

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 10 MARCH 2015 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 G Wilson, Cllr T Woodward,  
Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr P Biernis, Cllr B Briars, Cllr D Albone, Cllr M North  
Rob McGregor – Town Clerk  
Sue Crowther – Administrative Assistant  
MOP - 5

**1. APOLOGIES**

Apologies were received from Cllr S Watkins, Cllr B Rix and Cllr Mrs W Smith.

**2. DECLARATION OF INTERESTS**

- (a) Disclosable Pecuniary Interests in any agenda item – none declared
- (b) Non-pecuniary interests in any agenda item – Cllr M North declared an interest in item 9d.

**3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor thanked all the Cllrs that had attended the Civic Service, and the Town Council staff for their hard work.

The Mayor had attended the Sea Cadets Awards evening on 3 March, the Fairtrade event on 7 March and with Cllr Mrs Madeline Russell had attended CBC Chairman's Civic Service on 8 March.

**4. PUBLIC OPEN SESSION**

MOP 1 – re item 10d – Neighbourhood Plan – the Town Plan was adopted by Town Council in 2010, it was agreed that it would be reviewed this year, not sure what the mechanism is for review, can this perhaps be considered as part of the Neighbourhood Plan.

Cllr Mrs Hazel Ramsay said that may be possible, depending on the decision of the Council regarding that item.

**5. INVITED SPEAKER**

There was no invited speaker.

**6. MEMBERS QUESTIONS**

Cllr Mrs M Russell asked Cllr Mrs J Lawrence about a previous comment regarding the possibility of the Biggleswade bypass over the common.

JL replied that it was never mentioned where the bypass will go, there is no plan but the bypass is something that the Town needs.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the Council meeting held on 24 February 2015 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 1 –HR said that in Town Mayor's announcements, the date for the Police and Crime Commissioner attending a Council meeting should read 24 March 2015.

Page 2 – MR said that in the eighth paragraph, should read 'that the issues raised to be passed to Paul Mason, were reference to a letter from a resident of London Road regarding commuter parking, are to be added to the consultation; and that the Town Clerk write to the resident to explain the parking strategy and where we are with it'

Page 2 – MR said that in the ninth paragraph, should read ' the proposals to look at new way finding in the Market Square are taken forward, that the Chairman of TCM and the Town Clerk meet with Adam Turney and take any recommendations back to the next meeting of TCM'

**8. MATTERS ARISING**

**a. Minutes of the Council meeting held on 24 February 2015**

Cllr B Briars, asked there was any word from the Lord of the Manor

BB asked if there had been any response regarding parking on verges.

The Town Clerk said we are still awaiting responses.

**9. PLANNING APPLICATIONS**

**a. CB/15/00254/ADV – Unit 1, White Way Retail Park, London Road**

Advertisement: New retail signage

It was **RESOLVED** that Town Council **OBJECT** to this planning application on the grounds that the picture signage looks out of place, overpowering, too large and there are too many.

**b. CB/15/00461/FULL – 2 Walton Grove**

Installation of a garage door in an existing 3 sided carport.

It was **RESOLVED** that Town Council **OBJECT** to this planning application as it and could add to parking problems in the area, especially if the garage is then used for storage, also Town Council raised concerns that this application could set a precedent.

**c. CB/15/00630/LB – 36 High Street**

Listed Building: Retention of 3 curved light lines to the inside of the glazing on Victoria Place Elevation.

It was **RESOLVED** that Town Council **OBJECT** to this planning application on the same grounds as previous, the lights are not appropriate for the building or the setting.

**d. CB/15/00369/FULL – Edward Peake School, Potton Road, Biggleswade**

The proposed development includes the following: construction of a two storey front and side extension to the existing school for education purposes. 39 No new car parking spaces. Upgrading of existing playground for bus turning & parking. 200m/sq of extended hard play area. 400m/sq for ground mounted PV panels in fenced enclosure, internal modifications to existing school building.

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this planning application, but request that the speed limit outside the school be reduced to 30mph, as the current 40mph speed limit is not appropriate.

**e. CB/15/00467/FULL – Land opposite 3 Walker Mead**

Erection of new sub station

It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this planning application.

**10. ITEMS FOR CONSIDERATION**

**a. Work to trees – CB/TRE/15/00052 - Land Adjacent to 82 Fairfield, Biggleswade**

Works to trees protected by a Preservation Order: Prune one large Oak tree located between the Sports Ground & the western boundary of no. 86 Fairfield Road. The tree is located within Preservation Order Ref: MB/TPO/02/00005 and is listed as T15.

CBC has received an application to carry out work to preserved tree(s) as the above property. If Members wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

A copy was attached to the agenda.

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

**b. Naming of London Road Retail Park**

Further to the request by Cllr Mrs Hazel Ramsay at the Council meeting held on 10 February, members are asked to consider name(s) for the London Road Retail Park.

The Town Clerk contacted CBC, a copy of their reply and a plan of the area, both were attached to this agenda.

It was **RESOLVED** that the Town Clerk write to CBC with the Town Councils suggestion of 'Biggleswade Retail Park'

**c. Planning application 'calling in' process**

Further to the request from Cllr B Briars at the Council meeting held on 10 February, Members are asked to discuss the Planning application 'calling in' process. (report was attached to the agenda).

Cllr B Briars said that the report doesn't answer the point in the first place of the 21 days deadline.

MR said that it may worth writing to CBC, we don't agree with AE comments. The response from DL mentions 10 dwellings or more, but how does this apply to commercial applications. There have been so many issues lately, under the radar. We need clarification of the size of commercial application.

The Town Clerk said that it is worth bearing in mind that he had discussions with David Lamb around the Town Council only receiving a front sheet for planning applications. When we ask for plans from CBC, they aren't received. David Lamb said more and more planning applications are done on line and due to printing costs we do not send out the plans. The Town Council are expected to print the plans relating to online applications, however this is difficult as there are so many and they are in a difficult format to print.

**d. Neighbourhood Plan**

Members were asked to consider producing a Neighbourhood Plan for Biggleswade.

A copy of Neighbourhood planning documentation was attached to the agenda.

It was **RESOLVED** that Town Council arrange a meeting in June or July, with other Parish Councils who have produced their own neighbourhood plan, to find out what's involved, and bring back to Council in September.

**11. ITEMS FOR INFORMATION**

**a. Affordable Housing – Main Allocations Policy and Local Lettings Policy for Rural Exception Sites**

CBC has written to all Town and Parish Councils to clarify the relationship between their Local Lettings Policy for Rural Exception sites and the Council's Allocations Policy.

A copy was attached to the agenda.

Cllr B Briars asked that Town Council seek further information regarding the number of affordable housing to be included in developments, as this had previously been cut to 10%, and asked if there had since been increases to the original.

**b. Olly Martins – Police and Crime Commissioner**

Following the invitation from the Town Clerk, Olly Martins, Police and Crime Commissioner, will be attending the Council meeting on 24 March 2015.

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

**12. PUBLIC OPEN SESSION**

MOP 2 – there are still minutes missing on Town Council website, and the Standing Orders on the website are out of date.

MOP 3 – A large kerbstone in Palace Street is broken and the white lines at the top of the road need repainting.

HR suggested that this be reported to the Council office.

MOP 1 – Thanked Town Council and asked if the Steering Group could have clarification on what to do.

MR said it would be useful for the Steering Group to meet to review the plan and discuss what they think needs to be carried forward if BTC decide to have a Neighbourhood Plan.

HR suggested that he emailed details from that meeting to the Town Clerk.

### 13. **EXEMPT ITEMS**

HR informed the meeting that the exempt items discussed on 24 February were still ongoing.

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.

Agenda Item (14a ) Minutes of meetings

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.