



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 22<sup>nd</sup> SEPTEMBER 2020**  
**AT 7PM VIA ZOOM WEBINAR FUNCTION**

**PRESENT:**

- Cllr D. Albone
- Cllr I. Bond
- Cllr K. Brown
- 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 M. Russell (Chairman)
- 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 – 8

**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.

**1. APOLOGIES FOR ABSENCE**

None.

**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**

14b – Cllr Strachan.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **Biggleswade Station: Network Rail Station upgrade**

Cllr Russell attended a meeting with Network Rail regarding the Station Access project. The project is on track but Network Rail is working on shortening the programme so that it is completed before winter 2022. A consultation with stakeholders will be held before the end of year. The next Rail Access Group meeting will be in January 2021. GTR said a feasibility study is underway for providing toilet facilities on the station and there will be some improvements to the front of the station shortly. GTR are concerned that current passenger numbers are currently between 20% and 25% of the normal passenger rates.

b. **Dan Albone Car Park**

Travellers set up camp at Dan Albone Car Park on 21<sup>st</sup> September 2020. Officers dealt with this situation promptly and Cllr Russell extended thanks to the officers who dealt with this.

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 of the Council Meeting held on **Tuesday 8<sup>th</sup> September 2020** as well as the exempt item minutes of the same date.

**Page 3: Item 8c:** It was agreed that “zebra crossing” be changed to “pedestrian crossing”.

**Page 3: Item 8c:** It was agreed to amend the wording relating to Stratton Way and Nursery Close to read “and Stratton Way at the beginning and end of the school day”.

**Page 4: Item 9f: Land North of Biggleswade:** Cllr G Fage expressed concern that the extract is not relevant to the development brief. It was agreed to remove all wording from “Councillors considered a draft letter” to “deliberately misleading”. What was asked was to simply refer to the previous objection.

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

**8. MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **8<sup>th</sup> September 2020**.

- a. **Page 2: Item 8a: Parking Orders:** The Town Clerk informed members he has not yet had a response from Central Bedfordshire Council. The Town Clerk will chase CBC for an update on this matter.

**9. PLANNING APPLICATIONS**

- a. **CB/20/03117/FULL – 5 Cedar Avenue, Biggleswade, SG18 0DE**

Proposed replacement of existing carport with an infill 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 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.

- b. **CB/20/03076/FULL – 12 Pople Road, Biggleswade, SG18 8GJ**

Two storey side extension and garage conversion.

It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the grounds of over development and the lack of off-street parking.

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

Proposed Single Storey Rear Extension + Erection of 1.8M high fence with double gates.

Members commented on the lack of provision of drawings or photographs showing what the double gates will look like once installed and the impact this will have on neighbours.

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

**10. ITEMS FOR CONSIDERATION**

- a. **Online Meetings**

Members discussed the proposal of Committee meetings not being live streamed, recorded and published on social media.

It was **RESOLVED** that Committee and Town Council meetings would continue to be live streamed, recorded and published to social media.

## 11. ITEMS FOR INFORMATION

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

Cllr M Foster informed Members that the map on this notice was inaccurate. CBC's map displays that resurfacing work will be completed further along than Compton Mead, however, the program of works only specifies work up to Compton Mead.

Members felt that CBC should be encouraged to resurface Footpath 33 up to Walker's Mead (point D on the map) in the current scope of planned works, which is the natural point of access from Kings Reach. For the longer term, Members requested the remainder of Footpath 33 (up to Baden Powell Way) be resurfaced when funds become available.

It was **RESOLVED** that the Town Council write to CBC to:

- a) Ask for clarification of the full programme of works (as the map provided does not match the current programme of works);
- b) Ask CBC to amend the current programme of works to include resurfacing of Footpath 33 right up to Walker's Mead (Point D on the map) as this is the natural flow point from Kings Reach to Edward Peake School;
- c) Ask CBC to resurface the remainder of Footpath 33 from Walker's Mead to Baden Powell Way when funds become available.

### b. Crime Statistics – August 2020

The Town Clerk informed members that Helen Calvert (BTC Administrator) and Amanda Cawthorn (Biggleswade Community Safety Group) have been working on presenting Members with a Crime Statistics Report in a format that Members asked for in the Council Meeting of 25<sup>th</sup> August 2020.

The contents of the report were **NOTED**.

Members agreed that this report format is easily understood, with statistical comparisons of year-on-year and month-on-month being useful. Members requested additional information or comparisons they would like included in future reports.

Members discussed current criminal activity and antisocial behaviour in Biggleswade and Members were invited to contact Cllr G Fage with any particular concerns, which will be included in the next Town Centre Management Meeting agenda.

## 12. 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. Amanda Cawthorn – Biggleswade Community Safety Group

Ms Cawthorn advised Members that the data on the Crime Statistics Report can be manipulated to show the breakdown of criminal activity within wards and split the shoplifting statistics out to show trends across wards. Previously the Biggleswade Community Safety Group worked with

Police and Simon Newton (Town Centre Operations Manager) on Operation Woking and there is material that could be re-shared with local businesses on crime prevention.

b. **Councillor Hayley Whitaker – Central Bedfordshire Council Ward Councillor**

Cllr Whitaker has been contacted by residents around Brunel Drive about the play park under the Town Council's care. The park requires some landscape clearance and equipment review to ensure safe use of the facilities.

**13. 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.

14a. Draft BGW Letter to Shuttleworth

14b. Website Design Proposals

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.