



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 24TH AUGUST 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 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 – Cllr S Watkins (CBC Ward Councillor)

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 and Cllr M Foster.

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

The Mayor announced that that day marked the anniversary of Peter Tarrant joining the Town Council as Town Clerk & Chief Executive. Mr Tarrant drove the Town Council response to Covid and has initiated changes to the Council and its services to ensure that the Council is fit to serve an expanding town. His most notable achievements are a re-energised staff team and fit-for-purpose Public Realm Depot. Members thanked Mr Tarrant for a successful first year.

The Deputy Mayor, Cllr M Foster and Cllr S Watkins (CBC Ward Councillor) attended the official opening of the Biggleswade Cricket Club's Cricket Nets. Funding was secured from the Wind Farm Grant and Ward Councillor Grants and the event celebrated the addition of these nets to the offerings of the Cricket Club.

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

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received the Minutes of the Town Council Meeting held on the **Tuesday 27th July 2021** at the offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

Page 10 – Item 9g – Cllr G Fage – remove the repetition in the last three lines of the paragraph.

Subject to this amendment being made, Members **APPROVED** the Minutes of the Town Council Meeting held on **Tuesday 27th July 2021**.

8. MATTERS ARISING

- a. From the Minutes of the Town Council Meeting held on **Tuesday 27th July 2021**.

Items 9 and 10 – Council resolved to object to the appeals and to send a letter to the Planning Authority. Cllr Bond sent the representation by email and asked if this counted as the representation - the Town Clerk & Chief Executive confirmed that it does.

Item 11a – The Jerk Hub's Street Trading Application: Cllr G Fage confirmed this had been presented to the Town Centre Management Meeting and asked the Assistant Town Clerk if the Committee's response had been sent in to Central Bedfordshire Council in a timely manner. The Head of Governance & Strategic Partnerships will send an update to Councillors on this.

9. **PLANNING APPLICATIONS**

a. **CB/21/03284/FULL - 5 Holme Court Avenue, Biggleswade, SG18 8PF**

False pitched roof to porch and garage, render and new windows.

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.

b. **CB/21/03394/FULL - 17 St Margarets Gardens, Biggleswade, SG18 8NU**

Demolition of existing garage and conservatory and erection of 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.

c. **CB/21/03220/FULL - 18 Maskin Drive, Biggleswade, SG18 8JQ**

Part conversion of garage to habitable space.

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/21/03428/FULL - 33 Maunder Avenue, Biggleswade, SG18 8GL**

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/21/03452/FULL - 132 Mead End, Biggleswade, SG18 8JX**

Loft conversion with rear flat roof dormer and front rooflights.

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/21/03376/FULL - Elmside, Potton Road, Biggleswade, SG18 0EJ**

Two storey side and single storey rear extensions.

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/21/03364/FULL - Little Acre One, Langford Road, Biggleswade, SG18 9JU**

Change of use of land to extend area for siting of additional static and mobile caravans with new separate cross over/vehicular access.

It was **RESOLVED** that the Town Council does not object to this application but would like to request that the Highways Officer's comments on this application be highlighted and taken into consideration as the Town Council is concerned about the access and egress of this site onto Langford Road.

h. **CB/21/03536/FULL - 70 Rowan Crescent, Biggleswade, SG18 0PG**

Single storey rear and 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.

i. **CB/21/03372/FULL - 15 Nursery Close, Biggleswade, SG18 0HR**

Removal of existing conservatory and replace with 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.

j. **CB/19/04301/OUT - Land North of Biggleswade Bedfordshire SG18 0HB**

Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.

Cllr G Fage advised the meeting that a proposed objection response to Central Bedfordshire Council had been circulated to Members earlier today in relation to a number of critical traffic and access concerns, disruption to residents and the public and potential risk to archaeology.

Cllr G Fage further highlighted that Central Bedfordshire Council had engaged external consultants to conduct an in-depth review of the Applicant's analysis of the Sun Street/Shortmead Street junction on a previous application, suggesting they had significant concerns around the proposed modelling for this junction at that time. Biggleswade Town Council's commissioned Traffic Consultants have reiterated many of those concerns in this new Outline Application in relation to the Drove Road / London Road junction. Given the severity of these concerns, the Town Council requests that CBC engage those same external consultants to conduct a similar analytical review on the Drove Road / London Road junction modelled plans.

Members extended their thanks to Cllr G Fage for his significant input into dealing with this application and putting together the Town Council's response.

It was **RESOLVED** that:

- the Town Council submit this formal response to Central Bedfordshire Council subject to minor amendments;
- the Town Council request that CBC add the following documents to its Planning Portal for this Outline Planning Application so that they are available to members of the Public, Members of the Central Bedfordshire Council Development Management Committee, as well as any other interested parties:
 - Biggleswade Town Council's response to this Outline Planning Application;
 - Biggleswade Town Council's Technical Audit of the Applicant's Transport Assessment;
 - Sandy Town Council's response to this Outline Planning Application;
- that the Town Council write to Central Bedfordshire Council to ask that it engages the services of the Consultants who conducted the analysis of Sun Street / Shortmead Street to conduct further in-depth and expert analysis of the London Road / Drove Road Junction.

Cllr Russell extended the Town Council's thanks to the Transport Consultant for their professionalism and issuing its report to a very tight deadline, with not all information being readily available to them to conduct this work.

k. **CB/21/03763/VOC - 60 Saffron Road. Biggleswade. SG18 8DJ**

Variation (or removal) of Conditions 2 and 3 against Planning Permission CB/21/01285/VOC (Variation of condition number 3 of planning permission CB/20/04501/FULL (Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties). Changes in design from a double storey extension to 60 Saffron Road to a Single storey lean to extension) Replace previous drawings with the new drawing revisions showing the minor design change.

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.

10. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

11. **ACCOUNTS**

a. **Financial Administration:**

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

- i. Detailed Balance Sheet to 30/06/2021.
- ii. Summary Income and Expenditure by Committee 30/06/2021.
- iii. Detailed Income and Expenditure by Committee 30/06/2021.
- iv. Lloyds Bank Payment listing June 2021.

12. **ITEMS FOR CONSIDERATION**

a. **Electric Vehicle Charge Points**

The report submitted by the Place Shaping Manager sets out proposed plans for Electric Vehicle Charge Points within Biggleswade as well as a list of proposed locations. The Town Clerk & Chief Executive advised that this project is still very much in the early stages of planning and information on logistics and finer details is still to come. Additional questions were raised about whether the currently available funding is for public charging points or council charging points only.

It was **RESOLVED** that:

- Town Council Officers share Central Bedfordshire Council's plans and documentation for EV Charge Points with Councillors.
- The Town Council request Central Bedfordshire Council provide a summary of the responses they have received to their consultation with the public.
- The Town Council invites Central Bedfordshire Council Officers to attend at a future Town Council Meeting to present the scheme in greater detail to Councillors and Officers.

b. **Market Strategy**

Cllr G Fage summarised that the Market Strategy was put forward for consideration four months ago and is a framework on how to transform and grow the Biggleswade Market. The current Market Strategy has not changed since then as the Market Working Group has not been able to meet to review this. When the Market Working Group is able to meet, the amended document will then be put forward for consideration by Members at a future Town Council meeting.

It was **RESOLVED** to endorse the current Market Strategy until such time as the Market Working Group has had an opportunity to review the document and suggest changes to it.

The Market Policy was approved at the Town Centre Management Meeting of 18 August 2021. Biggleswade Town Council consulted with Traders and the responses were collated into the currently presented format.

It was **RESOLVED** for the Town Council to adopt the Market Policy.

c. **CB/TCA/21/00380 - 8 Barn Field Close, Biggleswade, SG18 8FN**

Works to trees within a Conservation Area: Remove to ground level. Sycamore Trees T1, T2, T3, T4 and T5.

This works order was **NOTED**.

d. **CB/TRE/21/00374 - Second Meadow, Fairfield Road, Biggleswade, SG18 0BS**

Works to trees protected by a Tree Preservation Order: The lower hanging branches of Group 1 English Oak trees x5 and Group 2 Lime trees x5, Ash Tree x1 and Hornbeam x1 need to be trimmed back away from the fence. Mid-height branches need to be cut back to allow the light to shine directly on to the pitch.

This works order was **NOTED**.

12. **ITEMS FOR INFORMATION**

None.

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.

Cllr Steven Watkins addressed the Town Council in relation to the Electric Charging Points and confirmed that a CBC Officer would be happy to address the Town Council.

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. Recommendation of Meeting of the Town Centre Management Committee)
(15b. Queen's Award for Voluntary Service)

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. **Recommendation of Meeting of the Town Centre Management Committee**

It was suggested that Wilma Solomon, the Town Council's newly appointed Head of Finance & Planning, be invited to the Finance & General Purpose meeting on 7th September 2021.

For Members to consider the recommendation from the Town Centre Management meeting of Tuesday 17th August 2021 at which quotes for Christmas lights for 2021 were considered and recommended for approval. In order to resolve adoption of these recommendations, Members are advised to take account of Financial Regulations as follows:

- a. Christmas light display festoons- The contract with the current provider has expired and in order to accept the quote, Members are requested to approve an extension of the contract under Financial Regulation 11.1.a.iv for one year only.
- b. Christmas Light Switch-on quote 2 (without Video screen) - it has not proved possible to obtain three quotes for this service. Due to the specialist nature of the service, Members are requested to resolve, under Financial Regulation 11.1.a.vii, to suspend the requirement for competitive quotes for this reason. Also, to approve the quote received.
- c. Christmas Light Show covering 8 shows- it has not proved possible to obtain three quotes for this service. Due to the specialist nature of the service, Members are requested to resolve, under Financial Regulation 11.1.a.vii, to suspend the requirement for competitive quotes for this reason. Also, to approve the quote received.

It was **RESOLVED** to approve the contract extension and the quotes as recommended by Town Centre Management Committee.

It was requested that formal tendering for the Christmas lights take place in 2022.

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

It was **RESOLVED** to submit a nomination for Biggleswade Good Neighbours for the Queen's Award for Voluntary Service.

The Chairman closed the Meeting at 8.45 pm