



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 17 DECEMBER 2019**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

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

Mr P Truppin - Locum Clerk  
Mr S Newton - BTC Town Centre Operations Manager  
Mrs J Durn - BTC Meeting Administrator, Biggleswade Town Council  
Members of Public - 3

**B12/1201    1.    APOLOGIES FOR ABSENCE**

Cllr I Bond

**ABSENT WITHOUT APOLOGIES**

None

**B12/1202    2.    DECLARATIONS OF INTEREST**

B12/1202.1    a.    Disclosable Pecuniary Interests in any agenda item – None  
Disclosable Non-Pecuniary Interests in any agenda item – Cllr G Fage,  
Item 11f.

**B12/1203    3.    TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor has received Christmas greetings from both the Mayor of Erlensee, Herr Stefan Erb, and the Council Chairman, Herr Uwe Laskowski. Notably both were in English. In response, the Mayor has sent Town Council Christmas cards with a greeting in German which translates to "Wishing you a Happy Christmas and Prosperous New Year and looking forward to continuing warm relations between Biggleswade and Erlensee".

**B12/1204 4. PUBLIC OPEN SESSION**

**Re: Planning Application: 9e) CB/19/03921/FULL – Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT.**

Mrs J Lawrence raised the following points in connection with this Application:  
Access rights: The former boundary has never been enforced as it has existed on goodwill for access. Unacceptable quality of design. Windows facing wrong way, and additional windows overlook the garden of the Lawrence residence.

**B12/1205 5. INVITED SPEAKER**

None

**B12/1206 6. MEMBERS QUESTIONS**

- B12/1206.1 a. Cllr G Fage: Asked for an update on access to the Council social media/email communication.  
The Clerk will investigate the position on this.

**B12/1207 7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- B12/1207.1 a. Members **received and approved** the Minutes of the Council Meeting held on Tuesday, 26 November 2019 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- B12/1207.2 b. Members received the **Recommendations** and **Resolutions** of the Finance and General Purposes Committee Meeting held on 19 November 2019 at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr H Ramsay went through recommendations and resolutions:  
The following comments were noted:

Members would like:  
Scrutiny of Accounts on the next Agenda - 21 January (week before precept)  
Scrutiny of non-staff related budget  
To have clear understanding of where the proposed increases are  
Pointed out the need to look for efficiencies

It was **RESOLVED** to defer the recommendation regarding the level of precept to the next F&GP meeting for further consideration.

It was **RESOLVED** to adopt the following **recommendations**:

Provision of a £15K budget to provide for Town Centre events.  
To adopt the Social Media policy.  
To approve the Website report recommendations.  
To approve the set-up of SMAT email address.  
Financial Regulation Document (with recommended amendments).  
To approve the Risk Management Scheme Review (with recommended amendments).  
To approve the purchase of recording equipment and public microphones for the Council Chamber.  
To approve provision of £20K in 2020/21 budget for Neighbourhood Planning work.

- B12/1207.3 c. Members received the **Recommendations** and **Resolutions** of the Public Lands and Open Spaces (PLOS) Committee held on 10 November 2019 at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade. Cllr F Foster went through the **Recommendations and Resolutions** of the PLOS Committee:

It was **RESOLVED** to accept the budget virement request of £1,316 for the hire of a soil sorter.

- B12/1207.4 d. Members received and approved the **Recommendations and Resolutions** of the Personnel Committee Meeting held on 7 November 2019 at the offices of Biggleswade Town Council, The Old court House, Saffron Road, Biggleswade.

**B12/1208 8. MATTERS ARISING**

Matters arising from the Town Council Meeting held on 26 November 2019.

- B12/1208.1 a. **Item B26/1107.2 b The Car Park Working Group:** Cllr G Fage requested an update on the final benchmarking information.

Simon Newton, TCOM confirmed that he is now in receipt of this information. The benchmarking will be an Agenda item on the next Town Centre Management Meeting on 04 February 2020.

- B12/1208.2 b. **Item B26/1105.2 b: Planning Application for Unit 1 Albone Way:**

Cllr M Foster requested an update.

The Locum Clerk has requested a 24-hour extension in order that Council can consider this application at tonight's meeting, so that a return can be made to CBC by the Locum Clerk on (Wednesday 18 December).

- B12/1208.3 c. **Item B26/1110 Accounts: CCLA Forms:** The Town Clerk is currently dealing with these.

Cllr Ramsay requested that the Minutes record the following information concerning Minute item **B26/1110 Accounts**

"This Minute refers to the meeting of the Committee Chairs, the Town Clerk and the Council Accountant (Derek Kemp) which took place on 19 November 2019.

At this Meeting the Chairs were informed by the Accountant that the investment of BTC Funds that had been approved by BTC on 23.01.18 had not yet been implemented and that this delay had cost BTC revenue (approx. £4K) in unearned interest. The Accountant was most emphatic that this situation should be rectified with immediate effect. At no point were the alternative investments discussed.

The Locum Clerk informed the Council that fresh Papers had been received from CCLA. However, after this meeting the Accountant and the Town Clerk has said that they were looking at alternatives to the CCLA Public Sector Deposit Fund.

Cllr Ramsay asked if in the meantime the Council could proceed with investing the CCLA as soon as possible.

Cllr Ramsay has contacted CCLA and was informed that upon receipt of the appropriate paperwork an account would normally be available after 5 working days and that there is **no** minimum investment period required.

Given the advice Cllr Ramsay received from the Accountant at the Chairs Meeting, it was a surprise to learn alternative investments were being considered. Unless both short-term and long-term investments are to be considered by BTC.

The Accountant mentioned that the Council should consider a BTC Investment Policy which will be discussed at the next F&GP Meeting and Cllr Ramsay would like to put on record that she remains concerned that the balance in the BTC Current Account is only insured to £85K."

- B12/1208.4 d. **Item 226/1112.3 c: Land North of Biggleswade:** Cllr G Fage requested an update following a letter from the Council to Hallam Land Management to request clarification on changes from the original brief following public consultation.

The Locum Clerk confirmed that the letter had been sent but a reply has not yet been received.

**B12/1209 9. PLANNING APPLICATIONS**

- B12/1209.1 a. **CB/19/03180/OUT – 8 The Fields, Langford, Biggleswade SG18 9QX**  
Outline Application: Demolition of existing property and construction of 2 No. 2 bedroom detached dwelling houses.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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 resident.

**Council wish to note their concerns regarding access.**

- B12/1209.2 b. **CB/1903294/FULL – Unit 1 Albone Way, Biggleswade SG18 8BN**  
Change of use to grass area to concrete/tarmac for use as external storage area.

It was **RESOLVED** that the Town Council **OBJECT** to this Planning Application and have requested that it be "**Called In**".

- B12/1209.3 c. **CB/19/03953/FULL –775 Dells Lane, Biggleswade SG18 8LH**  
Proposed Rear Extension and Alterations to existing dwelling.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing 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.

- B12/1209.4 d. **CB/19/04038/FULL – 75 Holme Court Avenue, Biggleswade SG18 8PE**  
Single storey Rear Extensions and linked granny annex

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application. Providing 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.

B12/1209.5 e. **CB/19/03921/FULL– Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT**

Converting the existing workshop into two dwellings, with partial demolition of existing workshop, and erection of detached mews house.

It was **RESOLVED** that the Town council **OBJECT** to this Planning Application on the grounds of: Overdevelopment, poor access, and insufficient parking.

**B12/1210 10. ACCOUNTS**

No items to discuss. Brought forward to January 2020 Agenda.

**B12/1211 11. ITEMS FOR CONSIDERATION**

B12/1211.1 a. **Financial Support – Biggleswade Green Wheel**

It was **RESOLVED** that £2,000 be provided from the Grants Budget in 2020/21 and 2021/22

B12/1211.2 b. **Strengthening Police Powers to Tackle Unauthorised Encampments – Consultation.**

It was **RESOLVED** that Biggleswade Town Council approve the first four bullet points of this document noted below:

- All cases of unauthorised encampments should be criminalised on account of trespassing.
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally.
- The police should be able to take action to regardless of the number of vehicles in the unauthorised encampment.
- Principal authorities should have the power to demand the police attend as soon as unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments.

It was agreed that the full document will be taken to the next Neighbourhood Planning Meeting where it can be looked at in more detail.

B12/1211.3 c. **High Sheriff Citizenship Awards**

It was **RESOLVED** to put forward the Biggleswade “Good Neighbours” Scheme. Members were asked to pass any further nominations to the Town Clerk.

B12/1211/4 d. **Biggleswade Green Infrastructure Plan**

There will be two sessions for public engagement on:  
29/30 January 4pm – 8pm at The Orchard Centre  
1 February 10am – 1pm at the Council Offices

B12/1211.5 e. **Committee Dates for 2020**

It was **RESOLVED** to approve the Committee dates put forward for 2020, subject to minor corrections to the times of two meetings.

B12/1211.6 f. **Car Parks** (non-pecuniary interest declared by Cllr G Fage)

Consideration is being given to increasing parking charges at Dan Albone Car Park.

It was **RESOLVED** to extend free parking in the town on Saturdays.

The TCOM reported that there are continuing issues with the software which is currently delaying the implementation of these changes.

B12/1211.7 g. **Planning Appeal Reference APP/P0240/W/19/3236423**  
**Site at Land West of Langford Road, Langford Road, Langford SG189QU**

It was **RESOLVED** that the Chairman ask Cllr Bond to take this forward on behalf of the Council.

**B12/1212 12. ITEMS FOR INFORMATION**

B12/1212.1 a. **OPCC – Newsletter**

This information was **NOTED**

B12/1212.2 b. **Planning Application Outcomes**

Members considered the report of the Planning Application Outcomes as at 11/12/2019.

It was **NOTED** that the Bonds Lane Planning Application has been approved and that the Planning Outcomes is showing it is as "Awaiting Decision".

**B12/1213 13. PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

**B12/1214 14. EXEMPT ITEMS**

The following resolution was moved that it is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**15a. Security**

**15b. Stop and Search**

**15c. CCTV**

**15d. Health Provision**

**15e. Town Centre Vision Working Group**

**15f. Update on Traffic Surveys**

**15g. Staff Issues**

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