



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 27<sup>th</sup> JULY 2021**  
**AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD**  
**COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr M. Russell (Chairman)  
Cllr G. Fage (Vice Chairman)  
Cllr D. Albone  
Cllr I. Bond  
Cllr K. Brown  
Cllr F. Foster  
Cllr H. Ramsay  
Cllr L. Fage  
Cllr M. Foster  
Cllr M. Knight  
Cllr M. North  
Cllr R. Pullinger  
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  
Ms H Calvert – Deputy Administration & HR Manager (Meetings Administrator)

Members of Public – 4

**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. APOLOGIES FOR ABSENCE**

None

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

**b. Non-Pecuniary interests in any agenda item:**

- Cllr Strachan - Item 12b & 12c.
- Cllr Brown - Item 9a.
- Cllr Albone - Item 9d and 9e.
- Cllr M Foster - Item 9m.

### **3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor, Cllr Russell, and the Deputy Mayor, Cllr G. Fage, were recently invited to visit the Children's Home in Drove Road which has been open now for one year and provides up to four places for children with specialist needs. The children live at the Home for up to two years, attending appropriate schools and, through the Home, learning key life skills to enable them to either return to their families or to be fostered. The Mayor and Deputy Mayor were very impressed with what has been achieved. The Children's Home staff hope that the children can integrate even more into the community with the lifting of the pandemic restrictions.

The Deputy Mayor and CBC Cllr S. Watkins attended the switch-on of the Biggleswade United Football Club floodlights. The Biggleswade United Football Club leadership team was very pleased with the support received from the Town Council, both in grant funding, as well as the support in applying for additional funding, and the continued offer of land at a reasonable rate that allows for the arrangement of football matches.

Cllr Russell informed Councillors of the passing of a former colleague, Martin Thomas. Martin had been a Town Councillor and also served as Chairman of the Chamber of Trade for many years. In that capacity, he was involved in the creation of the Biggleswade Town Centre Masterplan. He enjoyed motor racing and was a successful saloon car driver, preparing the cars at his own garage in Biggleswade. Members sent their condolences to Martin's family and held a minute's silence in his memory.

### **4. PUBLIC OPEN SESSION**

The Chairman advised members of the public wishing to speak to use the "raise hand" function on screen.

None.

### **5. INVITED SPEAKER**

- a. Members received an update from the Police and Crime Commissioner, Festus Akinbusoye.

Festus began by sending his condolences to the family of the late Martin Thomas.

Festus updated Members as follows:

- Bedfordshire Police are working on early intervention schemes.
- There are plans to work closely with the Local Authorities and schools to prevent the exploitation of young people.
- 'A Summer of Fun and Focus' has been arranged for the school summer holidays. It is fully funded by the OPCC and aims to give young people between the ages of 4 and 16 the opportunity to learn skills in focus, confidence and health by attending boxing and martial arts classes. The OPCC have commissioned boxing and martial arts instructors across Bedfordshire to offer free sessions across Bedfordshire including: Bedford, Biggleswade, Eaton Bray, Kempston, Leighton Buzzard, Linslade, Luton and Toddington, with more dates and locations to be added soon.
- There will be a paid internship scheme in the Bedfordshire Police office for September 2021. The internship will be for one month and a further internship will be available for November 2021 and January 2022.
- There are concerns over the level of funding offered to Bedfordshire Police. Festus has been informed by the Home Office that there are plans to increase the level of funding available, especially for the area of Biggleswade. Members assured Festus that

Biggleswade Town Council will support Bedfordshire Police in securing additional funding. Additionally, this item will be discussed at the next meeting of Biggleswade Town Council's Crime Working Group.

- Bedfordshire Police aim to make police services more accessible by appropriate use of IT. There will be trials conducted next year.
- Bedfordshire is ranked the fourth most exposed county in the UK to the drugs trade known as county lines. Furthermore, 10% of all illegal firearms recovered nationwide are from Bedfordshire.

Festus thanked Members for their role in supporting and representing their community.

Members recognised the challenges faced in Biggleswade and asked what action is being taken to combat anti-social behaviour outside Biggleswade's pubs. Festus told Members that Bedfordshire Police are in the process of recruiting Community Specials - Special Constables who will be dedicated to working in the areas in which they live. Festus reassured Members that he will pass on these concerns to Chief Inspector Lee Haines.

Members thanked Festus for his work so far and for the detailed and informative update.

## **6. MEMBERS' QUESTIONS**

Cllr Knight requested that the Council Chamber be returned to its original format for future meetings. It was confirmed that the Council Chamber will return to its original format for the next Council meeting.

Cllr G. Fage informed Members that the Public Consultation for Land North of Biggleswade is currently open for comments. The consultation closes on 16<sup>th</sup> August 2021.

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and **APPROVED** the Minutes of the Town Council Meeting held on the 29<sup>th</sup> June 2021 at the offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

It was agreed to amend Item 7a, paragraph 2.12, so that it reads 'They must also notify the Town Clerk and Chief Executive as soon as possible and in any event within 2 days.'

## **8. MATTERS ARISING**

- a. From the Minutes of the Town Council Meeting held on **Tuesday 29<sup>th</sup> June 2021**.

**Minute 8a – From the Minutes of the Town Council Meeting held on Tuesday 1st June 2021 - Pigeon Update.** Cllr Knight asked for an update on the Town Centre pigeon control. There is currently no further update but it is a priority for the Public Realm Manager.

**Minute 11e – Remote Meetings.** It was noted that NALC's latest submission to the Government is urging for remote Town Council meetings to be made a permanent option.

9. **PLANNING APPLICATIONS**

a. **CB/21/02741/FULL - 14 Mulberry Close, Biggleswade, SG18 0HU**

Proposed joint application for a first-floor front extension to 16 Mulberry Close and an adjoining first floor front extension and single-story front extension to 14 Mulberry Close.

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

b. **CB/21/02443/FULL - 36 Beech Avenue, Biggleswade, SG18 0EG**

Extend dropped kerb to allow for existing drive and garden to be block paved.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application 1) provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations and 2) subject to Highways comments being taken into account.

c. **CB/21/02052/FULL - 106 Tavener Drive, Biggleswade, SG18 8XY**

Erection of an inglenook to side of house.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

d. **CB/21/01919/FULL - 19 Drove Road, Biggleswade, SG18 8HD**

Single-storey rear/side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

Extension granted to 28<sup>th</sup> July 2021 by Central Bedfordshire Council.

e. **CB/21/02927/FULL - 17 Banks Road, Biggleswade, SG18 0DY**

Two-storey side extension, single storey rear extension, conversion of garage with front bay window and widening of front vehicular access.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

f. **CB/20/02285/FULL - Planning appeal for 41 Shortmead Street, Biggleswade**

Conversion and extension to existing workshop with partial demolition to create two dwellings and erection of a detached part single, part two storey dwelling house.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of overdevelopment of the site, as well as access, privacy and parking issues.

g. **CB/20/03784/FULL - Planning appeal for 33 Shortmead Street, Biggleswade**

Re-submission of planning permission CB/20/02285/FULL Partial demolition of workshop, convert remaining workshop into two dwellings and erection of single storey bungalow.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of 1) Overdevelopment of the site 2) The access to Shortmead Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking.

h. **CB/21/03195/FULL – Land behind 33 Shortmead Street Biggleswade SG18 0AT**

Conversion and part demolition of existing workshop to create two new dwellings.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

i. **CB/21/02861/FULL - 19A High Street, Biggleswade, SG18 0JE - 19A High Street, Biggleswade, SG18 0JE**

Change of use from E Class to A5 (takeaway) and associated works.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application and will support the comments of the Highways Officer, relating to safety. There is also a concern of noise and possible odours from the premises.

j. **CB/21/02930/FULL - Holme Lodge, London Road, Biggleswade, SG18 9SS**

Single storey rear extension with roof terrace, two storey side extension with roof lights, conversion of garage to habitable living space and addition of front porch Canopy Installation of 5 PV roof solar panels to the rear.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

k. **CB/21/03147/FULL - 10 Lawrence Road, Biggleswade, SG18 0LS**

Erection of single storey rear/side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

l. **CB/21/02168/FULL - Land to North of Lindsell's level crossing, Biggleswade, SG18 0AD**

Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.

Separate correspondence has been sent via email with comments that Biggleswade Town Council supports the Revised Landscape Plan and the comments made by the Landscape Officer. The Committee should pay particular attention to the plans for irrigation and also consider the need for larger trees. The previous comments made by this council at its meeting held on 1<sup>st</sup> June 2021 are repeated, namely that there is a strong recommendation for planning conditions around landscaping to minimise the visual impact and the Town Council would like to be consulted proactively on the discharge of the conditions.

m. **CB/21/02514/FULL - 4 Thirlmere Close, Biggleswade, SG18 8LU**

Retrospective: Erection of single storey outbuilding to rear garden.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

n. **CB/21/02478/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Re-submission - First floor and single storey rear extension. Single storey side extension to garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

o. **CB/21/03027/FULL - 1 Exeter Close, Biggleswade, SG18 8HY**

Single storey front side extension and conversion of garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

p. **CB/21/03287/FULL - 67 Stratton Way, Biggleswade, SG18 0NS**

Part two storey and part single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

q. **CB/21/02630/FULL - 8 Avon Rise, Biggleswade, SG18 8NP**

Single storey side and rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

r. **CB/21/03084/FULL - 46 Tavener Drive, Biggleswade, SG18 8GZ**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

s. **CB/21/03244/FULL - 16 Boddington Gardens, Biggleswade, SG18 0PJ**

Single storey front and rear extensions.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

**10. ACCOUNTS**

a. **Financial Administration:**

Members received and **ADOPTED** the following Accounts:

- i. Detailed Balance Sheet to 31/05/2021.
- ii. Summary Income and Expenditure by Committee 31/05/2021.
- iii. Detailed Income and Expenditure by Committee 31/05/2021.
- iv. Lloyds Bank Payment listing May 2021.
- v.

**11. ITEMS FOR CONSIDERATION**

a. **Street Trading Application – Market Square Biggleswade**

For Members to consider the Street Trading Application for The Jerk Hub.

**It was RESOLVED to defer the application to the 24<sup>th</sup> August Council meeting.**

There is a need to establish whether Biggleswade Town Council has the powers to approve the application or whether it is Central Bedfordshire Council.

b. **Grants 2021/2022**

For Members to consider the grant application from Biggleswade Sports Meeting.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7<sup>th</sup> September 2021.

c. **Grants 2021/2022**

For Members to consider the grant application from Trinity Methodist Church Defibrillator Project.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7<sup>th</sup> September 2021.

d. **Grants 2021/2022**

For Members to consider the grant application from the Bedfordshire Police Partnership Trust.

It was **RESOLVED** to refer the application to the Finance & General Purposes Meeting on the 7<sup>th</sup> September 2021.

e. **River path under A1**

Members noted the frequent flooding of the A1 underpass, part of the riverside walk to Jordan's Mill.

It was **RESOLVED** that a letter be written to the Highways Agency to request that the drainage for the A1 underpass be improved.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

This report was **NOTED**.

b. **Public Notice - Central Bedfordshire Council Proposes To Introduce No Waiting At Any Time On Brigham Gardens, Biggleswade**

The Public Notice was **NOTED**. It was also noted that the Ward Councillors, Bond and Watkins, are assisting residents.

c. **Public Notice - Central Bedfordshire Council Proposes To Introduce A Disabled Parking Bay On Brigham Gardens, Biggleswade**

The Public Notice was **NOTED**.



d. **OPCC Newsletter**

The OPCC Newsletter was **NOTED.**

It was requested that future OPCC Newsletters be circulated to all Councillors and uploaded to the website. It should only be added to a Council agenda if a Member wishes to discuss a particular item.

e. **Table & Bench Sets**

The Town Clerk & Chief Executive updated Members on the purchase of Table & Bench sets.

The original quotation for the Table & Bench sets was £1,170.90, however, the sets have since been purchased at a discounted rate of £1,070.90.

13. **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.

14. **EXEMPT**

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.

(15a. Queen's Award for Voluntary Service)  
(15b. Utilities Contract)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

15. **EXEMPT**

a. **Queen's Award for Voluntary Service**

It was **AGREED** for Cllr Brown to look at the eligibility criteria and the process for submitting a nomination and to present any recommendations to Council on 24<sup>th</sup> August 2021.

Members suggested that Biggleswade Good Neighbours and the Biggleswade Community Agent are considered for nominations.

It was agreed that, in future, the Queen's Award for Voluntary Service should be considered in April to allow sufficient time to submit a nomination.

b. **Utilities Contract**

The Council's utilities contracts for the Orchard Community Centre and the Town Council Offices are both due for renewal. It was recommended that Osso Energy be considered as they offer good value for money and have favourable reviews online.

It was **RESOLVED** that the Council takes out a 36-month contract with Osso Energy for both the Orchard Community Centre and the Town Council Offices, unless the cost of what is agreed has, between 27<sup>th</sup> July 2021 and when the contracts are signed, increased by 10% or greater.

The Chairman closed the Meeting at 9.00pm