

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 27th OCTOBER 2015**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,**  
**SAFFRON ROAD BIGGLESWADE**

**Present:**

Cllr Mrs H Ramsay (Chair)  
Cllr F Foster  
Cllr M Foster  
Cllr I Bond  
Cllr B Briars  
Cllr P Biernis  
Cllr S Watkins  
Cllr M North  
Cllr B Rix

Mr R D McGregor –Town Clerk  
Mrs J Durn – Minute Taker

6 Members of Public

**1. APOLOGIES**

Cllr Ms B Kerfoot, Cllr Mrs M Russell, Cllr D Strachan, Cllr G Wilson, Cllr D Albone, Cllr T Woodward.

**2. DECLARATION OF INTERESTS**

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

- (a)** Disclosable Pecuniary Interests in any agenda item - None
- (b)** Non-pecuniary interests in any agenda item - None

**3. TOWN MAYOR'S ANNOUNCEMENTS**

Cllr Mrs H Ramsay and Cllr Mrs M Russell attended the Beds Fire & Rescue Service Awards Evening at the Great Hall, Bedford School.

Cllr Mrs H Ramsay attended the Footprints First Anniversary Celebrations

Cllr G Wilson attended the Royal Anglian Regiment Freedom March at St Neots

Cllr G Wilson attended the DISC lunch at Chicksands

Cllr B Briars attended the Erlensee 15<sup>th</sup> Anniversary for Twinning Celebrations at Erlensee

**4. MEMBERS QUESTIONS**

Cllr B Briars expressed concern over the excessive amount of advertising flyers posted on railings around the town. The Chairman asked Cllr Briars to note how many and where these flyers are situated. On receipt of this information the Town Clerk can then notify CBC Highways who will take the appropriate action. This item will be carried forward to the next BTC Agenda.

Cllr P Biernis on behalf of himself and Cllr D Albone who was absent, asked for an update on arrangements for the forthcoming Remembrance Parade. The Chairman has received conflicting statements on this issue and until she is in receipt of correct details she is unable to comment.

**5. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this agenda.

Item 11b: Some public copies of the agenda did not have a list of Committee Meeting dates for 2016/2017 attached. Copies were taken and distributed to those members of public who did not have them.

**6. INVITED SPEAKER**

Michael Williams BSc, MCIHT Principal Traffic Manager, was unable to attend the meeting.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and approved the Minutes of the Council meeting held on 13<sup>th</sup> October 2015 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. Members received and approved the **RECOMMENDATIONS** of the Town Centre Management meeting held on 29<sup>th</sup> September 2015 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade as follows:

**Item 6b: Car Parking Management**

It was **RESOLVED** that following the receipt of further information, this item will go before Council on the 10<sup>th</sup> November 2015.

**Item 6c: Biggleswade Drum Clock**

It was **RESOLVED** that Quotation b) for £3,600 with No VAT be accepted.

**Item 6d: Rose Lane Disabled Ramp and Footpath**

It was **RESOLVED** that Quotation 2) Disabled Access £6,072 plus VAT and Concrete Edges £6,113.50 be accepted.

**8. MATTERS ARISING**

From the Minutes of the 13<sup>th</sup> October Item 10e:

Following a meeting of Central Bedfordshire Council 17<sup>th</sup> September 2015, where Cllr B Rix attended in a personal capacity, Cllr B Rix asked if Town Council can submit a "Freedom of Information" request in order to make sure we are in receipt of all the relevant information from Network Rail regarding the closure of the bridge from December to April 2016. Cllr Rix would like this item on the next Council Agenda.

**9. PLANNING APPLICATIONS**

**a. CB/15/03633/FULL – 116 Potton Road, Biggleswade**

Erection of two dwellings and associated works following demolition of existing property and outbuildings.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning 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 dwellings are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

**10. ACCOUNTS**

**a. Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 30 September 2015
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 September 2015

**11. ITEMS FOR CONSIDERATION**

**a. Bedfordshire Constabulary**

Members received and noted the Crime Figures from Bedfordshire Police.

**b. Committee meeting dates for 2016/2017**

Members were asked to consider the Committee meeting dates for 2016/2017 attached to this agenda.

This information was noted.

**c. Biggleswade Parking Proposals**

Members considered the attached proposed parking restrictions within Biggleswade and made the following comments:

Zone A: Dells Lane North area – Single yellow lines (am/pm) on Dells Lane and Resident Permits in the side roads: No comments

Zone B: Dells Lane south area – Single yellow lines (am/pm) on Dells Lane and Resident Permits in the side roads: No comments

Zone C: Hitchin Street/Saffron Road area – Residents Permits in Hitchin Street (north of Teal Road), Saffron Road, Empire Close, Sandpiper Close and Mill Close. No proposals in Holme Crescent, South View, Blunham Road and the adjacent part of Hitchin Street, except for some additional double yellow lines approaching teal Road: No comments

Zone D: Osprey Road area – Double yellow lines around junctions and no proposals in the side roads: Members would like to see further parking restrictions as well as 'No Waiting', and asked if there was a reason why this was not included as it was in the Parking Strategy.

Zone E: London Road and The Baulk – 4 hours limited waiting on north side of London Road and double yellow lines on south side, Resident Permits in the Baulk: Members would like the existing restrictions to increase from the corner of Hitchmead Road to Orchard Close.

Zone F: Ivel Gardens – Double yellow lines on one side and single yellow lines on the other as requested by Residents: No comments

A question was raised regarding parking for tradesmen working at those properties and also residents' visitors. The Town Clerk said that this would be covered by the scratch card system which is a card available from CBC to allow restrictions to be lifted for these reasons.

Central Bedfordshire Highways will be writing to each household in all of the previous consultation areas giving a brief summary of the results. They will outline the Council proposals and give details of how the public can respond. The deadline for comments is the 13<sup>th</sup> November 2015.

**d. Ivel Sprinter – Volunteer Bus Service: Timetable information**

The Ivel Sprinter – Volunteer Bus Service, would like to raise awareness of their operational timetable to those who perhaps are unaware of the availability to them.

Town Council will be pleased to help promote this service and to place timetables and information on Town Noticeboards, on the Website, and on Facebook. They would also be happy to meet with representatives to investigate/develop any future plans/proposals.

**e. Conference Microphone Systems Quotes**

Members considered quotes for new conference microphone systems. It was **RESOLVED** to accept Quote B: £2388.00 + options for the infrared hearing loop and extension cable, £1832.00.

**f. External Audit for the year ended 31 March 2015**

Members received and adopted the annual return, attached to this agenda.

**g. Commons Registration Act 1965 – Biggleswade Common Unit – Transfer of Right**

Attached to the agenda is a formal notice of application for the transfer of a right of common at Biggleswade Common.

Upon the expiration of 40 days from the date of the notice Central Bedfordshire Council will further consider the application and any written representations which it may receive. If Central Bedfordshire Council considers the application well founded the necessary amendment to the register will then be made.

This information was noted.

**h. Standing Orders**

A proposal from Councillor Hazel Ramsay to amend standing order 16a to read;

To receive and record apologies from members not able to be present and to note absent members from whom no apology has been received.

This item was proposed and seconded and in accordance with procedure will now be adjourned to the next Council Meeting Agenda.

**i. Standing Orders**

Adjourned from the Town Council meeting 13th October 2015, Cllr F Foster proposes that Standing Order 16, subsections (e) and (n) be revised by the addition of the words in italics:

e) To adjourn for a period of up to 15 minutes for the public to put questions through the Chairman relating to matters listed on the agenda. Each speaker will be allowed (one) three minute slot and will give their name to the chairman prior to speaking *and that their name is recorded in the minutes.*

n) To adjourn for a period of up to 15 minutes for the public to put questions to the Chairman, each speaker will be allowed (ONE) three minute slot and will give their name to the Chairman prior to speaking *and that their name is recorded in the minutes.*

The Proposals from Councillor Foster was amended.

It was **RESOLVED** that standing order (e) and (n) be amended to read; *and that their name is recorded in the minutes, unless that person requests otherwise.*

The amended Standing Orders will go forward to Town Council for adoption.

**j. Quotes for Christmas Fair Sound and Lights**

Members considered quotations and an offer of sponsorship for the provision of Sound and Lights for the performances on stage at the Christmas Fair. In addition to speakers located by the stage, contractors have also been asked to quote for additional 'delay' speakers in the centre of the Market Square to enable the sound to carry more effectively throughout the event, as well as stage lighting.

It was **RESOLVED** to accept quotation C which offers sponsorship and supply of equipment free of charge, with an invoiced cost of £360. However it was requested that the Town Clerk take up references offered by this company and bring this information back to the next meeting.

**k. Dan Albone – Art Feature**

A request had been received from BRCC asking the Town Council to take ownership of the proposed art feature for Dan Albone car park for the purposes of Public Liability Insurance

Following discussion on the distance and safety aspects of seating and subject to the Town Council approving a proposed layout, the Town Council has **NO OBJECTION** to this.

**12. ITEMS FOR INFORMATION**

**a. Planning application outcomes**

A report detailing the outcome of recent planning applications was discussed and noted.

**b. Local Public Consultation – Definitive Map of Public Rights of Way**

Discussion took place on the attached Definitive Map created by Central Bedfordshire Council for the formerly excluded area of Central Biggleswade. Members agreed that this would give ample opportunity for the people of Biggleswade to take an active part in the consultation.

**13. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions. The following were raised:

- Concerns were raised regarding the contents of recently publicised articles and media attention covering the forthcoming Remembrance Day Parade. The Chairman confirmed that Biggleswade Town Council is not involved in the organisation of this event. It is an official Royal British Legion event and is supported by the Town Council only in terms of administration, in particular the preparation and printing of the programme. The Chairman expressed disappointment that some people did not bring their concerns to either the Town Council or the Royal British Legion before going to the social media. She understands that the Royal British Legion will be making a statement shortly to clarify the changes to the previous arrangements.
- Whose responsibility it is to enforce policing of the parking. Cllr Mrs H Ramsay reported that at the Biggleswade Joint Committee Meeting on the 26<sup>th</sup> October it was stated that the small yellow radar cars are no longer in use for legal reasons and that the current 10 enforcement officers were being increased to 20 by CBC. BTC are looking at taking on the on-street parking as well as looking at Off Street Parking. In the meantime if you see anyone illegally parked please contact the police who will take further action.
- It was pointed out that Map reference 18e on the Biggleswade Excluded Area is an access only road. The Town Clerk said that there will be discussions taking place at the Library for further information.
- At a previous Council Meeting mention was made of sending paperwork by electronic communication – has this been progressed? The Town Clerk said that this has not gone forward at the moment.

Point of order from Cllr B Rix, updates are missing from the agenda, can we ensure that they are on future agendas.

**14. 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.

Recommendations TCM – (A Boards).

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.