

**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING HELD ON TUESDAY 23 SEPTEMBER 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 G Wilson,  
Cllr D Lawrence, Cllr B Briars, Cllr P Biernis  
Rob McGregor – Town Clerk  
Mike Thorn – Deputy Town Clerk  
Sue Crowther – Administrative Assistant  
Members of the public -7  
Mary Davidson – MDA Associates (as a Member of the public)

**1. APOLOGIES**

Apologies were received from Cllr S Watkins, Cllr D Albone, Cllr B Rix, Cllr Mrs W Smith, Cllr T Woodward and Cllr Mrs J Lawrence.

**2. DECLARATION OF INTERESTS**

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

**3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor thanked all those Councillors who had attended the World War 1 commemoration service on Sunday 21 September and thanked Town Council staff for all their hard work in organising the event.

Town Council is holding a Coffee Morning on Friday 26 September from 10am to 12 midday, in aid of MacMillan Cancer Support. Donations would be gratefully received from anyone not able to attend.

**4. MEMBERS QUESTIONS**

Cllr Mrs M Russell asked that future agendas be inserted in plastic wallets and not stapled.

**5. PUBLIC OPEN SESSION**

There were no items discussed during the public open session

**6 BEDFORDSHIRE CONSTABULARY**

**a. Members received Crime Figures from Bedfordshire Police.**

Cllr P Biernis said that the crimes figures show 'Violence against the Person' as 27, 'Theft' as 37 crimes, but not many solved.

Cllr Mrs H Ramsay replied that the 'Crimes Solved' figures do not always relate to the current recorded crimes as some would have been committed in a previous quarter.

Cllr G Wilson said at his last meeting regarding the recording of violent crime he had spoken to Sgt Gary Kidd about the different types of 'violent crime' being presented under the same heading on this report. Sgt Kidd confirmed that in this report the violent crime figures include all incidents from a slight altercation to a serious attack.

The Town Clerk was to write to the Police for a breakdown of the figures. When he (GW) asked for a breakdown of the figures, Sgt Kidd was not present, but he was told that this cannot be done.

The Town Clerk confirmed that no reply had been received from the Police yet.

GW said that he had contacted the PA to the Chief Inspector and would keep trying.

**b. Members received 'Protecting frontline policing' information from Olly Martins, Police and Crime Commissioner for Bedfordshire.**

7. **INVITED SPEAKERS**

There was no invited speaker.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and approved the Minutes of the Council meeting held on 9 September 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. **MATTERS ARISING**

- a. Matter arising from the Council meeting 26<sup>th</sup> August 2014

The following response has been received from Central Bedfordshire Council; on the Town Council decision to charge Central Bedfordshire Council for works undertaken by the Town Council on their behalf:

Dear Rob,

Thank you for the email. I understand Charlie has also discussed this with you.

The Town Councils support is appreciated and our partnership approach has worked well over the years, enabling you to have answers to basic enquiries regarding our services, or provide bags, when residents are visiting the town council for these and other enquiries. A number of our services cross over so this made sense to date. Unfortunately we wouldn't be in a position to contribute towards staff time and the Town Council is welcome to pass specific CBC enquiries back to our Customer Services department via phone, web or email; I can provide their details if required.

If you have information relating to the type and number of enquiries we can also investigate if there would be better ways for us to handle these.

We are looking at new ways of communication with Central Bedfordshire with our Customer First programme. It is hoped that in the future we can deal a lot more enquiries via other communication channels.

On another matter, as discussed a few weeks ago, we are undertaking various activities in the North of CBC and we are ensuring that our taskforce resource, mechanical sweeper, weed spraying operatives provide further support in the Biggleswade area (as resource/workload allows and proportionate to other TC's). If you are able to discuss any specific areas of concern with Charlie he factor this in to planning of resource. We are also investigating pressure washing the Town Centre and Charlie will liaise as this progresses.

- b. From Council meeting held on 9 September 2014 - none

10. **PLANNING APPLICATIONS**

- a. **CB/14/03403/FULL – Furzenhall Barn, Furzenhall Road**

Change of Use: Paddock area to rear of garden to be incorporated to become part of garden.

It was **RESOLVED** that Town Council raise no objection to this application **ON CONDITION** that there is no future development on the land.

- b. **CB/14/01181/VOC – London Road Retail Park, London Road**

Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/6/14 to allow up to 5% of the ground floor area of Unit B to be used for the sale of food and to allow a pharmacy to operate from part of Unit B. Wording of the condition be amended to: "The development hereby approved for the units referred to as A,B,D,E,F,G,H,J,K,L,M,N,P Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision M shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet cafe where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area.

*This application has been considered by Town Council on 22 April 2014 and 10 June 2014 and raised **OBJECTION** on both occasions.*

*Cllr Mrs Hazel Ramsay suspended Standing Orders at 7.20pm to allow Mary Davidson, MDA Associates to address the meeting in support of this application.*

*Standing Orders were reinstated at 7.22pm*

Cllr M North proposed that Town Council agree in principle to this application – this was seconded by Cllr D Lawrence.

A vote was taken: In favour of the VOC – 3 against – 4 abstentions – 1 Therefore:

It was **RESOLVED** that Town Council **OBJECT** to this application.

**c. CB/14/03518/FULL – Stratton Park House, Dunton Lane**  
New single storey conservatory to the rear elevation.

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.

**d. CB/14/03586/VOC – 157 Potton Road**

Variation of Condition 19 to planning permission CB/12/04440/FULL minor amendment to site layout, access arrangements and orientation to garage of plot 3.

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.

**11. ACCOUNTS**

**a. Financial Administration**

Members received and adopted the following accounts:

- i. Detailed Balance Sheet to 31 August 2014
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 August 2014

Proposed by Cllr M North. Seconded by Cllr M Russell. Agreed unanimously

**12. ITEMS FOR CONSIDERATION**

**a. Notification of Appeal – CB/14/01368/FULL – Site at 20 Spring Close, Biggleswade**  
**- Erection of new chalet bungalow with alteration to existing garage and parking**

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 13 May 2014 when;

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

- Called in

Members have the opportunity to make comments or modify previous representation by emailing: [Teamp11@pins.gsi.gov.uk](mailto:Teamp11@pins.gsi.gov.uk) by 7<sup>th</sup> October 2014

A copy was attached to the agenda.

It was **RESOLVED** that Town Council uphold its objection to this application and that the Town Clerk write to the Planning Inspectorate stating the Council's objections.

**b. Salvation Army Band request**

Correspondence was received from The Salvation Army asking permission for band members to play Christmas carols at the Saturday market on 13th December 2014.

Members were asked to consider this request.

It was **RESOLVED** that Town Council grant this request.

**c. Consultation of the proposed expansion of Roecroft Community Lower School, Stotfold**

CBC informed Town Council of the above consultation which commenced on 8 September 2014 and finishes on 6 October 2014.

A copy was attached to the agenda.

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

**d. Town Council Standing Orders**

At the meeting of the Town Council on 26 August it was **RESOLVED** to form a Working Group to review the Town Council's Standing Orders.

The Working Group held a meeting on 9 September to carry out the review.

Attached to this agenda are the recommended changes to the Town Council's Standing Orders (highlighted in red)

Members were asked to approve the recommended changes to the Standing Orders.

It was **RESOLVED** that Town Council **APPROVE** the recommended changes and that an additional clause (c) be added on page 8, item 37 to read:

**Clause c: Approved written minutes are the definitive record of the Council and Town Council Committee meetings.**

**13. ITEMS FOR INFORMATION**

**a. Planning application outcomes**

No updates for this meeting.

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

**b. Thank you letter from Ivel Valley School**

Correspondence was received from Ivel Valley School to thank the Town Council for allowing one of their pupils to complete a work experience placement with the Ground Staff.

A copy was attached to the agenda.

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

**c. Christmas Fair 21st November 2014**

Members received the following report from Cllr Mrs M Russell regarding the progress with the Christmas Fair which will include the switching-on of the Christmas lights.

**Report to Town Council, 23<sup>rd</sup> September,  
from Christmas Fair Task Group**

- Council agreed the recommendation of Town Centre Management to set up a task group to organise the switch-on of the Christmas lights. Council also agreed the date of 21<sup>st</sup> November.
- At the first meeting of the task group, the format that had evolved over the years was discussed and it was felt that the event should be more family-oriented and be something more than the switch-on.
- It was agreed that the event should be called a Christmas Fair to indicate a change of emphasis.
- The task group has co-opted Hayley Down, who did much of the work for the switch-on last year. She will be working closely with the Town Clerk on the organisation of the event.
- The shape of the event being planned is as follows:
  - The Fair to take place from 12 noon to 8pm on 21<sup>st</sup> November.
  - To use our new market stalls for the sale of Christmas-related goods. Local craftspeople and organisations are being invited to take part. We already have interest from 9 organisations and 14 stalls are available. Stallholders need to be able to cover the 8-hour period.
  - We would also like to see street food available – barbecue, soups, hot potatoes, hot chestnuts, gluhwein or mulled wine.
  - The stage area will be set up before 12 noon, together with amplification equipment.
  - Local singing groups are being invited to fill half-hour slots on the stage. We are encouraging schools to take part between 12 and 3pm and adult groups between 3pm and 5.30pm.
  - Bands will be playing between 5.30 and 6.30pm.
  - Community carol singing will then take place, with a Christmas story message from the Baptist Minister, culminating in the lights switch-on at 7pm.
  - We have invited the Carnival Court to attend and hope that the Prince and Princess will switch on the lights.
  - We are hoping to have fairground rides on the White Hart Car Park but with the focus on rides for smaller children – no strobes, loud music or noisy generators!
  - Since the focus will already be on the Market Square, there will be no procession.
  - We will offer a best-dressed window competition to traders in the town centre, with a cup for the winner and a small donation to the trader's preferred charity
  - Shops will be invited to stay open until 8pm to coincide with the Fair.
  - We hope that Father Christmas will be with us on the Market Square for a couple of hours from 5.30pm.

It was **RESOLVED** unanimously that the Town Council accept all these proposals.

14. **PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

15. **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 (16a) Minutes of Council meeting held on 9 September 2014

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.