



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 26<sup>th</sup> OCTOBER 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 M. North  
Cllr R. Pullinger (via Zoom)  
Cllr H Ramsay  
Cllr D. Strachan  
Cllr J. Woodhead  
Cllr C. Thomas

Mr P Tarrant - Chief Executive & Town Clerk, Biggleswade Town Council  
Mr K Hosseini - Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mr P Truppin - Head of Place Shaping & Town Centre Management, Biggleswade Town Council (via Zoom)  
Mrs S van der Merwe - Professional Assistant, Biggleswade Town Council  
Ms H Calvert - Deputy Administrator and HR Manager, Biggleswade Town Council  
Ms D Paice - Temporary Administrator, Biggleswade Town Council

**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**

Cllr L Fage.

**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:**

None.

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

#### **a. 17<sup>th</sup> October 2021: Mayor of Ampthill Civic Service**

Cllr M Russell attended the Mayor of Ampthill's Civic Service which was hosted by Cllr Mark Smith at St Andrews Church, with refreshments afterwards.

The Lord Lieutenant and the British Legion were in attendance. Members of the Cadet Unit were on parade.

#### **b. 25<sup>th</sup> October 2021: Air Cadets**

Cllr M Russell and Cllr J Woodhead visited the Air Cadets, more formally Biggleswade Squadron of Air Training Corps. A presentation was given by Flight Lieutenant Amanda Wilson to give Councillors a better understanding of what the organisation does and Councillors were present at the squad drill in preparation for Remembrance Sunday. Cllr Russell updated the Air Cadets on what the Town Council does for its community and residents and its local government responsibilities. Flight Lieutenant Wilson expressed a wish for the squadron to be more involved in the life of the town at appropriate occasions.

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

None.

### **5. INVITED SPEAKER**

None.

### **6. MEMBERS' QUESTIONS**

None.

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

a. Page 7 Item 8a d Page 10 Item 9 i. It was noted that this should read "Cllr G Fage" and not "Cllr Fage".

b. Page 8 – Item 9c: It was noted that the Finance Manager, Joshua Nyamfukudza is not an authorised signatory and this needs to be removed from the Minutes.

The Head of Governance & Strategic Partnerships and the 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.

### **8. MATTERS ARISING**

None.

### **9. ITEMS FOR CONSIDERATION**

#### **a. Play Area Improvements**

Members received an update from Head of Governance & Strategic Partnerships regarding the four actions items which arose from the Public Land and Open Spaces

Committee.

A draft report and draft strategy on the improvement of the town's play areas will be ready at the end of the week and provided to the Town Clerk and will be presented to the next PLOS Committee.

The Chief Executive & Town Clerk extended the Town Council's thanks to the Public Realm Manager for his sterling work on this project, which has been a larger project than it otherwise might have been, as an audit was last done many years prior.

## 10. **PLANNING APPLICATIONS**

### a. **CB/21/04459/FULL - 10 Broadmead, Biggleswade, SG18 8LF**

Proposed single storey rear extension and two 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 deliberations.

### b. **CB/21/04461/FULL - 15 Redman Gardens, Biggleswade, SG18 0DF**

First floor 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/21/04315/FULL - 57 Church Street, Biggleswade, SG18 0JS**

Conversion from previous hair salon (class E) to residential dwelling (class C3).

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided no objection but asking the planners to take particular note of the Central Bedfordshire Council Memorandum from Guy Quint.

### d. **CB/21/04478/FULL - 7 Coopers Close, Biggleswade, SG18 8LA**

Proposed 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 deliberations.

### e. **CB/21/04435/TD - Dunton Lane, Kings Reach, Biggleswade SG18 8QU**

Prior Notification of Telecommunications Development: Proposed 15.0m Phase 8 Monopole c/w wrapround cabinet at base and associated ancillary works.

This was originally presented to the Town Council Meeting of 12 October 2021. The Council welcomes the investment in the Town, however, it wishes to constructively object to the particular location chosen.

It was **RESOLVED** that the Town Council reaches out to the developers to enter into a

meaningful dialogue with them to source an alternative location within the parameters of its understanding that 5G technology is important for the town as it continues its growth trajectory.

The Council will correspond with a separate letter to the applicant with the response and send a copy of this letter to the planning department.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to the location. The specific location is one which is considered pretty to the eye and on the entry point into town. It is also on an area of important potential archaeological significance.

f. **CB/TCA/21/00511 – Works to trees - 81 Shortmead Street, Biggleswade, SG18 0BB**

Works to trees within a Conservation Area: Lime tree (T1) fell or reduce by 50% due to loose branches and roots causing damage.

It was **RESOLVED** that the Town Council has **NOTED** this application.

11. **PLANNING APPLICATION OUTCOMES**

Cllr Albone queried the Church Street Asda Store application on Page 3, relating to the opening hours which is listed as “awaiting decision”. Cllr Russell requested this be checked and amended accordingly.

This report was **NOTED**.

12. **ITEMS FOR INFORMATION**

a. **Christmas Event**

Preparations for this event are well underway and all the elements as agreed by Council are being actioned.

A meeting is to be arranged with Members regarding the shortfall of £600.15 + VAT funding. A decision had to be made urgently as there was a risk of not being able to obtain the staging. The current supplier has worked hard with the team and will be including two snow machines at no charge.

b. **Grants 2021/2022**

A letter was received from Keech Cottage thanking the Council for the grant.

This was **NOTED**.

c. **Remembrance Sunday: 14<sup>th</sup> November 2021**

Cllr Woodhead gave an update on Remembrance Sunday, 14<sup>th</sup> November 2021 and Armistice Day on 11<sup>th</sup> November 2021. Meetings have been held with the Royal British Legion in Biggleswade and another meeting many of the uniformed organisations were invited. The format for this year’s events are broadly similar to previous years. The Council is pleased that several Armed Service personnel who are either connected to

Biggleswade or live in Biggleswade have come forward to volunteer their services as well. Cllr Russell has agreed to a reading.

The Council will be updated at the Town Council Meeting on 9 November.

Police will be present on the day and the car park at the White Hart will be closed to facilitate the parade down to the Monument. Members were advised that road closures had been applied for through Central Bedfordshire Council. The Girl Guides, Brownies, Beavers, Scouts and Air Cadets will also be involved in the parade.

The Memorial has been painted and stonemason works are pending. Members were informed that the missing coronet will be replaced.

**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.

**Mr Reynolds, Biggleswade Resident**

Mr Reynolds expressed congratulations to the Council for how tidy and litter free the town is looking. He asked that attention be turned to Bonds Lane, which has been unkempt for a number of years. He asked whether, now that there is ongoing development on that road, the Town Council could confirm whether the developer or CBC will re-tarmac the road with a pedestrian pathway, to make it fit for purpose. He also asked why 26 refuse bins are parked along the side of the street, outside of the boundaries of their property.

Cllr Russell asked the CBC Ward Councillors to investigate the road surfacing and pathway creation, given that this part of Bonds Lane is going to be closed for quite a considerable time. Cllr Russell further requested Ward Councillors to discuss what can be done with the bins as they impede what little pathway already exists, forcing people to step into the road.

**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.

**15. EXEMPT**

a. **Admin Review:**

It was **RESOLVED** to:

- Ask for the new Job Descriptions and Person Specifications to be created;
- To move the Admin Review Report to the next Personnel Committee Meeting.

b. **Orchard Centre Review**

It was **RESOLVED** to review the Staffing information for The Orchard Community Centre at the next Personnel Committee meeting.

It was **RESOLVED** that Officers should investigate further options for the Community Centre Operating Model, including investigation on Insurance Liability issues, requirements for First Aid, Health and Safety and safe use of equipment, and bring the results of those investigations to the next Personnel Committee Meeting.

It was **RESOLVED** that Officers apply for and implement the booking facility option with Rialtas and progress with the website booking system.

It was **RESOLVED** to review The Orchard Fees and Charges issue as part of the annual January Fees & Charges review and 2022/2023 original estimate cycle.

The Chairman closed the Open Meeting at 7.30 pm