



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 21st SEPTEMBER 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 M. Foster
- Cllr M. Knight
- Cllr R. Pullinger
- Cllr D. Strachan
- 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 (Meeting Administrator)

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.	<u>APOLOGIES FOR ABSENCE</u>
	Cllr L Fage, Cllr M North, Cllr H Ramsay, Cllr C Thomas.
	<u>ABSENT WITHOUT APOLOGIES</u>
	None.
2.	<u>DECLARATIONS OF INTEREST</u>
a.	<u>Disclosable Pecuniary interests in any agenda item:</u> None.
b.	<u>Non-Pecuniary interests in any agenda item:</u> Item 10b – Cllr Strachan.

3.	<u>TOWN MAYOR'S ANNOUNCEMENTS</u>
a.	<u>4th September 2021 – Bedfordshire Girlguiding – The Shuttleworth Quest</u>
	Cllr Russell attended the launch of Bedfordshire Girlguiding's Shuttleworth Quest. The Quest is a new badge for Girl Guides based on stories of the women behind some of the aeroplanes and cars in the Shuttleworth Collection and designed to encourage an interest among girls in science and technology. This scheme was jointly developed between the Guides and the Learning Coordinator at Shuttleworth. The launch was held during the Shuttleworth Vintage Weekend and a group of guides camped overnight using tents and equipment and dressed uniforms from the 1940's.
b.	<u>9th September 2021 – 75th Anniversary of Shuttleworth College</u>
	Cllr Russell and Karim Hosseini, Head of Strategic Partnerships, attended the celebration of the 75 th Anniversary of Shuttleworth College. The special guest was Princess Charlotte of von Croy and Hohenlohe-Langenburg, who is Patron of The Shuttleworth Trust and the granddaughter of Dorothy Shuttleworth, who founded the agricultural college within the Trust. The College is now part of Bedford College and Ian Pryce, Chief Executive of Bedford College, was also present to mark the official opening of the Zoological Education Centre at the College as well as celebrate the Anniversary.
4.	<u>PUBLIC OPEN SESSION</u>
	The Chairman advised members of the public wishing to speak to use the "raise hand" function on screen.
	None.
5.	<u>INVITED SPEAKER</u>
	None.
6.	<u>MEMBERS' QUESTIONS</u>
	None.
7.	<u>MINUTES AND RECOMMENDATIONS OF MEETINGS</u>
	Cllr Pullinger requested clarification on why Item 16b relating to the Agenda for this Town Council Meeting is included as an exempt item rather than an item for open discussion. The Town Clerk & Chief Executive advised there is confidential information relating to costs.
a.	Members received and APPROVED the Minutes of the Town Council Meeting held on the Tuesday 24th August 2021 at the offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.
b.	Members received and noted the draft Minutes of the Town Centre Management Committee held on Tuesday 17th August 2021 at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

c.	Members received and noted the draft Minutes of the Finance & General Purposes Committee held on Tuesday 7th September 2021 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
8.	<u>MATTERS ARISING</u>
a.	From the Minutes of the Town Council Meeting held on Tuesday 24th August 2021 .
	Page 10 - Item 9i – Land North of Biggleswade Cllr G Fage said that the Town Council had resolved to write to Central Bedfordshire Council with the Town Council's response on the Land North of Biggleswade planning application and to ask them to upload Biggleswade Town Council's response, Sandy Town Council's response and the results of Biggleswade Town Council's technical audit to the planning application portal. These responses and the technical audit are still not visible on the portal and Cllr G Fage requested that the Town Council follow this up with Central Bedfordshire Council as a matter of priority.
b.	Page 11 - Item 11a – Electric Vehicle Charging Points Cllr Albone asked for an update on when Members might receive a presentation from Central Bedfordshire Council with more information on the Electric Vehicle Charging Points scheme. The Head of Governance & Strategic Partnerships advised that he had sent a request to the relevant officer at Central Bedfordshire Council but has yet to receive a response. He will follow up with that officer separately.
9.	<u>ITEMS FOR CONSIDERATION</u>
a.	<u>Council and Committee Meeting Dates</u> Members considered the amended Town Council Meetings calendar. It was <u>RESOLVED</u> to move the Town Centre Management Meeting from 19 th October 2021 to 16 th November 2021. It was <u>RESOLVED</u> to move the Finance & GP Meeting to 19 th October 2021. It was <u>RESOLVED</u> to move the 21 st December 2021 Town Council meeting to 14 th December 2021. It was <u>RESOLVED</u> that, following the amendments set out above, the Town Council Meetings calendar will be <u>ADOPTED</u> as proposed.
b.	<u>Neighbourhood Plan Regulation 14 Consultation</u> Dave Chetwyn from Urban Vision CIC joined the Meeting in his capacity as Consultant on the Neighbourhood Plan. Cllr Russell said that this draft of the Neighbourhood Plan will, if approved by Council, go forward to the Regulation 14 Consultation as the first part of the formal process. The

	<p>Regulation 14 Consultation will run between 27th September and 8th November 2021. There are plans to print banners, posters and leaflets advertising the Consultation, with leaflets scheduled to be distributed to every household and business throughout Biggleswade. There are various drop-in sessions for members of the public scheduled between 5th October and 21st October 2021, to be split across The Orchard Community Centre, the Town Council Offices and one session on the Market Square on 16th October 2021. Councillors will be on hand at the drop-in sessions for any Members of the public to discuss the Neighbourhood Plan. The Strategy Group will meet on Wednesday 22nd September 2021 to ensure that any amendments by Council are incorporated and to make final arrangements for the Consultation.</p> <p>A Consultation Report detailing the responses to the Consultation and any amendments made to the Plan as a result, will go to the Inspector, together with the Neighbourhood Plan.</p> <p>Cllr G Fage expressed thanks on behalf of the Town Council to Mr Chetwyn for his professional input to the Plan. The Consultation is very important to ensure the voices of the public are captured and Cllr G Fage felt it would be good to have some oversight of the responses. Cllr Russell confirmed that the amended Plan would be re-submitted to the Town Council for final approval before it is submitted to Central Bedfordshire Council, who will oversee the process thereafter, including examination by an Inspector. At that point, Members will have an opportunity to review the summary of the responses to the Consultation.</p> <p>Cllr G Fage also expressed thanks on behalf of the Town Council to all the members of the Neighbourhood Plan Strategy Group and to the staff, who for their contributions over the last three years.</p> <p>It was <u>RESOLVED</u> that the Town Council approve the current version of the Neighbourhood Plan.</p> <p>It was <u>RESOLVED</u> that the current version of the Neighbourhood Plan be used to open the Regulation 14 Consultation.</p> <p>It was <u>RESOLVED</u> that Members of the Town Council will be provided with the feedback obtained from the Regulation 14 Consultation.</p>
c.	<u>New Signatory</u>
	<p>The Chief Executive & Town Clerk advised Members that the Head of Governance & Strategic Partnerships, the Finance Manager and the incoming Head of Finance & Planning will need to be added as signatories to the bank account to facilitate the Council's day-to-day business activities.</p> <p>It was <u>RESOLVED</u> to add Karim Hosseini in his capacity as Head of Governance & Strategic Partnerships and Wilma Solomon as the incoming Head of Finance & Planning, to the Town Council bank account as authorised signatories.</p>
10.	<u>PLANNING APPLICATIONS</u>
a.	<u>CB/21/02886/FULL - 130 Shortmead Street, Biggleswade, SG18 0BH</u>
	<p>Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.</p>

	<p>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. Also 1) Clarification of the extent of F1 (a) use is required; 2) to limit education use of the premises to current use; 3) There are concerns about the limited parking.</p>
b.	<p><u>CB/21/03667/FULL - 1 Brunts Lane, Biggleswade, SG18 0LY</u></p>
	<p>Two storey side and rear extension.</p> <p>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, subject to adequate parking.</p>
c.	<p><u>CB/21/03680/FULL - 28 Drove Road, Biggleswade, SG18 8HD</u></p>
	<p>Construction of a dropped kerb.</p> <p>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.</p>
d.	<p><u>CB/21/03080/FULL - 172 & 174 Drove Road Biggleswade SG18 0HP</u></p>
	<p>Joint hip to gable loft conversions including rear dormers with Juliet balconies and the raising of the ridges by 375mm.</p> <p>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.</p>
e.	<p><u>CB/21/03746/FULL - Ivel Valley School Secondary Site, Hitchmead Road, Biggleswade, SG18 0NL</u></p>
	<p>Erection of a temporary marquee.</p> <p>It was RESOLVED that the Town Council has NO OBJECTION to this planning application.</p>
f.	<p><u>CB/21/03974/FULL - Unit 6, Montgomery Way, Biggleswade, SG18 8UB</u></p>
	<p>Modifications to external parking arrangements.</p> <p>It was RESOLVED that the Town Council has NO OBJECTION to this planning application.</p>

g.	<u>CB/21/03749/FULL - Land north of 20 Tate Drive Biggleswade</u>
	<p>Change of Use: Temporary change of use of the land for a 3-year period from vacant field to use of the land for storage of site cabins.</p> <p>It was <u>RESOLVED</u> that the Town Council <u>STRONGLY OBJECTS</u> to this planning application due to disruption to residents and previous permitted hours violations.</p>
h.	<u>CB/21/03997/FULL - 75 London Road, Biggleswade, SG18 8EE</u>
	<p>Two storey rear extension, insertion of roof light and internal alterations.</p> <p>It was <u>RESOLVED</u> that the Town Council has <u>NO OBJECTION</u> to this planning application provided the neighbours are consulted.</p>
i.	<p><u>CB/TCA/21/00459 - White Hart Public House, 23-24 Market Square, Biggleswade, SG18 8AS</u></p> <p>Works to trees in a Conservation Area: crown lift by 4m to 6 mixed species trees.</p> <p>This application was <u>NOTED</u>.</p>
11.	<u>PLANNING APPLICATION OUTCOMES</u>
	<p>Cllr Bond advised the Town Council that Application No. EN/20/0509 for 26a High Street was not granted and Central Bedfordshire Council were scheduled to take enforcement action against the development. The Applicants appealed against enforcement action and the application was called in for review by the Development Management Committee (DMC). This appeal against enforcement action was ultimately rejected by the Inspector and enforcement action will be implemented.</p> <p>The report was <u>NOTED</u>.</p>
12.	<u>ACCOUNTS</u>
a.	<p><u>Financial Administration:</u></p> <p>Members received the following Accounts:</p> <ul style="list-style-type: none"> i. Detailed Balance Sheet to 31/07/2021. ii. Summary Income and Expenditure by Committee 31/07/2021. iii. Detailed Income and Expenditure by Committee 31/07/2021. iv. Lloyds Bank Payment listing June 2021. <p>Cllr Pullinger advised that item iv. Listed above should read “July 2021”.</p> <p>Subject to the above amendment, the accounts were <u>ADOPTED</u>.</p>

13.	<u>ITEMS FOR INFORMATION</u>
a.	None.
14.	<u>PUBLIC OPEN SESSION</u> 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.
15.	<u>EXEMPT</u> 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. (16a.CCTV Strategic & Operational Plan Outline) (16b. Pigeon Reduction Strategy) (16c. Drove Road Chapel Remedial Works) 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.
16.	<u>EXEMPT</u>
a.	<u>CCTV Strategic & Operational Plan Outline</u> It was RESOLVED that the Town Council would work with Hertfordshire CCTV to establish an interim solution. The Town Council would continue to engage with CBC for a longer-term solution.
b.	<u>Pigeon Reduction Strategy</u> Members felt this should have been discussed under Items for Consideration and officers confirmed that this matter would continue to be monitored operationally. It was RESOLVED that four “please do not feed the pigeons” signs should be procured and placed in the Market Square to enable any necessary enforcement by the CBC Anti-Social Behavioural Unit. It was RESOLVED that the Town Council would implement pest control measures to deal with the pigeon infestation in the Town Centre.
c.	<u>Drove Road Chapel Remedial Works</u> Brian Hawkins of Hawkins Historic Limited presented an updated report to Members on the condition and possible treatment measures and timeline of works at the Drove Road Chapel. It was RESOLVED that Mr Hawkins would source additional and updated quotes for works, triaged on a priority basis. These would be presented for Council to discuss and make decisions on budget options.

The Chairman closed the Open Meeting at 7.41 pm