CONSTABULARY

Sgt Kidd has been on leave and has been unable to meet with Cllr G Wilson, and unfortunately a subsequent meeting with Inspector Evans had to be rearranged due to illness. However, Cllr Wilson is hopeful of a meeting in the very near future.

The Chair asked members to forward any questions they may have for the police or police issues to Cllr Wilson.

Cllr Mrs M Russell proposed that this item be listed under items for consideration on the agenda in future. It was **RESOLVED** that Bedfordshire Constabulary will now be an item for consideration.

6. INVITED SPEAKERS

There were no Speakers

8. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Council meeting held on 14 October 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade

Cllr Mrs M Russell asked that unnecessary wording be removed from planning applications to avoid confusion.

9. MATTERS ARISING

- a. Minutes of the Council meeting held on 14 October 2014.

Cllr Mrs M Russell read out the regulations covering the alcohol free zone. A Temporary Events Notice will not be required and it was agreed that mulled wine could be given to members of the public in exchange for a donation.

10. PLANNING APPLICATIONS CB/14/03765/LB – The Red Lion, 1 London Road – Revised proposal – received 7/10/14.

Listed Building: Block up existing vehicular access to London Road and create new Vehicular access to the Baulk. Provide new low level wrought iron fence on boundary to London Road. Remove fence and provide new fence and wall to the Baulk boundary. Re- position existing smoking shelter to rear of building, with patio area. Provide covered lobby to cellar flaps and porch detail over rear entrance. Carry out complete external decorations.

*It was **RESOLVED** that Town Council **STRONGLY OBJECT** to this application on the grounds that it is inappropriate and too large for the area. There would be an unacceptable increase in noise level and the proposed vehicular access is totally unsuitable; the proposed access could also compromise any future plans for a pedestrian crossing.*

b. CB/14/03948/FULL – 212 London Road

Single storey side and rear extension to replace existing garage and outbuilding.

*It was **RESOLVED** that the Town Council raise no objection to this application.*

c. CB/14/03908/ADV – Unit 1A, Biggleswade Retail Park, London Road

Advertisement: 2 No. illuminated fascia signs, 1 No. Pole Mounted illuminated sign, 3 No. fascia signs & 3 No. poster frames.

*The Town Council **RESOLVED** to defer this application, the Town Council seek clarification on the application and any policy regarding future signage for the development. The Town Council also seek clarification on whether this application should have been retrospective.*

d. CB/14/03862/FULL – 38 Mountbatten Drive

Rear single storey extension to garage & rear conservatory.

It was **RESOLVED** that the Town Council raise no objection to this application provided that 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 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/14/04010/FULL – 10 Torquay Close, Biggleswade

Single story side extension, raise roof height, loft conversion and the installation of dormers.

It was **RESOLVED** that the Town Council raise no objection to this application provided that 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 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.

11. ACCOUNTS

a. Financial Administration

Members received and unanimously APPROVED the

- i. Detailed Balance Sheet to 30 September 2014
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 September 2014

Proposed Cllr M North, seconded by Cllr B Rix

Members received and unanimously APPROVED the

b. Internal Audit Report 2014-15 (first interim)

Proposed Cllr M North, seconded by Cllr B Rix.

Cllr M Russell commented on the excellent report and highlighted the complimentary comments in the Audit Report regarding the maintenance of the Play Areas and equipment

12. ITEMS FOR CONSIDERATION

a. Christmas Lights – Extension to the Scheme for 2014

Cllr Mrs M Russell reported that Lamps & Tubes Illuminations have written to the Town Clerk regarding the request from Town Centre Management Committee to install additional festoon lighting to the Stratton House end of the High Street. Following a survey of the area they have said that unfortunately it will not be possible to zig-zag the lights over the main carriageway due to the positioning and heights of the buildings. They have however, suggested alternative festive lighting, together with costings, for our consideration.

Cllr Mrs M Russell felt that although the £2320 quoted for the column power supplies appeared high, it would provide the infrastructure required and would therefore be an investment for the future.

Cllr Mrs M Russell proposed that we accept the total cost of £4000.00 quoted by Lamps and Tubes. This was seconded by Cllr G Wilson.

It was RESOLVED unanimously to accept the quotation to install additional Christmas lighting.
Proposed Cllr M Russell, seconded Cllr G Wilson

b. Christmas Fair – Working Group – Update

Cllr Mrs M Russell gave the following update:

- Arrangements for the Christmas Fair are now well underway and much has fallen into place
- We have had a great deal of support for what we are planning for Friday 21st November.
- All 14 market stalls are now taken – all selling Christmas produce, much of it handcrafted.
- Street food will include: sausages, burgers, hot chestnuts, sweet and savoury crepes, hog roast and jacket potatoes.
- John Saunders' steam organ will be playing in the morning to set the mood.
- Harris's Funfair will be on the White Hart Car Park all day, both Friday and Saturday, with rise for younger children and no strobe lighting.
- From noon, there will be entertainment on the stage. We have five school choirs taking part and 3 adult groups, followed by the Edward Peake Steel Band.
- We have Atomic Live to provide the sound system and Biggles FM will compere.
- Father Christmas will be in his grotto on the Square for so much of the afternoon.
- From 6pm, during the run-up to the switching on of the lights, Stotfold Salvation Army Band will play and the Edward Peake School Choir and Biggleswade Choral Society will lead community carol-singing. There will be a Christmas message from the Baptist Minister.
- There will be a countdown to the lights, which will be switched on at 7pm by the Carnival Court, accompanied by Father Christmas and the Mayor.

- After the lights come on, the winner of the Best Dressed Window competition will be announced and some Christmas songs will be sung to round off the events on the stage.
- The evening will come to an end at 8pm, when the market will close. Some shops will also stay open until 8pm.
- Christmas stars will be on sale on Saturdays 8th and 15th November for children to write their message to Santa. The stars will be put on the Christmas tree ready for the switch-on of the lights. Guides and Scouts are helping with the sale of the stars and there will be a collecting box in the Town Council office if youngsters want to take their stars away to write their message. The stars are being made and donated by G&R Carpentry Ltd.
- We have been a little disappointed by the response so far to the Best Dressed Window competition, but we are hoping for a few more entries. The winner will get a trophy to display and a £100 donation to the charity of their choice.
- How are we publicising all this? Well, our Facebook page is updated regularly now – not just with the Christmas Fair.
- We are producing an A5 flier which all the schools in the town have agreed to circulate to their pupils, either electronically or through a flier in children's book bags.
- Finally, we are producing a booklet which will contain all the details of the stalls, food, and entertainment on stage, together with a Christmas message from the Mayor, the list of people who have supported us in any way and the words of the carols.
- The booklet will be available shortly before the 21st and also during the Christmas Fair itself.
- Our Town Clerk and Deputy Town Clerk have worked hard on the arrangements, so has Hayley Down. You will remember that Hayley was co-opted to the Task Group because she played a large part in the arrangements last year. She has provided the extra capacity and contacts we have needed – all on a voluntary basis.
- Members of the Task Group – as well as Hayley and our staff – will be on hand during the Christmas Fair to help in any way we can and St. John Ambulance will be standing by in case anyone gets too excited!
- All we need now is for the weather to be kind – no rain and not too much wind!

c. Street Naming and Numbering Parcel, 1, 10 and 46 Land South, Potton Road

It was **RESOLVED** that the area listed as Parcel 1 would be named as English rivers. The Town Clerk will contact Anne Smith, Technical Administrator, Building Control, at Central Bedfordshire Council, with suggested names.

The Town Council did not make a decision on the names for the Square and the three blocks. It was suggested that names follow the Musicians theme, and as we are unsure of those used previously, the Town Clerk will ask Anne Smith for a list of the remaining names in order that Council can make a decision. Cllr Ramsay commented that Biggleswade already has a Market Square. It was generally agreed that the Town Council would prefer an alternative to 'Square' in this context.

It was **RESOLVED** to defer this to the next meeting.

d. Biggleswade Joint Committee – Draft Minutes

Cllr Mrs M Russell gave an update.

Sun Street/St Johns Street: There are concerns over the funding of some additional repair work that CBC are now proposing to include in the original planned changes, however Cllr Russell felt that we should still be pushing for the work to go ahead.

Pedestrian Crossing – Drove Road and London Road: The report from Ben King showed that it was recommended that the crossing at the junction of London Road and the Baulk will be a raised table, and that the signal crossing at the junction of Eagle Farm Road/Elm Road/London Road will not be a raised table. There appears to be a third crossing being considered in Drove Road near the Junction of Eagle Farm Road. However, neither the recommendations for these three crossings nor the proposed extension of the 20mph speed limit currently in force in the Town, to reach as far as the crossing at the junction of London Road/The Baulk have come to Biggleswade Town Council for consultation.

Parking: A Parking Strategy Report has been produced and was discussed as an exempt item at CBC. It was agreed to establish a Working Party to make recommendations for residential parking restrictions within certain areas of Biggleswade. The Working Party will comprise of representatives from Central Bedfordshire Council, Biggleswade Town Council and the Chamber of Trade.

Cllr B Rix and Cllr P Biernis asked that the Town Clerk write to Central Bedfordshire to invite a representative from Central Bedfordshire to attend the next Biggleswade Council meeting in order to give clarification of all matters relating to Highways and parking, as it was felt that feedback from Central Bedfordshire to Biggleswade Town Council has been extremely unsatisfactory.

It was **RESOLVED** that the Town Clerk will write a letter of invitation to Central Bedfordshire Council.

e. **Hedgerow Removal Notice CB/HDG/14/00394**

Councillors are familiar with the hedgerow in question and feel that it is not necessary to remove the hedgerow in order to link a cycle route.

It was **RESOLVED** that the Town Clerk write to Central Bedfordshire Council requesting clarification regarding both the hedgerow and cycle route, and to request that an Representative from CBC attend the next Biggleswade Town Council meeting to give an explanation.

13. **ITEMS FOR INFORMATION**

a. **Planning application outcomes**

Planning application outcomes were noted.

14. **PUBLIC OPEN SESSION**

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

Mrs Sheila Grayston informed the meeting that a police exercise, Operation Vision on public safety and awareness will be taking place in the town on Wednesday 29th October. It will be at Potton Road 9.30- 11.00am and Hitchin Street 1.30- 3.00pm. Sgt Gary Kidd and his safety team will be covering burglaries, how to keep yourself safe and watermarking your possessions.

There were no other questions from members of public.

Cllr Ramsay informed the meeting that there was no report from the exempt meeting of 14th as the matters discussed at that meeting were still ongoing.

15. **EXEMPT ITEMS**

The following resolution was moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item +issue(s) is discussed.

Agenda Items (16a and 16b)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.