



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL**  
**ANNUAL STATUTORY MEETING**  
**HELD ON TUESDAY 10<sup>th</sup> MAY 2022 AT 19:00 PM**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE**  
**OLD COURT HOUSE, SAFFRON ROAD**



**PRESENT:**

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

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K. Hosseini - Head of Governance & Strategic Partnerships  
Ms H. Helen Calvert - Administration & HR Manager  
Mrs R. Jandu – Senior Administrator

Members of Public – 2

**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.

**22/0001.0      ELECTION OF TOWN MAYOR FOR THE YEAR 2022/2023**

It was **RESOLVED** that Cllr Grant Fage to be elected to the Office of Town Mayor of Biggleswade, for the year 2022/2023.

**22/0002.0      DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Grant Fage, signed the Declaration of Acceptance of Office.

Cllr G Fage formally thanked Cllr Russell for her three years of service as Mayor.

**22/0003.0      ELECTION OF DEPUTY TOWN MAYOR**

It was **RESOLVED** that Cllr Madeline Russell be elected to the office of Deputy Town Mayor of Biggleswade, for the year 2022/2023.

**22/0004.0      DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Cllr Madeline Russell, signed the Declaration of Acceptance of Office.

**22/0005.0      MEMBERSHIP OF STANDING COMMITTEES**

It was **RESOLVED** that the membership of Standing Committees and the appointment of Chairs and Vice Chairs is adopted as follows:

**22/0005.1      i.      **Town Centre Management (TCM):****

Cllr M Knight (Chair), Cllr G Fage, Cllr D Albone, Cllr I Bond, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan (Vice Chair), Cllr C Thomas, Cllr J Woodhead.

**22/0005.2      ii.      **Finance & General Purpose (F&GP):****

Cllr R Pullinger (Chair), Cllr M North, Cllr D Albone, Cllr I Bond, Cllr G Fage, Cllr M Knight, Cllr H Ramsay, Cllr M Russell, Cllr D Strachan, Cllr M Foster (Vice Chair).

**22/0005.3      iii.      **Public Lands and Open Spaces (PLOS):****

Cllr F Foster, Cllr C Thomas (Vice Chair), Cllr K Brown, Cllr G Fage, Cllr M Knight, Cllr M North (Chair), Cllr M Russell, Cllr D Strachan, Cllr R Pullinger, Cllr M Foster, Cllr J Woodhead.

**22/0005.4      iv.      **Personnel:****

Cllr J Woodhead (Chair), Cllr H Ramsay (Vice Chair), Cllr M Foster, Cllr F Foster, Cllr M Knight, Cllr M North, Cllr R Pullinger, Cllr M Russell, Cllr D Strachan, Cllr C Thomas.

**22/0005.5      v.      **Appeals:****

Cllr K Brown (Chair), Cllr I Bond (Vice Chair), Cllr D Albone, Cllr L Fage.

**22/0006.0      BIGGLESWADE JOINT COMMITTEE**

Under the new constitution for the Biggleswade Joint Committee, Members will be elected annually to sit on this Committee.

**22/0006.1**      It was **RESOLVED** that membership of the Biggleswade Joint Committee for 2022/2023 is adopted as follows:

4 Members: Cllr M Russell, Cllr M North, Cllr H Ramsay, Cllr C Thomas.

2 substitutes: Cllr R Pullinger, Cllr D Albone.

**22/0007.0**      **APPOINTMENT OF REPRESENTATIVES**

It was **RESOLVED** that the following Members be appointed to outside bodies for 2022/2023:

**22/0007.1**      **i.      Bedfordshire Association of Town & Parish Councils:**

3 Members for voting at the AGM: Cllr M Knight, Cllr H Ramsay, Cllr C Thomas.

**22/0007.2**      **ii.     Biggleswade Twinning Committee:**

1 Member: Cllr J Woodhead.  
1 Substitute: Cllr D Albone.

**22/0007.3**      **iii.    Sir John Cotton Educational Foundation:**

2 Town Council representatives: Cllr J Woodhead, Cllr M North.

**22/0007.4**      **iv.     Fen Reeves Meetings:**

1 Member: Cllr I Bond.  
1 Substitute: Cllr M North.

**22/0007.5**      **v.      Langford and Biggleswade Community Fund Group:**

Cllr M North and Cllr H Ramsay.

**22/0007.6**      **vi.     Police Liaison Officer:**

1 Member: Cllr D Strachan 1 Substitute: Cllr M Knight.

**22/0007.7**      **vii.    Biggleswade Green Wheel Development Group:**

2 Members: Cllr I Bond, Cllr R Pullinger.  
1 Substitute: Cllr M Foster.

**22/0008.0**      **APOLOGIES FOR ABSENCE**

Cllr R Pullinger.

**22/0009.0**      **DECLARATIONS OF INTEREST**

**22/0009.1**      **Disclosable Pecuniary interests in any agenda item:**

Cllr Bond – Item 10a – Planning Application: Tree Works Application: CB/TRE/22/00196.

**22/0009.2**      **Non-Pecuniary interests in any agenda item:**

Cllr Bond – Item 10b - Planning Application – 17 Banks Road, Biggleswade.

## **22/0010.0 TOWN MAYOR'S ANNOUNCEMENTS**

**22/0010.1** There were no announcements from the new Mayor, Cllr G Fage.

**22/0010.2** Announcements from the previous Mayor, Cllr Russell:

### **Central Bedfordshire Council's Civic Service in celebration of HM The Queen's Platinum Jubilee**

On Sunday, Cllr Russell attended Central Bedfordshire Council's Civic Service in celebration of HM The Queen's Platinum Jubilee, held at St. Mary's Church, Woburn, with refreshments and networking after at the Woburn Inn. The service, in the presence of HM Lord Lieutenant, the High Sheriff and the Duchess of Bedford, was dignified and ceremonial at its best with an array of British Legion standards from across the area, including Biggleswade. Cllr Russell said she was honoured to represent Biggleswade. Cllr Russell advised it was a lovely way to end her time as Mayor.

## **22/0010.3 Access for All Scheme**

Cllr Russell attended a formal opening of the new cycle storage facility at Biggleswade Station, along with Mr Richard Fuller, MP for North-East Bedfordshire. This is part of the Access for All Scheme. There are three types of storage for cycles, some of which is secure and some open, although all is covered by CCTV. A fob is needed to access the secure storage which can be obtained from the ticket office on provision of photo ID and giving personal details. This is free of charge.

The group adjourned to the Town Hall for a progress meeting. Network Rail advised costs have gone up substantially and they are re-assessing construction methods to fit the budget, however the design will not be changed. They hope to have final financial approval from their internal Investment Authority by the end of July 2022, when they will formally award the contract. They expect to start on site in October 2022, the main works will be done over the Christmas line closure and they still expect the facility to be open by June 2023.

Govia Thameslink Rail confirmed the new toilets will be built in this financial year for male, female and disabled.

The Transport Interchange is still on course to be completed by March 2023. The detailed design work is still in progress. Traffic Regulation Orders will go to the Traffic Management Committee on 24<sup>th</sup> May 2022 with discharge of the planning conditions by the end of June 2022. Work will start on site in July 2022.

## **22/0011.0 PUBLIC OPEN SESSION**

None.

## **22/0012.0 MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members reviewed the Minutes of the **Town Council Meeting of 26<sup>th</sup> April 2022** held at the Biggleswade Town Council Offices, 4 Saffron Road, Biggleswade, SG18 8DL at 7pm.

- Cllr L Fage offered apologies for replying late regarding her absence. It was agreed to add Cllr L Fage under the Apologies for Absence section.

- Section 9c: The Biggleswade Joint Committee is to be amended to reflect the meeting being held at 2:30pm, not 7pm.

Subject to these amendments being made, these Minutes were **APPROVED**.

#### **22/0013.0 MATTERS ARISING**

None.

#### **22/0014.0 PLANNING APPLICATIONS**

Cllr G Fage advised that future planning applications will not need to be added to agenda, only the live links allowing access online.

#### **22/0014.1 CB/22/01464/FULL – 35 Stratton way, Biggleswade, SG18 0NS**

Conversion of annex to an independent dwelling.

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

#### **22/0014.2 CB/22/01496/FULL – 38 Fairfield Road, Biggleswade, SG18 0BS**

Single storey rear extension.

There was **NO OBJECTION** to this planning application, subject to neighbours.

#### **22/0014.3 CB/22/00261/FULL – 212 London Road, Biggleswade, SG18 8PJ**

Proposed Single storey extension replacing conservatory, proposed first floor side and rear extension, proposed front porch and front elevation alterations.

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

#### **22/0014.4 CB/22/01389/FULL – 33 Shortmead Street, Biggleswade, SG18 0AT**

Single storey front porch.

Cllr Bond clarified the historical pretext on the agenda relates only to the land to the rear and to disregard those comments.

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

#### **22/0014.5 CB/TCA/22/00165 – 3 St. Andrews Close, Biggleswade, SG18 8BB**

Works to trees in a conservation area: looping and topping to Leylandii (T1, T2, T3, T4, and T5) due to not having been cut in over ten years and causing excessive shading in the garden.

This application was **NOTED**.

**22/0014.6 CB/TRE/22/00136 - 1 The Close, Biggleswade, SG18 0AT**

Works to trees protected by a Tree Preservation Order in a conservation area - Crown Reduction to Yew Tree (T1) as overgrown (previously granted). Fell Yew Tree (T2) misshapen. Fell Lime Tree (T3) as self-seeded and poor quality. Protected by TPO 4/1988 and listed as G2.

This was **NOTED**.

**22/0015.0 PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

**22/0016.0 ITEMS FOR CONSIDERATION**

None.

**22/0017.0 ITEMS FOR INFORMATION**

**22/0017.1 Biggleswade Twinning Association**

Members reviewed the communication from the Joint Chairs of the Biggleswade Twinning Association, Dianne Kenny and Sue Cleghorn.

Cllr Russell encouraged the Town Council to consider sending a representative to visit Erlensee on the invitation dates set out in the letter. Cllr G Fage agreed and would consider his diary for the dates shown.

**22/0018.0 PUBLIC OPEN SESSION**

**22/0018.1 Mr Andy Skilton, Access for All Scheme - Via Zoom**

Mr Skilton congratulated Members on their new appointments and thanked all Councillors for their work on their respective Committees.

Mr Skilton has been speaking to other community activists on social media and in town as a new resident in Biggleswade and as a way of meeting local people. Mr Skilton asked if BTC would consider having using the slogan "Sustainability Capital of Bedfordshire."

Mr Skilton requested the new cycle parking needs to be promoted more to raise awareness via the Town Council website and social media. Cllr G Fage agreed promotion would be more forthcoming as the Town Council has recently recruited a Communications Lead.

**22/0018.2 EXEMPT ITEMS**

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.

**20a. Corporate Aspirations Update**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press because of the confidential nature of the business about to be transacted.

**22/0020.0 EXEMPT ITEMS**

**22/0021.1 Corporate Aspirations Update**

Funding for additional programmes was discussed.

Meeting closed at 8:15pm