



**MINUTES OF BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 11<sup>th</sup> APRIL 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr G Fage (Chairman)  
Cllr M Russell (Deputy Chairman)  
Cllr D Albone  
Cllr I Bond  
Cllr K Brown  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
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  
Mr R Youngs – Finance Manager  
Ms F Gumush – Meetings Administrator

Members of the Public – 1

**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.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

**b. Non-Pecuniary interests in any agenda item:**

Cllr J Woodhead for Item 10d as a resident of The Baulk.

### **3. TOWN MAYOR'S ANNOUNCEMENTS**

#### **a. Community Interest Company**

On Sunday 2<sup>nd</sup> April Cllr G Fage attended a performance by the Community Interest Company at the Weatherly Centre. The performance was called Imagination Dance and the company covers Bedfordshire, Hertfordshire, and Cambridgeshire.

Cllr G Fage indicated that the company offers opportunities for those who face challenges such as children with learning challenges, the elderly and those with dementia.

Cllr G Fage noted that it was a well-attended performance, and he was impressed with how the children performed in front of the crowds.

#### **b. Committee Meeting Minutes**

Cllr G Fage requested that any outstanding minutes from the various Committees should be submitted for approval to the Council ahead of the elections in May.

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

No member of the public wished to speak.

### **5. INVITED SPEAKER**

#### **Mr Tom Leeming, Tritax Symmetry**

Mr Leeming provided an update on the development proposal for the land at Springfield Bungalow and Stratton Farm Cottages, London Road, following the Council's consultation responses to Central Bedfordshire Council.

Mr Leeming explained the details of the S106 Agreement with Central Bedfordshire Council and fully addressed all the concerns of the Town Council referring to the letter which was included in the agenda pack.

The Town Council **AGREED** to formally discuss the application again under Item 10 Planning Applications.

The Town Council discussed with Mr. Leeming the Community Benefit Fund which Tritax has established and which has generated over £50,000 from Phase 2 for local community projects and will generate more through the development of Phase 3.

Members suggested that a panel similar to that of the Langford Wind Farm be established with representation from both CBC and the Town Council, noting that the fund would solely be for Biggleswade.

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

Cllr Strachan asked if there were further details with regards to 7<sup>th</sup> May 2023 - Coronation Big Lunch. Officers were asked to email Members with emerging details.

Cllr Woodhead raised the matter of the recent installation of EV Charging Points in The Baulk Car Park and asked if the restrictions requested by the Town Council were being implemented.

Cllr Bond pointed out that the matter had recently been discussed at Traffic Management and he would be briefing Members on the outcomes.

## **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

P9 – Item 8 Matters Arising – Second paragraph should read ‘that the informal meeting’ not ‘informed meeting’.

P10 – Item 9d – Resolution should read OBJECT rather than REJECT.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 28<sup>th</sup> March 2023.

## **8. MATTERS ARISING**

Cllr Strachan asked if there were any updates with regards to CCTV footage on vandalism at Franklins.

The Head of Governance & Strategic Partnerships noted that the police had not yet generated a crime reference number despite Officers efforts.

Cllr Strachan pointed out it was unacceptable that a crime reference number had not yet been generated and the matter needed to be urgently addressed.

## **9. ITEMS FOR CONSIDERATION**

### **a. Preparation for Annual Statutory Meeting**

The Town Clerk & Chief Executive who presented the report noted that preparations were being made ahead of the Annual Statutory Meeting and discussions with Members of the Working Group were held on possible amendments to the key documents.

Members pointed to minor amendments to the documents to ensure consistency.

Members also suggested that when preparing Induction Packages for Town Council Members that input from existing Members would be beneficial.

Members **RESOLVED** to accept the recommendations to adopt the revised Scheme of Delegation, existing Standing Orders, as amended on 8<sup>th</sup> March 2022, and revised Financial Regulations, subject to standardisation of terminology, of the documents.

Members also **RESOLVED** to note the Town Council’s intention to revisit the Standing Orders and produce a Risk Management Policy.

### **b. Second Interim Internal Audit Report 2022/2023**

The Town Clerk & Chief Executive presented the report and pointed out that this was the second interim report from the current auditor, with the third and final visit planned on Friday 14<sup>th</sup> April.

Members **NOTED** the report and extended thanks to Officers for their work.

10. **PLANNING APPLICATIONS**

- a. **CB/22/04252/FULL – Land at Springfield Bungalow and Stratton Farm Cottages London Road, Land at Bridleway 58 to the south of Dunton Lane and Land to the south of Stratton Business Park, Gold Road, Biggleswade (Symmetry Park Phase 3)**

The Town Council agreed to formally discuss the application again following a presentation by Mr Tom Leeming. The Town Council expressed the view that the contents of the letter by Mr Leeming satisfied their concerns, therefore the Town Council is prepared to **REMOVE THE OBJECTION** to this application.

The Town Council also **AGREED** that Cllr Russell would be attending the next Development Management Committee to provide the views of the Town Council on this matter.

- b. **CB/23/00745/FULL – 12 Wiseman Road, Biggleswade, SG18 8LN**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

- c. **CB/22/01990/FULL - Land west of Salcombe Close Biggleswade**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

- d. **CB/23/00489/FULL - The Red Lion, 1 London Road, Biggleswade, SG18 8ED**

The Town Council **OBJECTS** to this application on the grounds of safety.

The current use of the building is listed as a public house and there is currently no other application to change the use of the building.

The Council believes that access to and from the building is dangerous due to its position being opposite a junction and on a cycleway. There is also no clarity over deliveries being made there.

The Council suggests that if a planning application is put forward to change the use of the building, access arrangements should also be included in this application.

- e. **CB/23/00900/FULL - 4 Stoneland Avenue, Biggleswade, SG18 0EA**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

- f. **CB/22/04410/FULL – 29 Lilac Grove, Biggleswade, SG18 8TP (Planning Appeal)**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

- g. **CB/23/00864/FULL – Biggleswade Baptist Church, 24 London Road, Biggleswade, SG18 8EB**

The Town Council has **NO OBJECTION** to this application, subject to consultation with neighbours and consideration of their comments.

## 11. **PLANNING APPLICATION OUTCOMES**

This report of 29<sup>th</sup> March 2023 was **NOTED**.

Members discussed that an application for 17 Market Square had been approved on 31<sup>st</sup> March 2023, despite an objection by the Town Council.

Officers were asked to write to CBC with regards to this application and draw attention to the fact that the approval was not consistent with the Design Guide and the Neighbourhood Plan and noting the urgency given the impending decision on a similar application for 8 High Street.

Officers were asked to point out that 'the locations are within the Biggleswade conservation area, and the plans are out of character, visually disruptive to the street scene, and non-compliant with CBC design principles as listed in the CBC Design Supplement 6: Shopfronts and Signage, section 5.04 E'.

## 12. **ACCOUNTS**

### a. **Financial Administration**

March 2023 accounts were not available for this agenda.

## 13. **ITEMS FOR INFORMATION**

There were no Items for Information.

## 14. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

## 15. **EXEMPT**

### a. **Commissioning of Utilities**

Members discussed the report by the Town Clerk & Chief Executive which explained the most cost-effective quotation for both gas and electricity.

It was noted that the contract for gas is valid until the end of April 2023, whilst the electricity contract runs out at the end of June 2023.

Members **RESOLVED** to **DEFER** the decision in selecting a gas provider for the next Town Council meeting in order to ensure all the data is up to date and verified.

Members **NOTED** the limitations of the 24-hour spot price quotes.

The Mayor closed the meeting at **8.50pm**