



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 8<sup>th</sup> FEBRUARY 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr M. Russell (Chairman)  
Cllr D. Albone  
Cllr I. Bond  
Cllr K. Brown  
Cllr L. Fage  
Cllr F. Foster  
Cllr M. Foster  
Cllr M. Knight  
Cllr H. Ramsay  
Cllr M. North  
Cllr D. Strachan  
Cllr C. Thomas  
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive  
Mr K. Hosseini – Head of Governance & Strategic Partnerships  
Mr P. Truppin – Head of Place Shaping & Town Centre Management  
Mrs W. Solomon – Head of Finance & Planning – via Zoom  
Ms. H. Calvert – Administration & HR Manager  
Ms. S. Jolly – Meeting Administrator

Members of the Public - 5

**Meeting Formalities:**

Following a reminder to meeting attendees 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 to 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.

**1. APOLOGIES FOR ABSENCE**

Cllr G Fage and Cllr R Pullinger.

**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. It was **RESOLVED** to suspend the relevant Standing Order for the purposes of this meeting so that Councillors and Officers need not stand when speaking during the meeting. It was agreed that a permanent amendment to Standing Orders would be on the agenda of the next meeting.

#### **b. Sod-Cutting Ceremony – 3rd February 2022**

Tritax Symmetry, who brought the Co-Op to Biggleswade, are now building four more units on Stratton Business Park and the Mayor was invited to the Sod-Cutting Ceremony. Tom Leeming of Tritax will be the guest speaker at the next Town Council Meeting to update on this new project.

#### **c. Biggleswade Neighbourhood Plan**

Cllr M Russell was delighted to announce that the Neighbourhood Plan was finally submitted to Central Bedfordshire Council on 7<sup>th</sup> February 2022, together with the Consultation Statement; a Basic Conditions Statement (i.e. a statement that the Plan is compliant with legislation); the Biggleswade Green Infrastructure Plan; the Biggleswade Town Centre Masterplan; and a map of the Plan area, i.e. the parish boundary.

Council approved the plan on 25<sup>th</sup> January and it had been hoped to submit it the following day. However, there were GDPR issues to sort out since CBC asked for contact details for all those who had responded to the Regulation 14 Consultation so that CBC could contact them about the Regulation 16 Consultation, which they will conduct over six weeks.

There was also an issue about a new First Homes requirement in Planning Practice Guidance which requires 25% of Affordable Homes to be First Homes. CBC were concerned that there was no statement about First Homes in the Neighbourhood Plan. However, the Council's consultant, Dave Chetwyn, having spoken to CBC, advised that 'inclusion of First Homes is not a binding requirement in terms of meeting the Basic Conditions and the addition of such a policy would need evidence on housing need and viability to be commissioned and a repeat of the Regulation 14 Consultation, which would delay the Neighbourhood Plan by some 4/5 months'. He further advised that Central Bedfordshire should take the lead on First Homes through the Local Plan process and recommended that our Neighbourhood Plan should be submitted.

The Council now waits to hear that the Regulation 16 Consultation has gone live and about possible arrangements for the Examination by a Planning Inspector.

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

None.

### **5. INVITED SPEAKER**

a. Lisa King, Community Agent from Bedfordshire Rural Communities Charity, was unable to attend. She will attend a future Town Council meeting.

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

#### **a. Derelict Industrial Site**

Cllr Knight informed Members of a derelict industrial site located half a mile from Baden Powell Way. The buildings on the site were not secure, were in a dangerous condition, and children were playing on the site. Cllr Knight asked how the Town Council might address this situation.

It was agreed that an informal discussion would take place after the meeting to discuss how the Town Council should proceed.

b. **Waste Sacks**

Cllr Woodhead asked about the withdrawal by CBC of the supply of recycling material to the Town Council for distribution to residents. It was agreed that Mr. Tarrant would investigate.

c. **Bedfordshire Bulletin**

Cllr F Foster asked whether the Town Council would continue to advertise in the Bulletin, as it had previously. Mr. Tarrant confirmed that advertising would continue.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the Town Council Meeting held on **Tuesday 25<sup>th</sup> January 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

The Minutes were **APPROVED** as a true and accurate reflection of discussions.

8. **MATTERS ARISING**

Item 13a – Cllr Ramsay asked for an update regarding the lack of response from GP practices. Mr. Tarrant said that he would engage with the GP practices in person.

9. **ITEMS FOR CONSIDERATION**

- a. **NALC Policy Consultation Briefing - OFCOM Postal Regulation Consultation**

The document was **NOTED**.

- b. **CBC's Village Halls & Community Buildings Survey 2021**

It was noted that the Town Council had responded to this survey regarding the Orchard Community Centre. The survey was **NOTED**.

10. **ACCOUNTS**

- a. **Financial Administration**

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

- i. Detailed Balance Sheet to 31/12/2021.
- ii. Summary Income and Expenditure by Committee 31/12/2021.
- iii. Detailed Income and Expenditure by Committee 31/12/2021.
- iv. Lloyds Bank Payment listing December 2021.

11. **PLANNING APPLICATIONS**

- a. **CB//21/05233/FULL - 19A High Street, Biggleswade, SG18 0JE**

Proposed kitchen extract system.

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

Members also queried why there did not appear to be a Planning Application for change of Use from Class E to Class A5 (takeaway).

b. **CB/21/04624/FULL - 29 Osprey Road, Biggleswade, SG18 8DZ**

Retrospective erection of 1 metre high fencing.

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/2200261/FULL – 212 London Road, Biggleswade, SG18 8PJ**

Proposed single storey rear extension replacing existing conservatory. Second floor side extension over existing ground floor extension. External changes to roof, external materials and porch.

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.

12. **ITEMS FOR INFORMATION**

a. **Erlensee Twinning Association AGM**

Cllr Woodhead attended the Annual General Meeting of the Erlensee Twinning Association on 31<sup>st</sup> January 2022. It had been agreed at the AGM that the Twinning Association would be less formal in future. Any structural changes would be reported to a future Town Council meeting. However, the links with Erlensee would remain and exchange visits would continue.

b. **Grants 2022/2023**

The thank you letter for the grant awarded to Bedfordshire Rural Communities Charity, Kings Corner and Biggleswade Baptist Church was noted.

13. **PUBLIC OPEN SESSION**

Mr Reynolds referred to the poor condition of the road surface in Bonds Lane and asked when it would be repaired. It was agreed that Cllr Bond would find out if repairs would be made on completion of the building site as part of the S.106 and, if not, when the road would be included in CBC's maintenance schedule.

Mr Reynolds also referred to the number of commercial waste bins in Bonds Lane. It was agreed that contact would be made with CBC regarding this matter.

14. **EXEMPT**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Council resolves to exclude the public and press by reason of the confidential nature of the business about to be transacted.

There were no exempt matters.

The Chairman closed the Meeting at 7.23pm