



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**ANNUAL STATUTORY MEETING**  
**HELD ON TUESDAY 4<sup>th</sup> MAY 2020**  
**AT 7PM VIA ZOOM WEBINAR FUNCTION**



**PRESENT:**

Cllr D. Albone  
Cllr I. Bond  
Cllr K. Brown  
Cllr G. Fage  
Cllr L. Fage  
Cllr F. Foster  
Cllr M Foster  
Cllr M. Knight  
Cllr M North  
Cllr R. Pullinger  
Cllr H. Ramsay  
Cllr M. Russell  
Cllr D. Strachan  
Cllr C. Thomas  
Cllr J. Woodhead

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Mrs S van der Merwe – Professional Assistant, Biggleswade Town Council

Members of Public – 2

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor asked everyone to mute their microphones when not speaking.

**1. ELECTION OF TOWN MAYOR FOR THE YEAR 2021/2022**

It was **RESOLVED** that Cllr Madeline Russell be elected to the office of Town Mayor of Biggleswade, for the year 2021/2022.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Madeline Russell, signed the Declaration of Acceptance of Office.

**3. ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr Grant Fage be elected to the office of Deputy Town Mayor of Biggleswade, for the year 2021/2022.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Grant Fage, signed the Declaration of Acceptance of Office.

5. **MEMBERSHIP OF STANDING COMMITTEES**

It was **RESOLVED** that the membership of Standing Committees and the appointment of Chairs and Vice Chairs is adopted as follows:

i. **Public Lands and Open Spaces (PLOS):**

Cllr F Foster (Chair), Cllr C Thomas (Vice Chair), Cllr K Brown, Cllr G Fage, Cllr M Foster, Cllr M Knight, Cllr M North, Cllr M Russell, Cllr D Strachan, Cllr R Pullinger.

ii. **Town Centre Management (TCM):**

Cllr M Knight (Chair), Cllr G Fage (Vice Chair), Cllr D Albone, Cllr I Bond, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan, Cllr C Thomas, Cllr J Woodhead.

iii. **Finance & General Purpose (F&GP):**

Cllr R Pullinger (Chair), Cllr M North (Vice Chair), Cllr D Albone, Cllr I Bond, Cllr G Fage, Cllr M Knight, Cllr H Ramsay, Cllr M Russell, Cllr D Strachan.

iv. **Personnel:**

Cllr J Woodhead (Chair), Cllr H Ramsay (Vice Chair), Cllr M Foster, Cllr F Foster, Cllr M Knight, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan, Cllr C Thomas.

v. **Appeals:**

Cllr K Brown (Chair), Cllr I Bond (Vice Chair), Cllr D Albone, Cllr G Fage, Cllr L Fage.

6. **BIGGLESWADE JOINT COMMITTEE**

Under the new constitution for the Biggleswade Joint Committee, members will be elected annually to sit on this Committee.

It was **RESOLVED** that membership of the Biggleswade Joint Committee for 2021/2022 is adopted as follows:

4 Members: Cllr M Russell, Cllr M North, Cllr M Knight, Cllr H Ramsay  
2 substitutes: Cllr R Pullinger, Cllr D Albone

7. **APPOINTMENT OF REPRESENTATIVES**

a. It was **RESOLVED** that the following Members be appointed to outside bodies for 2021/2022:

i. **Bedfordshire Association of Town & Parish Councils:**

3 Members for voting at the AGM: Cllr M Knight, Cllr H Ramsay, Cllr M Thomas.

ii. **Biggleswade Twinning Committee:**

1 Member: Cllr J Woodhead.  
1 Substitute: Cllr D Albone.

iii. **Fen Reeves Meetings:**

1 Member as proxy voter: Cllr I Bond.  
1 Substitute: Cllr M North.

iv. **Biggleswade Green Wheel Development Group:**

2 Members: Cllr I Bond, Cllr R Pullinger.  
1 Substitute: Cllr M Foster.

v. **Police Liaison Officer:**

1 Member: Cllr D Strachan.  
1 Substitute: Cllr M Knight.

vi. **Sir John Cotton Educational Foundation:**

2 Town Council representatives: Cllr J Woodhead, Cllr M North.

vii. **Langford and Biggleswade Community Fund Group**

Cllr M North and Cllr H Ramsay.

8. **APOLOGIES FOR ABSENCE**

None.

9. **DECLARATIONS OF INTEREST**

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.**

- Cllr Brown – Items 14h, 14i, and 14l.
- Cllr Strachan – Item 15b.

**10. TOWN MAYOR'S ANNOUNCEMENTS**

The Neighbourhood Plan Survey has now closed, with a total of 560 responses. The Council extended its gratitude to Shirley Legate, Biggleswade Community Newsletter, and Biggleswade Good Neighbours for their help in encouraging responses within the Community. The Council also extended its thanks to Cliff Andrews and Jemma McLean from BRCC for producing and managing the survey. The Town Council looks forward to seeing BRCC's report with the collated results.

**11. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

None.

**12. MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. None.

**13. MATTERS ARISING**

a. None.

**14. PLANNING APPLICATIONS**

a. **CB/21/00817/FULL - 15 Eagle Farm Road, Biggleswade, SG18 8JH**

Proposed part two storey and single storey rear extension.

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 to eliminate detriment in respect of light and privacy of adjacent residents. It is to be noted work has started before the planning application has come through.

b. **CB/21/01344/FULL- 14 Saffron Road, Biggleswade, SG18 8DJ**

Demolition of existing conservatory and single storey part of house to rear. New single storey rear extension.

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.

c. **CB/21/01544/FULL - 29 The Baulk, Biggleswade, SG18 0PX**

Single storey side extension.

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 deliberation.

d. **CB/20/04305/FULL - 20 Fennel Drive, Biggleswade, SG18 8WD**

Single storey rear extension with patio-style doors to the west, bi-folding rear doors to the south and pitched/gable roof with two Velux-type windows along with conversion of single attached garage into a double.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations; 2) that there will be no loss of parking.

e. **CB/21/01491/FULL - 4 Handel Way, Biggleswade, SG18 8TY**

Garage conversion and rear extension with raised roof and 2 Velux windows.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application due to 1) Loss of parking space, 2) As the property was built in 2018, Planning will need to check that there are no covenants that prevent any changes to the building in the first five years.

f. **CB/21/01631/FULL - 3 Eagle Farm Road, Biggleswade, SG18 8JH**

Proposed single storey rear/side extension, front porch extension, replacement front dormers, new rear dormer, replacement doors and windows throughout, Rendering externally to whole property.

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. It is to be noted that the Council has a concern that work had already started before the planning application was submitted.

g. **CB/21/01204/FULL - 11 Hitchin Street, Biggleswade, SG18 8AX**

Change of use from A1 to A5 takeaway.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application due to 1) The effect on the residents in the street from the waste caused, 2) Nuisance from extractor fans and 3) the very poor presentation of the planning application.

h. **CB/21/01666/FULL- 14 Mulberry Close, Biggleswade, SG18 0HU**

Proposed two storey front extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations and 2) that provision is made for adequate off-road parking.

i. **CB/21/01669/FULL - 16 Mulberry Close, Biggleswade, SG18 0HU**

Two storey front extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations and 2) that provision is made for adequate off-road parking.

j. **CB/21/01658/FULL – 8 Tate Drive, Biggleswade, SG18 8UD**

Proposed single storey side extension and garage conversion.

It was **RESOLVED** that the Town Council objects to this planning application on the grounds of loss of 2 parking spaces in an area where parking is already a problem.

k. **CB/21/01673/FULL - 2 Chestnut Avenue, Biggleswade, SG18 0LL**

Single storey rear extension.

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

l. **CB/21/01582/REG3 - Ivel Valley School Secondary Site, Hitchmead Road, Biggleswade, SG18 0NL**

Installation of three temporary modular classrooms on site for a temporary period of 5 years.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that 1) there is sufficient staff parking and 2) there is unfettered access to the three bungalows which are on the approach to the school.

The Council observed that any future planning applications should be for permanent buildings rather than temporary modular classrooms.

**15. ITEMS FOR CONSIDERATION**

a. **Local Plan Main Modifications Consultation – March 2021**

Central Bedfordshire Council launched a six-week consultation on the proposed modifications to the Local Plan, which began on Friday 19<sup>th</sup> March 2021. As part of the Local Plan Examination process, Central Bedfordshire Council is seeking views on the schedule of Main Modifications and associated documents, including the

Sustainability Appraisal and Habitats Regulation Assessment of the Modifications, and Modification to the Policies Maps.

Cllr. Russell had prepared the draft response attached to the agenda for Council to consider.

It was **RESOLVED** to submit the draft with no amendments as the Town Council's response.

b. **Speedwatch Signs**

The Town Clerk & Chief Executive clarified the total cost for the five speed signs as £282 plus VAT.

Members acknowledge that speeding is an issue within the community and debated the viability of investment in speed watch signs or vehicle activated signage as an option. Members felt it would be appropriate for the Town Centre Management Committee to work with Central Bedfordshire Council to investigate vehicle-activated signage in places identified as problem areas.

It was **RESOLVED** to defer this request to the next Town Centre Management Committee with a view to understanding the issues and investigating vehicle activated speed signs for the longer term.

c. **Council and Committee Meeting Dates**

Members had agreed a 6-month trial period in December for the current Council Meeting calendar.

Members felt the format of the Council meetings calendar needs further consideration and that the issue should be taken to an informal meeting of Members on 14 September 2021, with a report to go to the subsequent Council meeting for a final decision. The decision has been delayed due to the Government's COVID regulations on holding virtual council meetings, as well as the delay to meetings due to observing the mourning period for Prince Philip.

It was **RESOLVED** to defer the decision on the Town Council meetings calendar to the Council meeting to be held on 21 September 2021.

It was **RESOLVED** to resume the Town Council meeting calendar after 17 May 2021.

It was **AGREED** to defer the Personnel Committee Meeting to 25 May 2021.

It was **RESOLVED** to defer the Finance & General Purposes Committee meeting to 15 June 2021.

It was **RESOLVED** for all Committee meetings to be held every three months from the resumption of the calendar meetings.

It was **AGREED** to publish an updated calendar for Councillors' calendars at the earliest opportunity.

**16. ITEMS FOR INFORMATION**

**a. Future of Abbotsbury Older Persons' Home**

For information to Members is a letter received from Central Bedfordshire Council concerning the future of the Abbotsbury Older Persons Home.

This correspondence was **NOTED**.

**b. Biggleswade 3G**

Mr Alan Young from the Bedfordshire Football Association responded to the Town Council's recent correspondence relating to the 3G Pitch. Bedfordshire Football Association will be working with Cambridge Meridien Academies Trust (CMAT) and the 3G Pitch will be installed at Stratton Upper School.

Cllr M Foster noted that when this facility is installed this should be available for use for the school as well as other organisations during the day. Cllr Russell advised that the previous planning permission was for the pitch to be sited between the Weatherley Centre and the Recreation Centre so that the changing rooms for the Recreation Centre could be used for the 3G pitch. Parking facilities would be available via the School and the Weatherley Centre.

This correspondence was **NOTED**.

**17. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

None.

**18. 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.

(None)

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