



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 23<sup>rd</sup> NOVEMBER 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 K. Brown  
Cllr L. Fage  
Cllr F. Foster  
Cllr M. Foster  
Cllr M. Knight  
Cllr M. North  
Cllr R. Pullinger  
Cllr H. Ramsay  
Cllr D. Strachan  
Cllr J. Woodhead  
Cllr C. Thomas

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P. Truppin – Head of Place Shaping & Town Centre Management, Biggleswade Town Council  
Ms W. Solomon – Head of Finance & Planning, Biggleswade Town Council  
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council (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 that individual. The Mayor asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Cllr I Bond.

**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**

None.

4. **PUBLIC OPEN SESSION**

None.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the **Town Council Meeting held on Tuesday 9<sup>th</sup> November 2021** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

- **Item 9a: Avocet Close – West Side:** The reasons for the objection should be added - "on the grounds of loss of residents' parking spaces". Cllr G Fage asked that the representation to CBC be corrected.

Following this amendment, the Minutes were **APPROVED**.

8. **MATTERS ARISING**

**Item 9a:** Parking Restrictions: Cllr Albone and Cllr Strachan asked if the Council had written to Central Bedfordshire Council's Highways Consultation team to ask for explanations of why these restrictions had been requested. Central Bedfordshire Council have not yet responded.

9. **ITEMS FOR CONSIDERATION**

a. **Motion for a Sunday Bus Service**

Members discussed the lack of bus services on a Sunday and Sandy Town Council's request for support for a Sunday service between Bedford and Biggleswade via Sandy.

The Town Clerk & Chief Executive advised the Council that he had met with Chris Robson, Sandy's Town Clerk, and will be meeting with him regularly in the future to share information and work collaboratively. Updates will be provided at future Town Council meetings.

Cllr Woodhead also asked the Town Clerk and Chief Executive to investigate a scheme he has been made aware of that Cambridgeshire County Council is discussing implementing a bus service between Cambridge and Biggleswade.

It was **RESOLVED** to write to Central Bedfordshire Council supporting Sandy Town Council's request.

b. **Housing Allocation Scheme**

Cllr Pullinger felt that this is a complicated question and suggested it would be beneficial to invite a Central Bedfordshire Council officer to the early January meeting to explain the issues in more detail to help Council to respond to the key consultation questions.

It was **RESOLVED** for this item to be deferred to the 11th January 2022 Town Council Meeting and to request a Central Bedfordshire Council Officer to attend.

10. **ITEMS FOR INFORMATION - None.**

11. **PLANNING APPLICATIONS**

a. **CB/21/04859/FULL 3 Lilac Grove, Biggleswade, SG18 8TP**

Demolition of the existing conservatory and construction of 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.

b. **CB/21/00899/FULL Land to the rear of 48- 52 Lawrence Road, Biggleswade, SG18 0LS**

Construction of new residential house, formation of access, parking, turning and garden areas.

This planning application was presented at the Town Council meeting of 6<sup>th</sup> April 2021 – the resolution was as follows:

“It was **RESOLVED** that the Town Council **OBJECTS** to this planning application for the following reasons: Objection - due to: 1) poor access. 2) lack of capacity on the road. 3) raising the issue of construction lorries and the right of way access for four houses. 4) Road must be made a one-way. 5) The two storeys are overbearing and intrusive of the neighbours.”

Members noted that Biggleswade Town Council’s letter to Central Bedfordshire Council regarding the planning application resolution as decided at the meeting of 6<sup>th</sup> April 2021 did not match the recorded Minute. Members wanted to make clear that the Council wishes the record to reflect its objection to this planning application.

It was **RESOLVED** that the Town Council wishes to support Central Bedfordshire Council’s position and wishes to make clear that the Town Council **OBJECTS** to this planning application for the following reasons: 1) poor access, particularly with roadside parking; 2) lack of capacity on the road and the possibility of it becoming one-way; 3) access for construction traffic; 4) access for the four neighbouring houses that use adjacent land for parking; 5) Two storeys are overbearing and intrusive of the neighbours, particularly Maythorn.

c. **CB/21/04886/FULL 31 Bluebell Close, Biggleswade, SG18 8SL**

Single storey extension to front of dwelling to form porch and enlarge garage.

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.

d. **CB/21/04782/FULL 34 Courtlands Drive, Biggleswade, SG18 8PQ**

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.

e. **CB/21/04659/FULL 51 The Baulk, Biggleswade, SG18 0QA**

New pitched roof to replace the existing first floor flat roof.

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.

f. **CB/21/04827/FULL Holme Court, London Road, Biggleswade, SG18 9ST**

Proposed warehouse extension (dry storage).

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.

g. **CB/21/04946/FULL 6 Cedar Avenue, Biggleswade, SG18 0DE**

Two storey and single storey front extension with new porch and part first floor 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.

h. **CB/21/04608/ADV Land at Phase 6 Stratton Business Park, East Of Pegasus Drive, Biggleswade**

Advertisement: Building logo illuminated signs, vinyl signs, way-in, way-out pole mounted signs and building panel signs.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

i. **CB/21/04997/FULL 3 Hawesmere Close, Biggleswade, SG18 8QH**

To replace existing conservatory roof with a replica tiled roof.

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.

j. **CB/TRE/21/00490 1 The Close, Biggleswade, SG18 0AT**

Works to trees protected by a Tree Preservation Order in a conservation area: Fell, process and remove the Lime Tree.

This planning application was **NOTED**.

k. **CB/TCA/21/00581 Brigham House, 93 High Street, Biggleswade, SG18 0LD**

Works to trees in a Conservation Area: Thin crown and reduce overhang to neighbouring property at 95 High Street to Horse Chestnut Tree T2.

This planning application was **NOTED**.

12. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

13. **ITEMS FOR INFORMATION**

a. **Temporary Closure of Part of Biggleswade Public Bridleway No. 58**

Cllr G Fage felt it is in the best interests of the Town Council to understand what the long-term plan is for Stratton Business Park and for the Council to have visibility on these plans.

Cllr M Foster, in his capacity as Chairman of the Biggleswade Joint Committee, suggested that a Central Bedfordshire Council officer could provide a presentation to Members of that Committee at the next meeting, scheduled for January 2022.

Cllr Strachan expressed interest in what the road would be for that is described in the correspondence.

The temporary closure was **NOTED**.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council requesting further information on the current and planned rights of way on and around Stratton Business Park.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council requesting that officers present a report to the Biggleswade Joint Committee on the progress of and planned growth of Stratton Business Park at the next Biggleswade Joint Committee Meeting in January 2022.

b. **Biggleswade Footpath No. 24**

This was item 11a on the Town Council Meetings Minutes of 9<sup>th</sup> November 2021. The resolution was to contact Central Bedfordshire Council to ask for an explanation as to why the path needs to be closed for a month and to point out that the map appears to be incorrect.

The Professional Assistant updated Members that Central Bedfordshire Council's chosen contractor for these works had responded to advise that the path needs to be closed for "clearance of vegetation, groundworks to take place and for erection of the boundary fencing and landscaping to be completed."

Central Bedfordshire Council had not responded to the Town Council's comment that the map provided under Item 11a of the Agenda for the Meeting of the 9<sup>th</sup> November 2021 was incorrect.

The response from Central Bedfordshire Council was **NOTED**.

c. **Trinity Methodist Church Defibrillator Project**

The letter from Trinity Methodist Church was **NOTED**.

**14. 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.

There were no members of the public present.

**15. 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.

(16a. Biggleswade CCTV Strategy)

(16b. Town Clerk's Appraisal & Objectives 2021/2022).

The Chairman closed the Meeting at 8.17 pm

**16. 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.

**a. Biggleswade CCTV Strategy**

Members considered the proposals submitted by CBC and Herts CCTV.

Members requested that Officers share recently received heatmaps showing historical, current and potential criminal activity as well as existing camera locations to help Members identify future improvements.

Members requested that Officers review the three cameras at Century House to ensure they are compatible with the preferred solution.

Members discussed consideration of a suspension of Financial Regulations relating to the quotes for installation of the CCTV.

It was **RESOLVED** that:

1. BTC strategically aligns itself with the Herts CCTV proposal, to upgrade the existing three BTC fixed cameras, procure three new fixed cameras, in order to retain a full complement of six upgraded cameras.
2. The indicative £19,775 funding for the cameras upgrade this year should come from Section 106 Town Centre Improvements in light of the clear benefits these camera upgrades will have on community safety.
3. BTC should adopt a partnership-based approach with Herts CCTV on scoping the current and future fixed and mobile camera-based solutions and locations to consolidate BTC control and strategic aspirations using available evidence and data.
4. Consideration be given to adding a second mobile camera.

**b. Town Clerk's Appraisal & Objectives 2021/2022**

The Town Clerk & Chief Executive's review and objectives for 21/22 were noted.