



Ref: Agenda/Council-26/04/2022

21st April 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Council Meeting of Biggleswade Town Council that will take place on **Tuesday 26th April 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **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, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_16L0b4gxSzSAnLE-kxQXoA

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **one three-minute slot**.

5. INVITED SPEAKER

None.

6. MEMBERS QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The minutes of the Town Council Meeting held on **Tuesday 12th April 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The minutes of the Annual Assembly held on **Tuesday 19th April 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. From the minutes of the Town Council Meeting held on **Tuesday 12th April 2022**.

9. ITEMS FOR CONSIDERATION

a. Public Works Board Loan

For Members to consider the written report by the Town Clerk & Chief Executive.

b. Statement of Community Involvement Consultation Draft

The Central Bedfordshire Council consultation will run for six weeks from 10am on Tuesday 19th April 2022 until 10am on Wednesday 1st June 2022. Details of how to respond to the consultation are available on the [Consultations](#) page of the website.

c. Meeting dates 2022 to May 2023

For Members to receive an oral update from the Head of Governance & Strategic Partnerships. A summary of Council meetings for 2022/2023 is attached.

10. PLANNING APPLICATIONS

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

a. CB/TRE/22/00196 - Shortmead House, Shortmead Lane, Biggleswade, SG18 0FG

Works to trees protected by Tree Preservation Order MB/02/00006 W1:trim Oak Tree to give 3 metres clearance and balance Ash Tree and trim no more than 15%.

b. CB/22/01161/FULL - 17 Banks Road, Biggleswade, SG18 0DY

Creation of vehicular access to rear of dwelling and double carport.

c. CB/22/00466/FULL - Fairfield Cottage, Fairfield Road, Biggleswade, SG18 0AA

New garage and store to replace a range of existing outbuildings and garages.

d. **CB/22/01420/FULL - 1A Havelock Road, Biggleswade, SG18 0DB**

Conversion from A1 to C3 to create 1x one bedroom flat, with extension to the front and reduction to roof height.

11. PLANNING APPLICATION OUTCOME

- a. A report of the Planning Application Outcomes as of 19th April 2022.

12. ITEMS FOR INFORMATION

- a. **Grants 2022/2023**

Thank you letters for grants received for Members information.

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.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_16L0b4gxSzSAnLE-kxQXoA

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

14. EXEMPT ITEMS

The following resolution will be **moved** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

None.

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.



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 12th APRIL 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 G Fage (Deputy Chairman)
Cllr D Albone
Cllr K Brown
Cllr I Bond
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr R Pullinger
Cllr H Ramsay
Cllr D Strachan
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mrs W Solomon – Head of Finance & Planning
Mr I Lord – Place Shaping Manager
Ms H Calvert – Administration & HR Manager
Mrs S van der Merwe – Deputy Administration & HR Manager

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 L Fage, Cllr M North and Cllr J Woodhead.

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. Ukraine Conflict

Cllr Russell continued to remember people of both Ukrainian and Russian origin in the Biggleswade community and said that the situation in Ukraine remains in our thoughts and prayers.

b. Sandy Civic Service – 27th March 2022

The Mayor and Deputy Mayor both attended Sandy Town Council's Civic Service on 27th March 2022. The Mayor, Cllr. Martin Pettitt, had tested positive that morning and his Deputy, Cllr Joanna Hewitt, led the proceedings. It was an enjoyable occasion and another chance to catch up with colleagues, including the Police and Crime Commissioner.

c. Biggleswade Rotary Club – Charter Lunch – 12th April 2022

The Mayor attended the Biggleswade Rotary Club's Charter Lunch at the John O'Gaunt Golf Club. A Charter Lunch is the anniversary of the Club's founding and Biggleswade Club is now 56 years' old. The Mayor was invited to say a few words in response to a toast and was able to thank the President of the Rotary Club, Barbara Hazell, for being a member of the Neighbourhood Plan Steering Group.

d. Biggleswade Neighbourhood Plan Regulation 16 Consultation

The Mayor said that some questions had been received from the inspector who is examining the Neighbourhood Plan. The questions are technical and have been referred to Dave Chetwyn of Urban Vision Enterprise CIC. We were also informed that we cannot now expect the inspector's final report until the end of May. There is no indication yet of when the referendum may take place.

4. PUBLIC OPEN SESSION

a. Mr Reynolds – Palace Street Consultation

Mr Reynolds expressed concern about traffic turning right from Palace Street into the path of vehicles coming round the bend on the corner of Saffron Road/Station Road. Cllr Russell said that the junction of Station Road and Saffron Road will become a T Junction under the proposed plans which will slow traffic down. Mr Reynolds queried whether this change will involve a loss of parking. Cllr Russell said that the Town Council has responded to the overall changes proposed with suggestions to minimise the loss of parking. The Town Council is awaiting the outcome from Central Bedfordshire Council.

5. INVITED SPEAKERS

Lisa King – Biggleswade Community Agent

Ms. King provided Members with an update on the services she has provided to the community in the last year. She thanked the Town Council for its support of the Community Agent role which assists some of the most vulnerable within the town.

6. MEMBERS' QUESTIONS

There were none.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the **Town Council Meeting** held on **Tuesday 22nd March 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

- Page 11 – Hitch Mead should be corrected to read “Hitchmead”.
- Open Session - Ward Councillor Grant – Cllr M Foster asked for the record to be corrected to reflect “up to £1,000” instead of “up to £2,000”.

With these amendments, the Minutes were **ACCEPTED** as a true and accurate record.

- b. Members were provided with the Minutes of the **Finance & General Purposes Committee Meeting** of **15th March 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

Cllr Pullinger said that further details of the Cost & Efficiency Review will be brought to the next Finance & General Purposes Committee meeting on 21st June 2022.

These Minutes were **NOTED**.

8. **MATTERS ARISING**

- a. From the Minutes of the **Town Council Meeting** held on **Tuesday 22nd April 2022**.

Cllr M Foster asked for an update on the Ward Councillor’s Grant for the Adopt-A-Street Litter Picking initiative.

Mr Lord said that the Council had procured all relative litter picking equipment to the full amount of the grant in collaboration with the representative of the litter picking initiative. This equipment has now been delivered to the Council and arrangements for storage of the equipment will be finalised in the coming days.

9. **ITEMS FOR CONSIDERATION**

- a. **Queen’s Jubilee Events**

Officers are continuing to finalise details relating to the two planned events. Since the report was issued, the marketing strategy has been changed and the Town Council will not proceed with issuing the 9,000 leaflets.

Designs for marketing materials are progressing and the events will be promoted through the website, social media platforms and the Biggleswade Bulletin. Procurement processes for staging, PA, lighting systems, bunting and cherry picker are at final stage. Participation by local organisations and businesses is still being confirmed and entertainment is being booked.

Cllr Knight expressed his thanks to Officers for their efforts in planning these events and added that publication in the Biggleswade Bulletin presents better value for money than mailshots. Details will be published in the May edition of the Bulletin.

Cllr Pullinger asked whether the bunting will affect CCTV coverage. Mr Lord said that the location of the bunting will not affect CCTV.

Cllr Strachan requested the Town Council promotes these events through its website and via press releases.

Cllr Pullinger suggested closing Station Road to ensure the safety of residents in the Town Centre on the planned events days and Mr Hosseini confirmed this is being assessed.

Cllr Pullinger asked why the report indicates the Town Council's support for four street parties only, rather than all plans. Mr Hosseini said that the Town Council will provide administrative support for all parties.

Cllr M Foster asked if there is a cut-off point for people who want to apply for road closures. Mr Hosseini confirmed it would be early May and the Town Council will publish this on its website.

b. **Sustainable Transport Corridor**

Cllr G Fage noted that the consultation is at an early stage but the impact of this scheme on Biggleswade has much wider ramifications than is currently evident or has been taken into account by Central Bedfordshire Council ("CBC"). Members felt that the Council had not been adequately consulted, despite all promotional material seeming to indicate a partnership between the Town Council and CBC.

Mr Hosseini confirmed that the issues raised in the Council Meeting of 22nd March 2022 were submitted to CBC, along with an invitation for CBC Officers to meet with the Town Council. CBC have yet to respond and Mr Hosseini will follow this up.

It was **RESOLVED** to arrange a face-to-face meeting between the Town Council and CBC to progress this scheme.

c. **Public Notice – BT004 Palace Street, Biggleswade – Banned Turn**

This consultation has arisen due to the proposed changes for the Transport Interchange which will affect the junction of Station Road and Saffron Road. Traffic would be required to turn right only, into Saffron Road.

It was **RESOLVED** to support the proposed change to traffic exiting from Palace Street.

10. **ACCOUNTS**

- a. Members received and **ADOPTED** the accounts to 28th February 2022.

11. **PLANNING APPLICATIONS**

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

Proposed kitchen extract system. Amendments to this application in respect of the above property. Other documents received: Environmental Noise Assessment v.1 dated 25.10.21.

It was **RESOLVED** that Council **STRONGLY OBJECT** on the grounds of a) the impact on residential properties in immediate proximity from noise and odour; b) the obstruction to the highway that would be caused by users of a takeaway; c) potential noise generated by users of the takeaway.

The Town Council also expressed its concern that there has been no "Change of Use" application.

b. **CB/22/00957/FULL - 12 Collings Crescent, Biggleswade, SG18 0PZ**

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.

c. **CB/22/00857/FULL - The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

and

d. Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.

CB/22/01357/LB - The Red Lion, 1 London Road, Biggleswade, SG18 8ED

Listed Building: Conversion of former public house to one (1x) dwelling-house, demolition of single storey rear extensions, and conversion of outbuilding into garaging and storage building.

It was **RESOLVED** that the Town Council **OBJECT** to this planning application on the grounds that:

- a) The recent owner of this site (UK Regeneration) presented commercially viable plans to Town Council evidencing commercial and community-supported demand for town centre hospitality facilities.
- b) The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary.
- c) Recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained.
- d) This Town Council is concerned that this planning application proposes demolishing part of a listed site.
- e) The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset.
- f) The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should “only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use”. Evidence has not been supplied with this planning application demonstrating that this property would no longer support employment-generating use.
- g) The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way.

Members requested that CBC Ward Councillors call this planning application in to DMC if CBC officers are minded to approve it.

- e. **CB/22/00727/FULL - JRL Plant & Logistics, Site of Unit N, Stratton Business Park, Montgomery Way, Biggleswade, SG18 8UB**

Erection of a workshop.

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

- f. **CB/22/01170/FULL - 1 Delius Road, Biggleswade, SG18 8UA**

Loft conversion with rear facing dormer, and front facing 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.

- g. **CB/22/01176/FULL - 23 Mead End, Biggleswade, SG18 8JN**

Front extension, and alterations to covered walkway.

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.

- h. **CB/22/00257/FULL - Brook Cottage, Langford Road, Biggleswade, SG18 9RA**

Timber carport.

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.

- i. **CB/22/01001/FULL - 191 Mead End, Biggleswade, SG18 8JX**

Replace front porch, garage conversion, single storey side extension and loft conversion with rear dormer.

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.

- j. **CB/22/01100/VOC - 78 Hitchin Street, Biggleswade, SG18 8BE**

Variation of condition number 3 of planning permission CB/20/01989/FULL (Single storey rear extension, two storey front extension, removal of chimney, alterations to existing garage roof and additional alterations to existing dwelling) - Increase pitch of new garage 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.

- k. **CB/TCA/22/00170 - Hitchin Street, Biggleswade, SG18 8AS**

Works to a tree within a Conservation Area: Tree to be pruned back.

This Tree Works application is **NOTED**.

I. **CB/TRE/22/00155 - Beaumont Park Nursing Home, Shortmead Street, Biggleswade, SG18 0AT**

Works to trees protected by a Preservation Order:

- T1 — Sycamore—remove deadwood.
- T2 and T3 Limes — re-pollard at previous points to allow clearance at access.
- T4 — London Plane an overall crown reduction.
- T5 Cherry on edge of car park — dead remove.
- T6 in Rear garden area reduce to give 2 m clearance.
- T7 Oak reduce crown by 2.5 to give clearance to building.
- T9 and T10 Yews — Deadwood and raise crowns to 3m.
- G1 Leylandii Hedge— cut back to boundary.

An extension has been granted to the **13th April 2022** for comments to CBC.

This Tree Works application is **NOTED**.

12. **PLANNING APPEALS**

a. **CB/MWE/21/0510 - Warren Villas Quarry, New Road, Sandy**

Planning appeal - Non-compliance with planning permission no. CB/11/01376/MW (condition 17 - restoration).

This Planning Appeal was **NOTED**.

13. **PLANNING APPLICATION OUTCOME**

a. This report was **NOTED**.

14. **ITEMS FOR INFORMATION**

a. **Civic Service 2022**

Members **NOTED** the correspondence.

b. **Biggleswade Neighbourhood plan Regulation 16 Consultation**

The update was **NOTED**.

c. **Great Big Spring Cleaning Week**

Mr Lord updated Members on Council's support for various litter picking initiatives in and around Biggleswade, through the Adopt-A-Street initiative and local community groups.

There are plans for future litter picking and community engagement events in collaboration with Plastic-Free Biggleswade throughout the next couple of months. Mr Lord will let Councillors know how they can get involved.

d. **Grants 2022 – 2023**

The correspondence was **NOTED**.

15. 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.

a. Mrs Grayston – Biggleswade Speedwatch

The recent CBC event to discuss sustainable transport in and around Biggleswade was poorly attended, which was disappointing to see. There are many conflicts between the different modes of transport, current road layouts are problematic and it is clear there is much work to be done with CBC to correct a number of issues. Mrs Grayston added that it is important to preserve the integrity of the Green Wheel as part of this design work.

b. Mr Reynolds – Town Centre pathways

Pavements in the town centre are in very poor repair where utilities works have been completed and tar is put down instead of replacing the paving blocks. This has caused a checkerboard effect. He added that all the pavements in the town centre are in various states of disrepair.

Cllr Russell said that in the longer term it was hoped to replace all the paving but, for the time being, any causes for concern should be reported to Central Bedfordshire Council Highways.

c. Mr Andy Skilton – Sustainable Transport Corridors

Mr Skilton is a representative of the Walking & Cycling in Biggleswade Facebook Group. Mr Skilton wanted to remind Members that these are sustainable transport corridors and that lack of parking and inconvenience to motorists should not be the primary driver in the response to the consultation. To encourage sustainable transport, cars should be removed. If Councillors are serious about encouraging walking and cycling, which has health benefits, he is urging Councillors to encourage and sell those schemes to the public.

Cllr Russell thanked Mr Skilton and said that the Town Council acknowledges his feedback. However, in certain places, parking outside residential properties is necessary for less able residents.

d. Leanne Thurlow – Pigeons

Ms Thurlow asked for a status update and time frames for the proposed pigeon cull. Ms Thurlow also asked if Council has engaged with Humane Wildlife Solutions.

Cllr Russell stated that this was not an immediate priority for Council but thanked Ms. Thurlow for following up with Council.

16. EXEMPT ITEMS

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council it was **RESOLVED** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

(17a Capital Asset Register)
(17b Car Parking)
(17c CCTV)
(17d Staff Update)

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.

17. **EXEMPT**

a. **Capital Asset Register**

Mr Hosseini updated Members on costs for conducting surveys on a number of Capital Assets.

It was **RESOLVED** to suspend Financial Regulations and to appoint Mr David Clifton (FRICS) to conduct surveys on identified properties on the Capital Assets Register.

b. **Car Parking**

It was **RESOLVED** that Officers proceed with an update to the TRO to formally recognise operational parking permits.

c. **CCTV**

Mr Hosseini updated Members on the CCTV Strategy.

Members **NOTED** that this would return to Council in June.

d. **Staff Update**

Members **NOTED** the update on various staffing matters from the Town Clerk & Chief Executive.

The Chairman closed the meeting at 21:25



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
ANNUAL ASSEMBLY MEETING
HELD ON TUESDAY 19th APRIL 2022
AT 7.30PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

Cllr M Russell (Chair)
Cllr G Fage (Deputy Chair)
Cllr D Albone
Cllr K Brown
Cllr I Bond
Cllr F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr H Ramsay
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public - 2

1. APOLOGIES FOR ABSENCE

Cllr Woodhead, Cllr Strachan and Cllr Pullinger.

ABSENT WITHOUT APOLOGIES

Cllr L Fage.

2. MINUTES OF MEETINGS

a. None.

3. MATTERS ARISING

None.

4. ANNUAL REPORT OF BIGGLESWADE TOWN COUNCIL

The Annual Report of Council as included in the Agenda was presented by the Mayor, Cllr Russell.

5. REPORTS

a. PUBLIC LAND & OPEN SPACES COMMITTEE

The Public Land and Open Spaces Committee Report as included in the Agenda was presented by the Chairman of the Committee, Cllr F Foster.

b. TOWN CENTRE MANAGEMENT COMMITTEE

The Town Centre Management Committee Report as included in the Agenda was presented by the Chairman of the Committee, Cllr Knight.

c. **FINANCE & GENERAL PURPOSE COMMITTEE**

The Finance & General Purposes Report as included in the Agenda was presented by the Deputy Chairman of the Committee, Cllr North.

d. **PERSONNEL COMMITTEE**

The Personnel Committee Report as included in the Agenda was presented by the Deputy Chairman, Cllr Ramsay.

6. **RESOLUTIONS AND QUESTIONS**

There were no subjects or resolutions raised.

7. **OPEN FORUM – MATTERS RELATING TO BIGGLESWADE**

- a. Ward Councillors: There were no issues raised.
- b. Town Councillors: There were no issues raised.

The Chairman closed the meeting at 20:07

BIGGLESWADE TOWN COUNCIL

Report to Town Council 26th April 2022 Public Works Loan Board Application

Implications of Recommendations

Corporate Strategy: Investment supports delivery of corporate aspirations.

Finance: Associated increase in precept and servicing of potential loan.

Equality: None.

Environment: None.

Community Safety: None.

Background

At the Town Council meeting on 25th January 2022 it was RESOLVED that the Town Council ACCEPT the recommendation of the F&GP Committee for a precept of £1,424,171 which translates to a Band D increase of 7.5%. This also set a target of £25,000 of efficiency savings.

The resolution incorporated an expectation that the Council would apply for a Public Works Loan of £1,090,262 that might be drawn down over a 5-year period beginning in the 2022/2023 financial year.

The loan might be drawn down on a yearly basis as and when required.

This supports the following corporate initiatives:

Fig1:PWLB 5-year borrowing plan

Financed by Public Works Loan Board								
	Function	Detail	2022/23	2023/24	2024/25	2025/26	2026/27	Amount
1	New allotment plots	Sourcing new allotment plots to service current waiting list of 74	50,000					50,000
2	Capital Assets Analysis	Review of sports & recreational assets and refurbish where required	100,000	75,000	75,000			250,000
3	CCTV	Strategy for CCTV	17,000		2,833		2,833	22,667
4	Drove Road Cemetery	Upgrading and refurbishment	50,489	63,368	22,917			136,774
5	Stratton Way Cemetery	Upgrading and refurbishment	15,000					15,000
6	Realignment of playgrounds	Cost is subject to approval by Committee	116,421	319,100	28,300	32,300	17,700	513,821
7	Software upgrades	HR system, cemetery software, committee Report.	2,000					2,000
8	Tennis Courts	Upgrade and potential investment of Drove road site into tennis club	50,000	25,000				75,000
9	Council Chamber Improvements	Sound System and chamber upgrade - new kit	25,000					25,000
	Total Cost to absorbed by PWLB Loan		425,910	482,468	129,050	32,300	20,533	1,090,262

The overall level of potential borrowing has been revised from £1,090,262 to £1,106,000. This incorporates an increase from £75,000 to £85,000 in 2023/2024 particular to the Capital Assets Analysis and is as a result of an increase in the cost of the Chartered Surveyors fees, and CCTV 2024/2025, 2026/2027 from £2,833 to £5,500. This is a result of price inflation.

The remaining estimates continue to exclude supplier specific quotations and price inflation particular to individual financial years.

Recommendation

Members are requested to adopt the specific wording of the resolution so as to facilitate the PWLB application. The wording is taken from the application criteria.

RESOLUTION TO BORROW

It is RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £1,106,000 over the borrowing term of 25 years for capital expenditure and 15 years for revenue expenditure. The loan repayments for a loan of £1,106,000 would amount to around £62,184 per year at a monthly cost of £5,182.00.

BTC will be increasing the Council tax precept for the purpose of the loan

It is also intended to increase the Council tax precept for the purpose of the loan repayments by 5% which is the equivalent of an additional £62,184 a year.

Impact on 2022/23 Budget

It is RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £425,910 over the borrowing term of 25 years for capital expenditure and 15 years for revenue expenditure. The annual loan repayments will come to around £22,061 at a monthly cost of £1,838.

Impact upon precept 2022/23 (6 months effect)

It is also intended to increase the Council tax precept for the purpose of the loan repayments by 1% which is the equivalent of an additional £11,030 in 2022/23 and £22,061 per annum thereafter. This assumes that the loan application process will take up to 6 months to conclude. It is understood that there is currently a backlog in applications.

Peter Tarrant
Town Clerk & Chief Executive
April 2022



MEETING DATES FOR 2022

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATES	TIME	MEETING
	2022	
4 th January		
11 th January	7.00 pm	Council
18 th January	7.00 pm	Finance and General Purposes
20 th January	2.30 pm	Biggleswade J C
25 th January	7.00 pm	Council
1 st February	7.00 pm	Public Lands & Open Spaces
8 th February	7.00 pm	Council
15 th February	7.00 pm	Town Centre Management
22 nd February	7.00 pm	Council
1 st March	7.00 pm	Personnel
8 th March	7.00 pm	Council
15 th March	7.00 pm	Finance and General Purposes
22 nd March	7.00 pm	Council
29 th March		
5 th April		
12 th April	7.00 pm	Council
19 th April	7:30 pm	Annual Assembly
21 st April	2:30 pm	Biggleswade J C
26 th April	7.00 pm	Council
3 rd May		
10 th May	7.00 pm	Annual Statutory Council
17 th May	7.00 pm	Town Centre Management
24 th May	7.00 pm	Council
31 st May	7.00 pm	Personnel
7 th June	7.00 pm	Public Land & Open Spaces
14 th June	7.00 pm	Council
21 st June	7.00 pm	Finance & General Purposes
28 th June	7.00 pm	Council

5th July		
12th July	2.30 pm	Council
14th July	7.00 pm	Biggleswade J C
19th July	7.00 pm	Town Centre Management
26th July	7.00 pm	Council
2nd August	7.00 pm	Personnel
9th August	7.00 pm	Council
16th August		
23rd August	7.00 pm	Council
30th August		
6th September	7.00 pm	Finance & General Purposes
13th September	7.00 pm	Council
20th September		
27th September	7.00 pm	Council
4th October	7.00 pm	Public Land & Open Spaces
11th October	7.00 pm	Council
13th October	2:30 pm	Biggleswade J C
18th October		
25th October	7.00 pm	Council
1st November	7.00 pm	Council
8th November	7.00 pm	
15th November	7.00 pm	Town Centre Management
22nd November	7.00 pm	Council
29th November	7.00 pm	Finance & General Purposes
6th December		
13th December	7.00 pm	Council
20th December		



MEETING DATES FOR 2023

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

DATES	TIME	MEETING
	2023	
3rd January		
10th January	7.00 pm	Council
17th January	7.00 pm	Finance and General Purposes
19th January	2.30 pm	Biggleswade J C
24th January	7.00 pm	Council
31st January	7.00 pm	Public Lands & Open Spaces
7th February	7.00 pm	Personnel
14th February	7.00 pm	Council
21st February	7.00 pm	Town Centre Management
28th February	7.00 pm	Council
7th March		
14th March	7.00 pm	Council
21st March	7.00 pm	Finance and General Purposes
28th March	7.00 pm	Council
4th April		
11th April	7.00 pm	Council
18th April	7.30 pm	Annual Assembly
25th April	7.00 pm	Council
2nd May		
9th May	7.00 pm	Annual Statutory Council
16th May		
23rd May		
25th May	2.30 pm	Biggleswade J C
Continuation of meeting dates for 2023 TBC		

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr P Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Joanna Baker
Direct Dial 0300 300 6990
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 13 April 2022

Dear Mr Tarrant,

Application No: CB/TRE/22/00196
Proposal: Works to trees protected by Tree Preservation Order MB/02/00006 W1:
trim Oak Tree to give 3 metres clearance and balance Ash Tree and
trim no more than 15%
Location: Shortmead House, Shortmead Lane, Biggleswade, SG18 0FG

I have received an application to carry out work to preserved tree(s) at the above property.
You can view the application details and documents on our website by visiting:
<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **04 May 2022** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence.
Normally, your letter will not be acknowledged.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Joanna Baker

Trainee Natural Environment Officer

OUTCOME OF CBC DETERMINED PLANNING - OBJECTIONS AS RESOLVED BY TOWN COUNCIL

Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/Date	Called-In
2019						
Biggleswade, Land North of	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant.	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 406 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	See below	
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.	No details found on CBC website as at 19/04/2022	
2020						
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020 Virtual Council Meeting	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	See Below	

Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/Date	Called-In
2020						
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020 Virtual Council Meeting	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.	See Below	
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	As above.	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.	Awaiting Decision	
High Street, 19A	21/05233/FULL	08/02/2022	It was resolved that the Town Council Objects to this planning application and will support the comments of the Highways Officer, relating to safety. There is also a concern of noise and possible odours from the premises. Members have also queried why there does not appear to be a planning application for a change to the Use from E Class to A5 (takeaway).	Proposed kitchen extract system.	See below	
High Street, 19A	21/05233/FULL	12/04/2022	It was resolved that the Town Council strongly objects to this planning application on the grounds of: 1) noise and odour impact to the immediate, adjoining residential property directly impacted by this application, 2) that this is an unsuitable site for a commercial kitchen and takeaway venue and poses 2 hazard and obstruction to the public highway, 3) there is a potential that users of a takeaway are likely to generate more noise than users of an office-based business. The Town Council also wishes to express its concern that this application has been submitted without any submission of a "Change of Use" application at this point.	Proposed kitchen extract system.amendments to this application in respect of the above property. Other Documents Received - Environmental Noise Assessment v.1 dated 25.10.21.	Consultation Period	
High Street, 36	21/04766/FULL	14/12/2021	No Objection - strongly supports this planning application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share concerns raised about noise pollution. Members would like to point out that, as this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Change of use to Sui Generis (restaurant to arts centre with café/bar) including internal modifications.	Consultation Period	
High Street, 36	21/04767/LB	14/12/2021	No Objection - strongly supports CBC in this application. Town Council wishes to convey to the Case Officer for this application, that it strongly supports this planning application and, does not share the concerns raised about noise pollution. Members would like to point out that, this is an historic and long-established Town Centre, anyone looking to purchase or purchasing property, they should expect to experience noise from businesses and entertainment establishments.	Listed building: Change of use to Sui Generis (restaurant to arts centre with café/bar including modifications to lower office floor by 700mm to create customer toilet also, re-model kitchen into two rooms and realign front doors.	Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/Date	Called-In
2021						
Saxon Drive, Land East of & the Development Orchard Close	21/05398/FULL	25/01/2022	<p>Cllr Pullinger stated this application originally came to Council in 2017 (CB/17/02682/REG) and was granted. That permission has expired and he has concerns relating to the new housing development on Saxon Drive. CBC put a number of conditions in place relating to landscaping, drainage, road surfacing, limiting times that works could be done on machinery to name a few.</p> <p>It was resolved that the Town Council does not object to this planning application, subject to planning conditions originally set by CBC in the previous and directly-related planning application for this same site (CB/17/02682/REG3) being met by the Applicant, with the following specific modifications, additions or clarifications:</p> <ol style="list-style-type: none"> 1) A revised landscaping scheme must include all hard and soft landscaping, soft landscaping on the boundaries of the site and a scheme for landscape maintenance in perpetuity for the amenity of the residents of Orchard Chase, which development has been built in the intervening time between the granting of CB/17/02680/REG and this application. In particular, the mitigation on the visual impact on residents of Orchard Chase should be considered. 2) The consideration of effective drainage is essential, especially considering potential impact to the new Orchard Chase development bordering the site. 3) The access road to the site must be properly surfaced with tar and adequate surface water drainage from the site to be intercepted and disposed of separately so that it does not discharge into the highway. 4) That the restriction on working hours on equipment, vehicles and plant should be as in the previous decision notice, or aligned to the restrictions placed on Stratton Business Park, if stricter. 5) That there be a restriction on HGV movements to be prohibited on, to or from the site between the hours of 10 pm and 7 am. 6) That all residents on Orchard Chase be consulted in regard to this application. 	Change of use of agricultural land to a Travelling Showpeople Site to create 4 plots. Each plot containing 2 x static caravans, 4 tourer caravans, 1 x workshop, 4-6 trailer parking spaces, and 4 x car parking spaces. Total for the site 8 x static caravans, 16 x tourer caravans, 4 x workshops, 24 trailer parking spaces and 16 car parking spaces.	Consultation Period	Called- in by Cllr Mark Foster
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	03/08/2022 & 22/03/2022	<p>It was resolved that the Town Council objects to this planning application on the following grounds:</p> <ol style="list-style-type: none"> 1) Refuse vehicles will not be able to use the access road and bins will need to be put onto a very narrow pathway, obstructing pedestrian traffic. 2) The construction encroaches into the root protection area of trees nearby which are covered by a TPO. 3) Parking arrangements for the houses that front onto Drove Road indicate there will be a drop over the pavement, posing a danger to pedestrians using the footpath. 4) Vehicles will be reversing into the narrow Drove Road which has high traffic volume. 5) The bus stop would need to be relocated. 6) Over-development of the site for the amount of land that is incorporated in this plan. 7) The Eagle Farm/London Road junction is already very busy during peak traffic and school run periods. The additional vehicular traffic this development will bring to this junction will only compound the significant traffic flow problem experienced by users of this road. 	Erection of five dwellings with associated car parking, access road and amenity space.	Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/Date	
2022						
London Road, 1 The Red Lion	22/00857/FULL	12/04/2022	See comments below.	Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.	Consultation Period	
London Road, 1 The Red Lion	22/01357/LB	12/04/2022	<p>It was resolved that the Town Council objects to this planning application on the grounds that:</p> <p>1) The recent owner of this site (UK Regeneration) presented commercially viable plans to this Town Council evidencing commercial and community-supported demand for town centre hospitality and publican facilities.</p> <p>2) The low number of large, vacant commercial buildings in town centre supports that there is good demand for commercial properties in the town centre and the current owner has not given sufficient evidence as to why the conversion of this property to a dwelling is necessary.</p> <p>3) A recent pre-planning advice issued by Central Bedfordshire Council for the Whistle & Flute on Mill Lane in Biggleswade indicated that CBC was not minded to support a conversion of the property to a residential dwelling. It would stand that the same principle should apply to this property if consistency in approach is to be maintained.</p> <p>4) This Town Council is concerned that this planning application proposes demolishing part of a listed site.</p> <p>5) The Pollution Officer has concerns over noise and the Town Council wishes to note that the nearby Stratton House Hotel is a popular outdoor venue and an important community asset.</p> <p>6) The Local Plan sets out under Policy EMP2 that a change of use to non-employment generating sites should "only be considered where there is no reasonable or viable prospect of the site delivering an employment generating use". Evidence has not been supplied with this planning application demonstrating this property would no longer support employment-generating use.</p> <p>7) The Local Plan sets out under Policy R1 that the proposed use would NOT positively support the vitality of the Town Centre by enhancing the range of facilities offered and/or stimulating activity outside normal shopping hours. This planning application shows no evidence of supporting the vitality of the Town Centre in the prescribed way.</p> <p>Members requested that CBC Ward Councillors call this planning application in to the DMC if CBC Officers are minded to approve it.</p>	Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.	Consultation Period	
Parry Rise, 3	22/00623/FULL	08/03/2022	<p>It was resolved that the Town Council strongly objects to this planning application on the grounds of loss of off-street parking, which has a knock-on the street car parking, obstructs emergency vehicles and blocks the pavements for pedestrians.</p> <p>The Town Council fully supports the comments by the Highways Officer.</p>	Garage conversion.	Awaiting Decision	



19 April 2022

Dear Peter

We would like to thank you and everyone at Biggleswade Town Council for your generous donation of £700. We have worked in the local community for the last 23 years and we are very grateful for your help and support at this time.

This year we will be concentrating our efforts on getting out and about to attend various events and doing some much needed fundraising and telling the public about the free service we offer in their area. Your donation will help us to buy a much needed new gazebo and other equipment to help with these events, and hopefully we can continue to work in the local community for another 23 years!

Thank you once again

Yours sincerely

Nicola Mills

Volunteer Manager - Respite at Home Volunteers West Mid Beds and Ivel Valley

Follow us on www.facebook.com/respateathomevolunteers

YouTube: www.youtube.com/channel/UCXISItF7-ijt5FsdCd3EyKQ

Telephone: 01234 743063

Email: respateathomevolunteers@aol.co.uk

Registered address: 10 Dane Lane, Wilstead, Bedfordshire MK45 3HT
Registered Charity in England and Wales. Charity Number 1161178



A Big Lottery Funded Project

From: [Milly Cole](#)
To: [Alison Dennis](#)
Subject: RE: Biggleswade Town Council - Grants 2022
Date: 12 April 2022 14:49:31
Attachments: [image001.jpg](#)

Dear Alison,

I am pleased to confirm receipt of £500 from Biggleswade Town Council to Magpas Air Ambulance. We are very grateful for your support, and I will be in touch later in the year with an update on our work and how your donation has helped to save lives.

Best wishes,

Milly

Milly Cole
Senior Philanthropy Officer

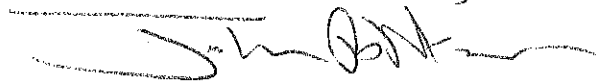
9a Station Road
Biggleswade
SG18 8AL
7-4-2022

Dear Mr Tarrant,

Thank you very much for the
£500 cheque towards the ongoing
work of Biggleswade Good Neighbours.
It has been gratefully received.

Just a note that my address is 9a
Station Road, not Railway Road, so
as not to confuse the Royal Mail.

Yours sincerely,



JOHN ROBERTSON
CHAIR, BIGGLESWADE GOOD
NEIGHBOURS

6 April 2022

Biggleswade Community Safety Group
Phone: 07852 990457

**Mr Peter Tarrant
Town Clerk & Chief Executive
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL**



Dear Peter

Thank you for your grant confirmed in your letter of the 1 April 22. We are really pleased that you have been able to support our group to recruit some new volunteers!

Now in our 22nd year, in recent years following the disruption from the COVID 19 pandemic, we had been struggling with ill health in our team of volunteers and the chance to recruit more volunteers to get involved in our work is really needed. And it has rejuvenated us: Our team has already increased our efforts to promote our activities and seek volunteers with an interest in giving their time to help out. For example we recently started posting information on the outcomes of our Speedwatch and Streetwatch activities on Facebook Biggleswade group pages which have caused some more interactions with the community and raised awareness of actions that can be done to address community safety concerns.

Over the years we been using social media to raise awareness of scams, road closures, product recalls, Police and other emergency services actions and now have over 7,100 followers able to view these posts. The enclosed graph shows the growth in followers on our various social media channels. Many thanks for your support

Yours sincerely



Carole Birtwhistle
Secretary

Biggleswade Community Safety Group



**BIGGLESWADE
COMMUNITY
SAFETY GROUP**

Social Media Follower Trends

