

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 12 AUGUST 2014 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 W Smith,
Cllr D Albone, Cllr P Biernis, Cllr S Mulchrone, Cllr G Wilson
Rob McGregor – Town Clerk
Sue Crowther – Administrative Assistant
Members of the public - 11

1. APOLOGIES

Apologies were received from Cllr B Briars, Cllr Mrs J Lawrence, Cllr D Lawrence, Cllr B Rix,
Cllr T Woodward and Cllr S Watkins

2. DECLARATION OF INTERESTS

- (a) Disclosable Pecuniary Interests in any agenda item - none
- (b) Non-pecuniary interests in any agenda item – Cllrs I Bond, Mrs M Russell and Mrs H Ramsay declared in interest in item 9G

Cllr P Biernis declared an interest in item 6e as listed on the PLOS agenda item

3. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor informed Members that visitors from Erlensee will be visiting the Council Chamber on Thursday 4 September, 4 -5 pm, and all Cllrs are invited.

Michael Thorn has been appointed to the position of Deputy Town Clerk and will join Town Council on 26 August.

4. PUBLIC OPEN SESSION

MOP 1 said that they felt that Town Council should support item 10a (World War One Commemoration event)

MOP 2 said that they are concerned about item 9g, Stratton School planning application, as she has heard that the access gates into Orchard Road are going to be removed, creating a through road.

Cllr Mrs M Russell said that is not correct, there are no plans to remove the gates.

MOP 2 said that she spoke to Cllr D Lawrence a couple of years ago regarding Traffic Calming in Orchard Road as the traffic travels very fast.

Cllr Mrs H Ramsay said that this had not been brought to Town Council perhaps he took it to CBC?

Cllr Mrs M Russell said that she will take it back to the school and CBC Highways.

MOP 3 – re items 9c – the Red Lion planning application, asked if the Mayor and Cllrs are aware of neighbours' concerns. The application involves 96 seats outside which would create a lot of noise and would not be environmentally friendly. The existing noise pollution is already unacceptable, the application is not in keeping with the area and vehicular access onto the Baulk is unsuitable as it is already congested with cars.

5. INVITED SPEAKER

There was no invited speaker.

6. MEMBERS QUESTIONS

Cllr D Albone asked if anything is happening with Hitchin Street as the deterioration needs to be addressed. The blocks on one side are mostly broken. Even with the shared space, parking is still a major issue.

Cllr Mrs M Russell said that it keep being brought up at Joint Committee, and there is still the possibility of the reversal of traffic.

Cllr P Biernis asked if CBC Highways were dealing with the bollards and pavement outside Morrisons and also if there was any news about the Parking Strategy, which should have been completed at the end of June.

Rob McGregor said that he had emailed Nick Carafelo, and that there had been a meeting 2 weeks ago.

HR said that Town Council is chasing CBC.

MR said that she had attended a meeting with 2 CBC officers, one of which is new to the role. Parsons Brinkerhoff were modelling the Town Council version and had produced a hybrid option to deal with Town Council issues. She hoped that there would be something more concrete for the Town Centre Management on 19 August.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Council meeting held on 22 July 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

MR – Page 1 – Members questions – paragraph 10 – first line should read ‘ Cllr Mrs M Russell said there were complaints about lorries in Hitchin Street’

Page 3 – Should read ‘TRO’s’

- b. Members **approved the recommendations of the Public Lands and Open Spaces** meeting held on 29 July 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

HR informed Members that Items c,d,e, will all be funded by S106 monies.

Items as listed on the PLOS agenda:

6b. Brunel Drive

Correspondence was received from TDS Midlands Ltd asking the Committee to consider the adoption of Brunel Drive.

The Committee last considered this at a Public Land and Open Spaces Committee 27th March 2012 where it was It was **RECOMMENDED** that Town Council approved the new play design for Brunel Drive and agree to adopt the play area and the grass surrounding, but do not wish to adopt the steep banks next to the metal works or any other grass areas and that no shrubs are to be planted inside the perimeter; (adopted at the Town Council meeting 24th April 2012).

TDS have provided a plan of the areas to be adopted and are asking members for agreement on the areas identified along with a figure for a developer’s contribution on the transfer.

It was **RECOMMENDED** that as stated previously, the Town Council do not accept responsibility as the area has not been brought up to the required Health and Safety standards.

c. Fairfield Cricket Pavilion electrical works quotations

Members were asked to consider the quotations attached for Fairfield Cricket Pavilion Electrical Works.

It was **RECOMMENDED** to accept Quote B **Value - £2695.54 + VAT**

d. Tennis Court fencing quotations

Members were asked to consider the attached quotations for replacement fencing at the Tennis Courts, Drove Road.

It was **RECOMMENDED** to accept Quote A **Value - £12,240 + VAT**

e. Replacement bridge at the allotments

Members were asked to consider the attached quotations for replacement bridge at the allotments.

It was **RECOMMENDED** to accept Quote A **Value - £5,500 + VAT**

f. Memorial Safety Policy Software

Members were asked to consider the attached quotations for digital software.

It was **RECOMMENDED** to accept Quote A. **Value - £8,000 plus £200 one-time cost + VAT**

g. Replacement boundary fencing at Buttercup Mead

Members were asked to consider the attached quotations for replacement boundary fencing at Buttercup Mead.

It was **RECOMMENDED** that none of the attached quotations be accepted

It was **RECOMMENDED** that the Town Clerk obtain further quotations for Council consideration.

h. Members were asked to consider the attached quotations for replacement play equipment at Fairfield recreation ground.

It was **RECOMMENDED** that more detailed specifications be obtained for Council consideration

i. Quote for replacement Supernova at Kitelands recreation ground

For Members to consider the attached quotation for the replacement of the Supernova at Kitelands recreation ground.

It was **RECOMMENDED** to accept this quotation **Value - £3,057.30 (possible discount)**

j. Members were asked to consider the attached quotations for replacement play equipment at Franklins recreation ground.

It was **RECOMMENDED** that more detailed specifications be obtained for Council consideration

k. Members were asked to consider the attached quotations for replacement play equipment at Kitelands recreation ground.

It was **RECOMMENDED** that more detailed specifications be obtained for Council consideration.

8. PUBLIC OPEN SESSION

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

MOP1 asked for clarification of the council quotation procedure.

MOP2 queried the seemingly random pavement areas in the Saxon area, where paving stones had been started and then appeared to have run out, and also the worn down footpaths made by the public across the grass.

The Town Clerk has had considerable previous correspondence with Central Bedfordshire Highways on this issue.

It was **RECOMMENDED** that the Town Clerk contact Highways again with the public concerns, and also take it to the next Biggleswade Joint Committee Meeting as an Agenda item.

8. MATTERS ARISING

a. Minutes of the Council meeting held on 22 July 2014

HR said that on the 'Planning Outcomes', London Road Retail Park application 14/01181/VOC was **not approved**, and is still under consideration by CBC.

MR proposed that the minutes of 22 July be approved, subject to the amendments. This was seconded by Cllr D Albone

9 PLANNING APPLICATIONS

a. CB/14/02573/RM – Land to The North East Of, Hitchmead Road

Reserved Matters: following outline application MB/03/01205/OUT for parcels 40 and 42 for 43 dwelling including appearance, landscaping, layout and scale

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

b. CB/14/02738/FULL – 16 Maple Close, Biggleswade, SG18 0EE

Erect a conservatory to the rear of the property

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.

c. CB/14/02687/FULL – The Red Lion, 1 London Road, Biggleswade

Create new patio on existing large car-park area. Provide tensile canvas structure to centre. Block up existing car-park entrance. Provide new low level wrought iron fence. Take down section of wall to existing external drinking area. New car-park entrance to side elevation over existing pavement. Take down section of fence to same entrance and provide new section of fence and wall. Re-position existing shelter to side elevation. Provide new main entrance lobby and covered lobby to cellar flaps. Carry out and complete external decorations.

Cllr I Bond proposed that Town Council object strongly to this application on the grounds that it is inappropriate and too big for the area. There would be an unacceptable increase in noise level and the proposed vehicular access is totally unsuitable.

This was seconded by Cllr Mrs M Russell. A vote was taken: 7 agreed 2 abstained Therefore:

It was **RESOLVED** that Town Council **STRONGLY OBJECT** to this application on the grounds that it is inappropriate and too big for the area. There would be an unacceptable increase in noise level and the proposed vehicular access is totally unsuitable.

d. CB/14/02483/FULL – 72A High Street, Biggleswade

To remove the existing pitched roof over the second floor rooms and raise the eaves and install a new roof with dormer windows, to provide improved living accommodation at second floor level.

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.

e. Land Fronting Potton Road, Biggleswade, SG18 0EJ

The erection of 301 dwellings including access from Potton Road, parking and open space provision.

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

f. CB/14/02607/FULL – 106 Mead End, Biggleswade, SG18 8JU

Single storey extension to front and rear.

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.

- g. **CB/14/02779/FULL – Stratton Upper School, Eagle Farm Road, Biggleswade, SG18 8JB**
Two storey sixth form centre extension, single storey dining room extension, two storey science block and two storey general classroom block extension to the existing upper school with alterations to parking and access facilities, informal play areas and erection of new multi-use games area.

Cllr D Albone proposed that Town Council raise no objection to this application. This was seconded by Cllr G Wilson. Therefore:

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

- h. **CB/14/02539/FULL – Sandyacres, Potton Road, Biggleswade, SG18 0EJ**
Erection of five dwellings. Demolition of existing garage with new replacement garage and garages for plots 1 & 2. New private shared access.

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.

- i. **CB/14/02636/FULL – 19 Sycamore Close, Biggleswade, SG18 0HY**
Single storey 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.

- j. **CB/14/02923/FULL – 91 Lawrence Road, Biggleswade**
Erection of single storey rear extension and conversion of garage to habitable room.

Cllr M North proposed that Town Council object, as with a previous application. Cllr Mrs M Russell said that this part of Lawrence Road is not the same as the application that Town Council objected to.

A vote was taken: 8 voted in favour of no objection 1 abstained Therefore:

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

10. **ITEMS FOR CONSIDERATION**

a. **Request from Cllr G Wilson – further to the Council meeting held on 8 July 2014**

Further to the Council meeting held on 8 July when Members were asked to consider a proposal from Cllr George Wilson in relation to financial assistance from Town Council towards the First World War Commemorations taking place on Biggleswade Market Square on Sunday 21 September 2014, and:

*It was **RESOLVED** that Town Council support in principle the idea of financial assistance, details to be finalised.*

Cllr G Wilson has now discussed the details with the Mayor and gave Members a brief overview at the meeting.

It was **RESOLVED** that Town Council provide £2,500 financial assistance, purchase 500 mugs on behalf of the RBL and supply 3,000 Order of Service booklets.

b. **Notification of works to trees in a Conservation Area: Fell 6 Lime trees and 2 Cypress trees - 7A Station Road, Biggleswade, SG18 8AL**

CBC received the above application which is within the Biggleswade Conservation Area.

*Item was previously discussed 12th July 2011 as Repollard trees T1 to T5 Lime. Reduce height by 1m and trim sides to trees T6 to T11 Cypress – 7a Station Road, Biggleswade - when there were **no objections**.*

A copy of the application was attached to the agenda.

It was **RESOLVED** that Town Council write to CBC to ask if the trees could be replaced.

c. Verge and Footway Parking in CBC

Correspondence was received from CBC to inform Members they that have taken steps to prevent inappropriate parking on footways and verges.

The Council has written, advertised and now sealed an area-wide Traffic Regulation Order (TRO) to control parking. This will enable CBC to take formal enforcement action, potentially resulting in a fine for the motorist who parks in an inappropriate manner on the verge or footway.

As well as restricting verge and footway parking, the order will allow CBC to implement 'half on, half off' footway/road parking. This would be considered where the carriageway is narrow and the footways are wide enough

The TRO is a blanket order that applies to the whole of the Council area. It is only effective (and so it is only possible to take enforcement action) when the required regulatory road-signs are in place.

They are keen to hear from local communities who can help identify priority sites that are suitable for either a complete ban or 'half on' half off' parking.

Members are asked to consider which sites would benefit from the parking restrictions available through the new TRO.

It was **RESOLVED** that all Members look around Biggleswade for priority sites.

d. Petition re pedestrian crossing on London Road, Biggleswade

Town Council has received a 57 signature petition in support of the provision of a pedestrian crossing on London Road/Potton Road junction.

A copy was attached to the agenda.

MR said that this where Town Council is trying to get a crossing, we should forward this to CBC Joint Committee.

HR proposed that a copy of the petition is taken to CBC and that an additional copy be taken to Joint Committee. This was seconded by Cllr M North. Therefore:

It was **RESOLVED** that Town Council send a copy of the petition to CBC and that a copy is also presented at Joint Committee meeting.

e. Street Naming and Numbering – Parcels 43 & 44, Land South of Potton Road, Biggleswade

CBC has received an application for the postal addresses for parcels 43 & 44 at the Kings Reach development in Biggleswade, approximately 6 more names are needed to this section of the development.

To continue the theme of Nobel Prize Winners, Members are asked to choose from the following list:

Porter	Josephson	Arrow	Hicks	Norrish
Hodgkin	Huxley	Wilkins	Kendrew	Watson
Crick	Todd	Martin	Powell	Blackett
Chain	Dale	Chadwick	Greengard	Fowler
Cormack	Mott	Hewish	Sherrington	Hopkins
Richardson	Compton	Strutt		

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

Crick Watson Compton Chadwick Kendrew Sherrington

f. **Bedfordshire Police and Crime Panel Review of 'Creating Confident Communities'**

The Bedfordshire Police and Crime Panel is carrying out a review, with the support of Olly Martins the Police Crime Commissioner of Bedfordshire, into the issue of how to create more confident communities. A major theme of this review is to explore the 'Peelian' principle that the police are the public and the public are the police.

A task group of four members of the Panel has been set up to carry out this review.

They would like to gather feedback on the subject of confident communities from the many varied organisations and partners who can have an influence on the confidence of the communities in Bedfordshire and are looking forward to receiving views and ideas on how the confidence of people in Bedfordshire can be improved. This needs to be returned to the Beds PCP Scrutiny Team by 16 October 2014.

Members were asked to consider the attached list of questions.

Cllr I Bond proposed that Cllrs respond personally. This was seconded by Cllr P Biernis. Therefore:

It was **RESOLVED** that Cllrs would respond individually but that Town Council would make the point that zero tolerance, i.e. dealing with 'minor' infringements of the law, is very important to residents since it affects them day-to-day and would very much give them confidence in the police.

g. **Notification of Appeal – CB/13/03197/FULL – Site at Warehouse, Bonds Lane, Biggleswade Conversion of Warehouse to 2 No. Residential Units**

CBC has notified Town Council that the above application was refused by CBC and that the applicant has submitted an appeal to The Planning Inspectorate.

This planning application was considered by Town Council on 10 December 2013 when;

It was **RESOLVED** that Town Council **OBJECT** to this application for the following reasons:

- *Inappropriate development for the area*
- *Poor access*
- *This development would cause issues with lack of parking*

Members have the opportunity to make comments or modify previous representation by emailing: Teamp11@pins.gsi.gov.uk by 28 August 2014

A copy was attached to the agenda.

It was **RESOLVED** that Town Council re-iterate the objections as listed above.

h. **Budget Profiling**

Profiling the Town Council budget was discussed at the recent Councillor session with Derek Kemp, our Accountant. Mr Kemp advice was to adopt profiling so that management accounts are more accurate and those present agreed. As example of the new report which our software would produce is attached. Council is asked to consider budget profiling.

Cllr M North propose that Town Council adopting Budget Profiling as it would be more informative and useful for Cllrs and members of the public. This was seconded by Cllr P Biernis Therefore:

It was **RESOLVED** that Town Council adopt Budget Profiling.

11. ITEMS FOR INFORMATION

a. Thank you letters – The Avenue and Biggleswade & District Choral Society

Correspondence was received from The Avenue thanking the Mayor for the donation of £150, and also from the Biggleswade & District Choral Society for the donation of £150, both were paid from unused Mayoral Allowance 2013/14.

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

b. Temporary Closure of Footpaths 21, 65,66 and 67

CBC has notified Town Council of the proposed of the above footpaths from 12 August until 22 August.

A copy was attached to the agenda.

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

c. Part of Footpath No 55 – Public Path Diversion Order 2014

CBC has notified Town Council of diversion of Footpath No 55 from 8 August 2014.

A copy was attached to the agenda.

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

12. PUBLIC OPEN SESSION

MOP 4 asked if the information that was requested by the Information Commissioner by 30 July, had been dealt with.

Rob McGregor confirmed that this had been done.

MOP 5 asked if Town Council was aware of the new law that allows member of the public to video and photograph Council meetings. Are Town Council going to amend their Standing Orders?

HR replied that Town Council is aware of the changes announced, we don't know what facilities would have to be provided.

MOP 5 said a space to view and hear the meeting and seats and a desk.

HR said that CBC have done something similar at a cost of £30k. Town Council has limited space.

MOP 6 said what if members of the public do not want to be filmed.

MOP 5 replied that it would be Members only that would be filmed.

MOP 7 said that Central Government hasn't thought this through.

MOP 2 said that in light of pollution and litter has Town Council considered organising something with volunteers from members of the public to carry out litter picking on The Baulk and London Road.

HR replied that she wasn't aware of anything on The Baulk. The MOP could contact their ward Cllr or Cllr Maurice Jones.

MOP 2 said that are Special Needs schools and many young pupils using The Baulk. There is a big issue in the area with parking, boy racers, noise etc.

Cllr P Biernis said he had been involved in an ad-hoc clear up, but it would be great to see the whole town involved, including schools etc. Litter is a serious issue. He said he would try to get something organised.

MOP 8 re Commemoration Celebration day. Releasing balloons would cause the death of wild animals. Is it appropriate to Commemorate the people that died for us by killing wild animals?

HR replied that Colchester Barracks had released balloons.

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.

Agenda Item 14a, 14b and 14c – Leases

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.