



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 13th OCTOBER 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr I. Bond
Cllr G. Fage (Vice Chairman)
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
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
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 5

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Deputy 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 Deputy Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Deputy Mayor asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr D Albone, Cllr K Brown and Cllr M Russell.

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. Cllr G Fage informed Members that Cllr Russell appeared on BBC Politics East with North East Bedfordshire MP Richard Fuller and others on the Government's consultation on Planning and the current algorithms they are using to determine the number of houses to be allocated to each area.
- b. Cllr G Fage conducted the official opening of Miller's Coffee House on King's Reach. This will be a valuable facility for the King's Reach community, and he welcomed them to their new premises.

4. PUBLIC OPEN SESSION

The IT Administrator 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

Members received the minutes and exempt minutes of the Council Meeting of **22nd September 2020** as well as the exempt item minutes of the same date.

There were no amendments suggested for the Town Council minutes and these were **APPROVED** as a true and accurate record.

The following amendments were requested to the Exempt Item Minutes:

14b: Final sentence of first paragraph: Add a full stop after "server" and change "proprietary" to "non-proprietary".

14c: Remove the apostrophe in "photo's".

Subject to these amendments the exempt minutes were **APPROVED** as a true and accurate record.

8. MATTERS ARISING

- a. Matters arising from the Minutes of the Town Council Meeting of **22nd September 2020**.

Page 3: Item 8a: Parking Orders: The Assistant Town Clerk has contacted the Officer at Central Bedfordshire Council who is advancing the draft orders for consultation.

Matters arising from the Exempt Minutes of the Town Council Meeting of **22nd September 2020**:

Item 14b.: Website Design: Members were advised that the contract with Tim's Digital (duly reviewed and approved by legal counsel) has been signed and an engagement meeting is being held at the end of the week.

Item 14a.: Draft BGW Letter to Shuttleworth: The Town Clerk & Chief Executive confirmed that BRCC's letter to Shuttleworth Trust has been sent.

9. PLANNING APPLICATIONS

- a. **CB/20/03340/ADV - Land East of London Road, Biggleswade, SG18 8QB**

3 x illuminated 'Lidl' signs (2.5 metres by 2.5 metres). 1 x illuminated flagpole sign (5.98 metres by 2.10 metres). 1 x column mounted poster display unit (2.22 metres by 1.70 metres). 2 x small wall mounted billboards (1.64 metres by 3.245 metres). 3 x large wall mounted billboards (6.30 metres by 3.25 metres) and 1 X direction sign (1.50 metres by 0.825 metres).

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

- b. **CB/20/00959/OUT - Land East of Biggleswade**

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.

Previously on Council Agenda

CB/20/00959/OUT - Biggleswade Road, Land East of Biggleswade on Council Agenda 28/04/2020. 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. Outcome as **No Objection** provided the following points are considered. 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.

CB/20/00959/OUT Revised planning app - Biggleswade Road, Land East of Biggleswade on Council Agenda 11/08/2020. 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. Outcome as **No Objection** provided the following points are considered 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1.

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

c. **CB/20/03247/FULL – 1 Milestones, Biggleswade, SG18 8PP**

Proposed Single Storey Rear Extension.

Correspondence has been received with amendments to this application. This application was previously discussed at the Town Council Meeting of 22nd September 2020. An extension to the response date to **14th October 2020** was granted by CBC for Consultees to provide comments.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this amended planning application provided that all the neighbours are consulted and that they are aware of this planning application and any comments the neighbours may make are fully considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

d. **CB20/03402/FULL – 1 Mill Close, Biggleswade, SG18 8BQ**

Loft conversion with roof light and dormer to rear and front elevation.

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. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

e. **CB/20/03566/FULL - 168 Drove Road Biggleswade, SG18 0HP**

Garage conversion and modification of roof structure to provide loft room/storage.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of loss of off-street parking which will have an adverse effect on street parking.

10. ACCOUNTS

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

- i. Detailed Balance Sheet to 31/08/2020.
- ii. Summary Income and Expenditure by Committee 31/08/2020.
- iii. Detailed Income and Expenditure by Committee 31/08/2020.
- iv. Lloyds Bank Payment listing August 2020.

The Town Clerk & Chief Executive advised Members that estimates for the next financial year have been added to the Accounts records. The Town Clerk & Chief Executive is liaising with the Accountant for reports to be published in a more user-friendly format.

11. ITEMS FOR CONSIDERATION

a. Council & Committee Dates

Members were assured by the Town Clerk & Chief Executive and the Assistant Town Clerk that the 28-day deadline within which to respond to planning applications can be adhered to in line with current regulatory and statutory requirements.

Members of the Town Council **APPROVED** the postponement of the 20 October 2020 Public Lands & Open Spaces Committee meeting to 24 November 2020.

Members **APPROVED** the proposal that all future Committee and Council meetings be sent to all Members via calendar invitation.

Members **APPROVED** the proposal that all future Council and Committee Meeting Agendas be available in a read-only format through SharePoint a week in advance of the scheduled meeting, to allow Members time to investigate matters included in the Agenda.

Members **AGREED** to re-visit this item in January 2021 to assess whether any further amendments need to be made.

12. ITEMS FOR INFORMATION

a. Public Notice – Temporary Prohibition of through traffic – Footpath Nos 30, 33 and 36

This item was **NOTED**.

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.

14. **EXEMPT ITEMS**

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.

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.

15a. **Hallam**

Members were advised that the application for Land North of Biggleswade is progressing. Members discussed employing the services of a planning professional to support and assist the Council to formulate its responses.

It was recommended that additional training around planning issues for all Councillors would be beneficial as they enter the next stage of this application process.

It was **RESOLVED** to employ the services of a professional planner to support the Town Council in the next stage of Hallam's outline application.

It was **RESOLVED** to schedule refresher training for Members of the Town Council on planning issues.

15b. **Town Council IT Resilience**

The Town Clerk & Chief Executive advised Members that the Biggleswade Emergency Support Plan and Business Continuity Plan are in the pipeline. Recent government guidelines and concerns about a further COVID lockdown have prompted a review of remote IT access by Officers and staff. In order to manage risk and continue providing services to the public, the Town Clerk & Chief Executive obtained costings from its IT service provider for laptops and building of the service packages.

Members **RESOLVED** to approve a £5,000 budget to provide laptops to office staff to facilitate the Town Council's resilience programme.

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.