



Ref: Agenda/Council – 14/02/2023

9th February 2023

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 14 February 2023** 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

A handwritten signature in black ink, appearing to be "Peter Tarrant", written over a horizontal line.

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 question 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_1ymTZUQcTHWC7wKhi6hSug

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**

Cliff Andrews – Deputy Chief Executive Bedfordshire Rural Communities Charity, to present on the BRCC Cycle Scheme for Biggleswade.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Finance & General Purposes (F&GP) Committee meeting held on **Tuesday 29th November 2022** as offered by Cllr Pullinger, Chairman of the F&GP Committee.
- b. For Members to receive the minutes of the Town Council Meeting held on **Tuesday 24th January 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 24th January 2023**.

9. **ITEMS FOR CONSIDERATION**

a. **History Society Grant Application**

For Members to receive and consider a report from the Finance Manager regarding a grant application from the History Society.

b. **Planning Templates**

For Members to receive and consider new planning templates produced by the Deputy Mayor, Cllr M Russell.

c. **Bicycle Hire Proposal**

For Members to receive and consider a report from the Place Shaping Manager.

d. **Football Pitches Booking Policy**

For Members to receive and consider a report from the Place Shaping Manager.

e. **Allotments Improvement Project Report**

For Members to receive and consider a report from the Head of Governance & Strategic Partnerships.

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 on the Central Bedfordshire Council website. Click on the hyperlink (electronic copy) on the heading of each planning application listed below.

a. **CB/23/00256/FULL - 2 Ullswater Close, Biggleswade, SG18 8LX**

Single storey rear extension.

b. **CB/23/00170/LB - 46 Shortmead Street, Biggleswade, SG18 0AP**

Listed building: Change of use and conversion from shop to 1 residential dwelling and internal alterations.

c. **CB/22/04924/FULL - A1 London Retail Park, London Road, Biggleswade**

Installation of a single storey Portakabin building to be used as welfare facilities for staff permanently.

d. **CB/22/04966/FULL - Dhillion Farm, Dunton Lane, Biggleswade, SG18 8SH**

Erection of palisade fencing and CCTV/lighting columns.

e. **CB/22/04938/ADV - Noatum Logistics Unit 4, Symmetry Park, Gold Road, Biggleswade, SG18 8UZ**

Advertisement: 1 x non-illuminated fascia sign.

f. **CB/22/04516/REG3 - 11 & 12 Woodlands, Dunton Lane, Biggleswade, Bedfordshire, SG18 8QU**

Resubmitted: Change of use of land, from the stationing of two transit pitches, to two permanent pitches for Gypsy and Traveller use, with associated parking and amenity units.

Previously on the Agenda 10/01/23. The Town Council **OBJECTS** to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area.

This has been resubmitted as CBC's email response to Council objection says: "The attached advises that objections are raised due to flood risk and noise, however this application is seeking to change two transit gypsy and traveller pitches, to provide two permanent gypsy and traveller pitches – there will be no further built form or changes to the site."

g. **CB/23/00238/FULL - 36 Drove Road, Biggleswade, SG18 8HD**

Erection of 3 No. Dwellings. Demolition of single storey side and rear extension to existing dwelling.

Previously on the Agenda 22/10/2019. Council **OBJECTED** due to Highway safety due to increased traffic and difficulty of access to Drove Road from the properties. Poor access for emergency vehicles and noise pollution from the Weatherley Centre.

The application has come back to CBC as the 2019 granted permission has expired.

11. **PLANNING APPLICATION OUTCOMES**

a. A report of the Planning Application Outcomes (by exception applications only) as of **25th January 2023.**

12. **ACCOUNTS**

a. **Financial Administration**

The January 2023 accounts are not available for this agenda.

13. **ITEMS FOR INFORMATION**

a. **Minutes of the Biggleswade Allotment Association**

For Members to receive the minutes of the Biggleswade Allotment Association meeting which took place on Thursday 26th January 2023.

b. **ASDA Car Parking Update**

For Members to receive an oral update from Cllr Russell following the letter of response from ASDA regarding car parking.

c. **CCTV Update**

For Members to receive an oral update from the Place Shaping Manager.

d. **Drove Road Chapel Update**

For Members to receive a written report from the Place Shaping Manager.

e. **Planning Case types and descriptions for Town Council Consultation**

For Members to receive a written report from the Head of Governance & Strategic Partnerships.

f. **Schools for the Future Statutory Results**

For Members to receive the report from Central Bedfordshire Council regarding the outcome of the statutory notice consultation undertaken regarding the proposal to make prescribed alterations to maintained schools in the Biggleswade cluster.

CBC: "From the statutory consultation that ran from October to December last year, we received a majority of support and a full analysis of the statutory consultation feedback in detail can be reviewed by clicking the hyperlink (electronic copy) below":

<https://cms-centralbedfordshire-uk.azeusconvene.com/data/bdf23ca2-bf3a-406a-a6a6-d537000fdd1d/parts/16.2%20Appendix%20A%20-%20Schools%20for%20the%20Future%20Biggleswade%20Statutory%20Notice%20Analysis%20Report.pdf>

14. **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_1ymTZUQcTHWC7wKhi6hSug

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**.

15. EXEMPT ITEMS

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

(15a. Public Works Loan Board Application 2023-2024).

(15b. Play Areas Update Report).

(15c. Specification for IT Support).

(15d. Capital Assets Working Group 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.



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 29TH NOVEMBER 2022 AT THE OFFICES
OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM**



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr M. Foster (Vice Chair)
Cllr I. Bond
Cllr G. Fage
Cllr M. Knight
Cllr M. North
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant – Town Clerk & Chief Executive
Mr K. Hosseini – Head of Governance & Strategic Planning
Mr R. Youngs – Finance Manager
Ms H. Calvert – Administration & HR Manager
Ms. F. Gumush – Meetings Administrator

Members of the Public – 0

Meeting Formalities:

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

1. APOLOGIES FOR ABSENCE

Cllr D Albone.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

- a. **Disclosable Pecuniary interests in any agenda item** – None.
- b. **Disclosable Non-pecuniary interests in any agenda item** – None.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

None.

5. INVITED SPEAKER

None.

6. **MEMBER'S QUESTIONS**

A Member asked when additional consideration might be given to the External Audit report.

It was **AGREED** that the External Audit report is added to the agenda of the next Finance and General Purposes Committee Meeting on 17th January 2023.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No changes or recommendations were made to the minutes of the past meetings.

The Minutes were **APPROVED** as an accurate record of the Meeting from 5th July 2022 and 6th September 2022.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Original Estimate & Precept 2023/2024**

Members discussed the report presented by the Town Clerk. It was noted that it was good to have the report ahead of the precept as it gave time to examine the details. Commenting on the report Members noted that economic issues being faced nationwide have an impact on the budget. A Member asked for a more detailed analysis of the drivers behind the indicative percentage increases.

It was **AGREED** that the item would be brought to the agenda of the next Finance and General Purposes Committee meeting on 17th January 2023 for consideration.

10. **ITEMS FOR INFORMATION**

a. **Finance Review**

It was **RESOLVED** to note this report.

b. **Unity Trust Bank**

It was **RESOLVED** to note this report.

c. **Utilities Contracts**

It was **AGREED** that the item would be brought under **EXEMPT ITEMS** for the next Finance and General Purposes Committee meeting on 17th January 2023.

d. **Credit Control Policy**

Members noted that the Town Council Accounts Department have worked hard to reduce the Council debt.

It was **RESOLVED** to recommend the policy to Council.

e. **Virements Quarterly Report**

It was **RESOLVED** to note this report.

f. **Risk Management Update**

It was **RESOLVED** to note this report.

11. **PUBLIC OPEN SESSION**

No members of the public were present for the meeting.

12. **EXEMPT ITEMS**

None.

The meeting was closed at 7.34pm



MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON 24th JANUARY 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 F Foster
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr R Pullinger
Cllr D Strachan
Cllr H Ramsay
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr R Young – Finance Manager
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 0

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.

ABSENT WITHOUT APOLOGIES

Cllr K Brown.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Item 10a for Cllr I Bond.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

There were no announcements from the Mayor.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

Tom Price, Senior Sustainable Transport Officer from Central Bedfordshire Council gave a presentation on Electric Vehicle Charging Provision.

Speaking to Council, Tom Price presented the plan to roll out EV (Electrical Charging) charging points for electrical vehicles, both rapid and residential, to satisfy anticipated demand levels and meet County and National Targets.

Tom Price explained that 200 sites had been assessed across Central Bedfordshire and £360,000 grant funding had been secured to install 96 EVCP (Electrical Vehicle Charging Points) at 12 sites. He noted that 4 dual socket points were looking to be installed at The Baulk car park and other sites in Biggleswade were being assessed to widen coverage.

Tom Price pointed out that three areas had been identified as possibilities: St Andrew's Car Park, Mill Lane Car Park and The Orchard Community Centre.

It was **AGREED** for Members to have an informal meeting with Tom to discuss the practicalities of the matter further.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Item 10a. Cllr Russell indicated that the words 'with the amendments' should be added to the paragraph so that it reads: It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this planning application on the grounds of the letter circulated in the Town Council agenda pack with the amendments proposed by Council and attaching with it the Transport Consultants' Report.

Item 13b. The word 'good' was missing. Sentence should read: Cllr G Fage noting the discussions responded that as Chair that some very good points were made.

Item 13b. Lord Rose is ASDA Chairman, not CEO.

Item 13b. Item should read: 'That Town Council parking is free evenings and weekends'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on 10th January 2023.

8. **MATTERS ARISING**

Cllr G Fage, pointing to Item 10a of the Minutes, requested that the letter regarding the Council's objection for Land North of Biggleswade and the Transport Consultants Report, should also be sent to Hallam Land and Carter Jonas.

9. **ITEMS FOR CONSIDERATION**

a. **Precept for Financial Year 2023/2024**

Chairman of the Finance and General Purposes Committee Cllr Pullinger, thanked Officers for their quick turnaround of numbers in preparation for this meeting following the recent Finance and General Purposes Committee meeting, held on Tuesday 17th January 2023.

Cllr Pullinger noted the challenges faced in determining the precept and the impacts faced by residents due to the rise in inflation, particularly in respect to energy prices.

Members unanimously **RESOLVED** to accept to set the precept at £1,533,241 which equates to an increase of 7.48% for Band D property and that is in line with the recommendations of the Finance & General Purposes Committee and the Responsible Financial Officer .

b. **PWLB Governance Process**

Cllr G Fage put forward a motion which asked that any spend connected to the Public Works Loan Board money (PWLB) is approved, in both the amount and purpose, at Council first before spending.

Cllr G Fage noted that the reason for this motion was due to the first wave of PWLB monies arriving, adding that Council and Committee have been very diligent in how it will be spent on the Franklins Recreation Ground.

The Town Clerk & Chief Executive noted that there are five key documents which need to be reflected on before the new Council is elected. Two of these documents relate to Standing Orders and Financial Regulations which will need to be taken into consideration by Council.

Members **RESOLVED** to accept the motion that any spend connected to PWLB monies is approved, in both the amount and purpose, at Council first, before spending and that this is subject to due consideration being given to future Financial Regulations. The approval of the Council should be re-sought if the Council is not contractually committed to the spend within 6 months.

c. **Change in date for Personnel Committee Meeting**

Following discussion, Members **APPROVED** to change the date of the Personnel Meeting to 23rd February 2023, due to absence of the Chairman of the Committee. Previously the meeting was set for Tuesday 7th February 2023.

d. **Ivel Medical Centre, Biggleswade – Stakeholder Update**

Cllr Strachan put forward a motion to debate the issues affecting the town as a result of the decision not to proceed with the health hub and the correspondence received concerning the Ivel Medical Centre.

Cllr Strachan indicated that the town is growing and the lack of medical services is having a huge impact on residents.

Members unanimously **RESOLVED** for Officers to facilitate a meeting with relevant stakeholders of GP practises, Integrated Care Board and local MP Richard Fuller.

e. **Stopping up of Highway at land off Drove Road adjacent to 1A Drove Road, Biggleswade**

Members **NOTED** the letter and indicated that the item should have been included under Items for Information.

f. **Tree Felling in Biggleswade Town Centre Market Square**

The Head of Governance and Strategic Partnerships noted that the issue recently came on the agenda of the Biggleswade Joint Committee, and it was understood that a longer gapping of trees (removal of older trees with newer trees planted later) is vastly preferable in principle.

Members pointed out that replacing trees at present was not viable until bus exit routes were ascertained and understanding how the Market Square would be organised.

It was agreed in the Biggleswade Joint Committee that trees would be removed and the ground would be flattened out in order to make it 'trip-hazard' free.

Members **RESOLVED** for Officers to write to Central Bedfordshire Council to formalise the swift felling of the four trees but to request that trees are not replaced until the latter half of 2023 at the earliest, allowing time for discussion about the future layout of the Market Square.

g. **Car Parking Tender Update Report**

The Place Shaping Manager presented the report and noted that in consultation with the Chairman of the Town Centre Management Committee, some minor changes needed to be made to the report.

Members **RESOLVED** to adopt the document tender report subject to the minor amendments.

h. **Rose Lane Car Park Update**

Members considered the report presented by the Place Shaping Manager. Following a discussion, it was **RESOLVED** to **DEFER** a decision regarding drainage expenditure for Rose Lane Car park.

Officers will investigate the drainage matter further and return with more detailed information to enable Members to reach a resolution.

i. **CCTV Update**

Following a presentation by the Place Shaping Manager, Members discussed the matter, and it was **RESOLVED** that due to the long delay in BT Open Reach Installation of the new Central Bedfordshire Council (CBC) fibre line, Officers would write a letter to CBC's leadership.

The letter suggested that a legal agreement would be entered into between CBC and the Town Council, enabling CBC to novate the existing analogue line to the Town Council. This in turn would allow BT Open reach to install a new fibre line for the Town Council as well as CBC.

Members **AGREED** to progress the matter separately to the letter using alternative channels.

k. **Design Guide SPD and Housing Policy Technical Guidance SPD (Consultation) January 2023**

Members **RESOLVED** to defer the item to the Town Council meeting on 28th February 2023 to allow for more time to review the detailed document.

10. **PLANNING APPLICATIONS**

a. **CB/22/04935/VOC - Land to north of Lindsell's Level Crossing Biggleswade SG18 0AD**

The Town Council **NOTED** the shorter ramps and changes to right of way; however, Council **STRONGLY OBJECT**, as they have done previously in August 2022, as the application is presenting even less landscaping.

b. **CB/22/04809/FULL - Harrison House, Sheep Walk, Langford Road, Biggleswade, SG18 9RB**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

c. **CB/23/00003/DOC - Land off Drove Road Adj to 1A Drove Road, Biggleswade, Beds SG18 8HD**

It was **RESOLVED** that the Town Council **STRONGLY OBJECT** to the discharge of conditions on this application as Council would like to see the conditions in place ahead of any planning approval.

d. **CB/22/04963/VOC - Park Corner Farm, Dunton Lane, Biggleswade, SG18 8SH**

The application was **NOTED**.

e. **CB/22/04896/DOC - Land to the South of Waste Transfer Site, Cow Close, Biggleswade**

The application was **NOTED**.

11. **PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

12. **ACCOUNTS**

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/12/2022.
- ii. Detailed Income and Expenditure by Committee 31/12/2022.
- iii. Payment Listing from 01/12/2022 31/12/2022.
- iv. Summary Income and Expenditure to 31/12/2022

Members **RESOLVED** to accept the accounts as laid out. The Town Clerk & Chief Executive advised that to aid financial transparency, the accounts would be uploaded onto the Town Council website.

13. ITEMS FOR INFORMATION

a. ASDA Car Parking

Cllr Russell read out the letter of response sent to ASDA officials and noted that it was also shared in the local press. However, no response had been received from ASDA yet.

Members **AGREED** to keep the item on the agenda for future Council meetings.

14. PUBLIC OPEN SESSION

No one wished to speak at the meeting.

15. EXEMPT

None.

The Mayor closed the meeting at **9.05pm**

BIGGLESWADE TOWN COUNCIL
Town Council meeting
14th February 2023
Additional Grant Application 2022/3

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Potential small overspend on the Grants budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

The 2022/3 budget for grant applications is £32,767 and both the first and second tranches of grant applications have now been considered.

It was highlighted at the Finance and General Purposes Committee held on the 17th January, 2023 that a grant application from Biggleswade History Society was not up for consideration. There was no record of its receipt. The application has now been received electronically and is attached as Appendix A.

Budget	£32,767
Community Agent	£12,000
Tranche 1 Grants	£9,526
Tranche 2 Grants	£11,200
Remaining budget available	£41

The grant application requests a sum of £900. If the grant application is supported in full, this will result in an overspend on the Grants budget of £859. If required, an amount up to £859 could be vired from the Repairs and Maintenance and Equipment Maintenance and Repairs cost codes.

Any agreed payment to be made to Biggleswade History Society will be made at the same time as the other successful second tranche grant applications. This would ideally be by BACS transfer and would take place on Monday, 3rd April, 2023.

Recommendation:

Members consider this grant application.

Rob Youngs
Finance Manager

Appendix A: Biggleswade History Society grant application

Texts for Planning Response Letters

No Objection Letter

Our Ref:

Date

The Planning Department
Central Bedfordshire Council

For the attention of Mr/Ms XXXX
Email address

Dear Mr/Ms

CB/22/00000/FULL - XXXXXXXXXXXX

The Biggleswade Neighbourhood Plan (2022) and the Biggleswade Town Centre Masterplan (SPD 2011), together with the adopted Local Plan form the statutory development plan for Biggleswade. The Planning and Compulsory Purchase Act requires determination of planning applications to be made in accordance with the development plan unless material considerations indicate otherwise.

The Town Council has no objection to this application, subject to consultation with neighbours and consideration of their comments.

It may be appropriate to give an indication of why the development is supported if this was discussed at Council.

Yours sincerely,

Karim Hosseini
Head of Governance and Strategic Partnerships

Objection Letter

Our Ref:

Date

The Planning Department
Central Bedfordshire Council

For the attention of Mr/Ms XXXX
Email

Dear Mr/Ms

CB/22/00000/FULL - XXXXXXXXXXXX

The Biggleswade Neighbourhood Plan (2022) and the Biggleswade Town Centre Masterplan (SPD 2011), together with the adopted Local Plan form the statutory development plan for Biggleswade. The Planning and Compulsory Purchase Act requires determination of planning applications to be made in accordance with the development plan unless material considerations indicate otherwise.

The Town Council objects to some aspects of the proposed development. *(The detail then needs to be laid out appropriately. Obviously it will be different each time.)*

If appropriate, any good points of the application could be noted. It is possible that the developer may come back with a revised plan.

It may be appropriate to indicate any mitigations to a larger scheme which could be financed through S.106 monies.

Finally, on a large or difficult development, it may be appropriate to add: The Town Council would be happy to work with the developer and the planning authority to achieve an acceptable solution.

Yours sincerely,

Karim Hosseini
Head of Governance and Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Town Council
14th January 2023
Bicycle Hire Proposal

Implications of Recommendations:

Corporate Strategy: **ENVIRONMENT:** Work with BRCC and Central Bedfordshire Council on the wider development and management of the Green Infrastructure Plan.

Finance: Not applicable.

Equality: Accessible cycling for lower-income families.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers met with BRCC late last year to hold initial discussions regarding a number of funded proposals they had requested BTC support with. Another meeting was held with BRCC on 18th January to progress talks on these proposals, with emphasis on a bicycle hire scheme. BRCC explained to Officers that they had secured funding for the scheme through CBC, which they were aiming to spend by the end of this financial year 2022/2023. BRCC would like to launch the scheme with BTC's support in housing some of the bicycle racks in up to two locations. No funding from BTC is being requested.

Summary

This scheme would be a 12-month pilot that is run in collaboration between BRCC, CBC, BTC and App-Bike. Whilst pricing isn't finalised, a similar scheme in Houghton Regis hires the bicycles out at £1.50 per hour, or £5 monthly membership with two free hours a day then £1 per hour thereafter. These are hired through a mobile phone application requiring a camera to scan the bicycle's QR code. Annex A illustrates the bicycle and rack designs in Houghton Regis, providing an indication as to how the designs may look for the Biggleswade scheme.

There are several advantages to launching this: the Community Agent working for BRCC, funded by BTC, would look to socially prescribe residents free hire of the bicycles where appropriate, which consequently could improve mental health; the scheme provides a cost-effective solution to lower-income families that may struggle to afford a bicycle outright; and it promotes sustainable, green transport.

Up to six bicycles could be procured with the funding available, and therefore six racks would be needed as a minimum at each location. These racks would be solely for bicycle hiring and so any existing racks that are converted for the scheme would result in less space for privately owned bicycles. It should be noted that BRCC were responsible for installing all bicycle racks in the locations discussed in this report. Regardless of whether the scheme would convert existing racks or not though, BRCC mentioned that they may have funding available to install additional racks. Finer details for this scheme are yet to be finalised with BRCC looking for an initial agreement from BTC to house the racks and launch the scheme.

Locations

BRCC are already in talks with managers at the Saxon Gate Leisure Centre to install racks and would like to work with BTC to establish up to two locations elsewhere. Ideally, the racks would be located as close to the Green Wheel as possible. These racks are similar in design to a standard bicycle rack, as illustrated by Annex A, and so existing bicycle racks could be used for the scheme. Officers have been told there may be scope to influence the design of the bicycles and/or bicycle racks to include specific colours, branding, heritage influence etc. Officers' suggested locations are illustrated by Annex B with the numbers indicating preference order, and X indicating the site at Saxon Gate Leisure Centre.

These locations are as follows:

1. Franklin's Recreation Ground (4 existing racks)
2. Dan Albone Car Park/The Common (just before entry to cricket pitch) (4 existing racks)
3. Kitelands Recreation Ground (0 existing racks)
4. The Lakes (4 existing racks)

Officers' preferred location is Franklin's Recreation Ground. This would encourage users of the scheme to enjoy the newly installed play area equipment, and with its proximity to the Town Centre, would encourage more visitors to Town Centre businesses. Officers' next preferred location would be the Dan Albone car park site as it provides a halfway point if racks were installed at Saxon Gate Leisure Centre, whilst also perhaps influencing use of the common and the Dan Albone memorial area. Although the Kitelands site is in close proximity to the Green Wheel, it's too close to Saxon Gate Leisure Centre and therefore may result in users abandoning bicycles in the northern part of the route. The Lakes presents a similar issue.

Recommendations

That Members agree for Officers to consult with BRCC and:

- Agree with BRCC for the bicycle hire scheme to go ahead, with Franklin's Recreation Ground and the Dan Albone Car Park as locations for bicycle rack installation. This is subject to further detail being reported back to Council on:
 - Pricing structure
 - Bicycle and bicycle rack designs
 - Intended number of bicycle racks at each location (including existing for private bicycles)
 - Functionality to report broken and abandoned bicycles
 - Service provider service level agreement

Isaac Lord
Place Shaping Manager

Annex A – Bicycle Hire Scheme in Houghton Regis Pictures



Annex B – Officers’ Suggested Bicycle Rack Locations



BIGGLESWADE TOWN COUNCIL
Town Council
14th February 2023
Football Pitches Booking Policy

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: HEALTH & WELLBEING: Continue to develop indoor and outdoor recreational and leisure facilities.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers previously produced a report for this policy at the Public Land and Open Spaces (PLOS) meeting on the 31st January 2023. It was resolved for the policy to be brought to Council with amendments made as suggested by Members.

Summary

Please find the policy attached in Annex A.

Recommendations

For Members to agree the policy.

Isaac Lord
Place Shaping Manager

Football Pitches Booking Policy DRAFT

January 2023



Purpose

Biggleswade Town Council (BTC) recognises and accepts responsibility for providing an efficient booking system for football pitches and frequent grounds maintenance to ensure optimal pitch standards. This policy seeks to outline these responsibilities and highlight those that apply to the Hirer.

Sites

BTC has three sites and seven football pitches detailed below. Each is equipped with changing room facilities.

- Eagle Farm Road (no floodlights)
 - 80 x 50 yards with posts
 - 60 x 40 yards without posts
 - 40 x 30 yards without posts
- Stratton Way Recreation Ground (limited floodlights)
 - 100 x 60 yards with posts
 - 40 x 30 yards without posts
 - Training Pitch
- The Lakes (no floodlights)
 - 98 x 55 yards with posts

Pitches can be booked out through the footballing season, which runs from the end of August/beginning of September through to the end of May. The pitches are then left to recover in the months between.

Bookings

Squarespace Scheduling, an online booking system, was launched in early 2023 with all Hirers receiving private links to the facility. The system has been made private to prevent public access.

Any football clubs wishing to make a booking for the first time, should contact enquiries via enquiries@biggleswadetowncouncil.gov.uk to evidence their status as a club. A document from an accredited footballing organisation (e.g. FA) demonstrating the status of the club would suffice. After evidencing status as a club, the Hirer will be sent an agreement form setting out clear hiring conditions, which needs to be signed before both parties. At this point, the Hirer will be sent private scheduling links to allow them to book. For any difficulties with the online booking system, BTC should be contacted and are able to provide support and book on behalf of the club if necessary.

Clubs cannot book on behalf of other clubs.

Other sporting organisations, community groups and individuals can also enquire to book the pitches and these will be considered on a case-by-case basis. Decisions are at the discretion of BTC Officers and are subject to pitch conditions. Priority will always be given to Football Clubs as the intended use of football pitches.

Invoicing

After a booking is submitted, the email address used for sign up will receive an email from BTC advising of the payment required. BTC bank details will be provided and a BACS transfer should be made. Other means of payment can be accommodated in exceptional circumstances and should be discussed via email.

Cancellations and Amendments

Cancellation requests can be completed through the online booking system up to 24 hours in advance of the booking. Any refunds required following a cancellation will be administered by the accounts team shortly after the cancellation via BACS. No refunds will be provided if a cancellation is requested within 24 hours of the session start time unless there are exceptional circumstances

Amendments should be requested through the enquiries email address.

Terms and Conditions of Use

BTC highly values its staff and employees' interactions with the public. In keeping with this ethos, BTC expects that all bookings made will be carried out in full observance of mutual respect to all.

Clubs making a booking are required to fill out and sign a bookings agreement form covering their booking and associated facilities, as per Annex A.

All bookings must be made in good faith and BTC expects clubs to fulfil their booked sessions in full. In the event that clubs do not play during their allotted bookings, BTC reserves the right to charge.

All changing rooms must be returned to BTC in a fit, clean and proper condition, as they were prior to the booking, and out of respect for other users. Failure to adhere to this requirement may result in additional cleaning charges being levied on the last team which used the facilities.

In order to maintain a high standard of cleanliness, clubs which have played on the final session of the day and used the changing rooms facilities, will have the responsibility of ensuring that the facilities are returned to BTC in a clean and tidy condition.

BTC reserves the right to monitor and enforce a penalty charge or potential exclusion notice to Clubs which do not adhere to this stipulation.

Annex A – Hire Agreement

Agreement between Biggleswade Town Council and for the Hire of Football Pitches and Associated Facilities 2022-23 Season

This agreement sets out the conditions and arrangements for the hire by Biggleswade Town Council [The Council] and the Club making a booking of football pitches and facilities at Eagle Farm Road, Stratton Way and The Lakes, Biggleswade [The Facilities] managed by Biggleswade Town Council [The Council].

This agreement has been made as a special arrangement between The Council and The Club and is not extended to individuals or teams beyond the scope of this agreement.

The following terms are agreed:

1. It is agreed that The Council and The Club will communicate via the named points of contact as provided in the attached schedule for bookings and enquiries.
2. The Facilities for training and matches are required to be booked in advance and are subject to availability on a first come first served basis. This agreement does not exclude The Council from accepting bookings by other individuals or organisations.
3. The Club will endeavor to provide The Council with details of match and training fixtures as far in advance as possible to enable bookings to be secured.
4. The Council require at least one week's notice of additional pitch hire requirements to ensure that the pitch is available, has been marked out and maintained to comply with match regulations. For the avoidance of doubt, notification of pitch hire requirements does not constitute a booking until it has been confirmed by the automatically generated booking confirmation notice. The Council is unable to guarantee availability of Facilities at short notice.
5. The Council will make every reasonable effort to ensure that The Facilities are maintained in an adequate and safe condition, including regular inspections, grounds maintenance and line marking. However, The Council is not able to accept liability for incidents and disruptions beyond its control, including but not limited to adverse weather conditions, flooding or vandalism.
6. Only one fixture is permitted to take place at the Lakes Recreation Ground at any one time.
7. Any storage of The Club's items at The Facilities will be subject to prior agreement with The Council regarding location and the length of time of storage and items are to be stored at the Club's own risk. The Club will return any keys provided for storage areas at the end of any such agreement.
8. The Facilities are not to be used for the storage of food, drink or cooking equipment. This includes barbecues, stoves or gas cylinders.
9. The schedule attached to this agreement includes details of the named points of contact for The Council and The Club, agreed Allocated Key Holders, Alternate Key Holders and individual team representatives.
10. It is agreed that the Allocated Key Holders and Alternate Key Holders are responsible for the safe keeping of keys and ensuring that Facilities are made secure after use. Representatives from the individual teams as detailed in the attached schedule will contact the Allocated Key Holder or Alternate Key Holder to arrange access to The Facilities.

Under no circumstances should keys be shared or passed amongst individuals or teams or to individuals outside The Club.

11. The Club will ensure that the changing rooms and pavilions are kept clean and tidy after each use, switch off any taps and lights including floodlights before locking and leaving the premises. The Club will report to The Council any maintenance problems that may need rectifying.
12. Users understand and agree that the booking will result in the user being responsible for the safe operation of the facilities. In the unlikely event of a fire, users will notify the Emergency services dialing 999, and BTC, providing details of the incident. Users will go to the evacuation and muster point on site and await the arrival of the emergency services. A separate fire safety document shall be provided for reference.
13. All representatives and members of The Club will ensure that the Facilities are treated in a considerate manner. The Club will also ensure that visiting teams playing against The Club treat the Facilities in a considerate manner.
14. The Club will ensure wherever possible that cars are parked in the area designated to The Facilities and have consideration for local residents.
15. For the Lakes parking area, the Club agrees to make arrangements for a representative of The Club to supervise parking so as not to obstruct the access road to the side of the car park that leads to garages and under the road bridge.
16. The fees per pitch booking are published on The Council's website. The fees for pitch hire will be reviewed in April each year.
17. Invoices will be issued to The Club's Named Point of Contact.
18. In the event of cancelled fixtures, The Club will notify The Council via the named point of contacts. Last minute cancellations must be notified to The Council as soon as possible via telephone or email. Cancellations not notified to The Council within 24 hours will be charged five working days after the cancelled fixture.
19. The Council reserves the right to inspect Facilities on a regular basis to ensure that The Club is compliant with the above procedures. Failure to comply with any of the above requirements may result in The Club's use of The Facilities being revoked.
20. This agreement is subject to review and either party may terminate the arrangement with a period of notice of one week in writing to the Town Council.
21. **UK Data Protection Act.** By signing this agreement it is understood that the Council may store and process personal information in order to satisfy the requirements of the booking as well as any correspondence with the Town Clerk. The Town Council retains the right to request modification on the information that is kept on record for the purpose of the booking in full compliance with the act.

NAMED POINTS OF CONTACT

The named point of contact at Biggleswade Town Council will be:

Biggleswade Town Council, The Old Courthouse, Saffron Road, Biggleswade SG18 8DL
01767 313134
enquiries@biggleswadetowncouncil.gov.uk

The named point of contact(s) at the Club making the booking will be:

ALLOCATED KEY HOLDERS

Primary Key Holder:

Alternative Key Holder(s):

TEAM REPRESENTATIVES

PAYMENT

Payment is to be made online at xxxxx and invoiced to user email address.

Please direct any enquiries to enquires@biggleswadetowncouncil.gov.uk.

PLEASE NOTE TO ALLOW MAINTENANCE AND RECOVERY OF FOOTBALL PITCHES AFTER THE PLAYING SEASON THERE WILL BE NO PITCH HIRE FOR TRAINING OR MATCHES FROM THE MIDDLE OF JUNE TO THE END OF AUGUST EACH YEAR.

You are not eligible to use Biggleswade Town Council facilities until a signed copy of this agreement is received.

.....
Signed (for and on behalf ofXXXX)

.....
Name

.....
Date

.....

Date agreement is valid until

.....
Signed (for and on behalf of Biggleswade
Town Council)

.....
Name

.....
Date

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th February 2023
Allotments Improvement Project Report

Implications of Recommendations

Corporate Strategy: Green Spaces: This project will deliver improvements to the allotments.

Finance: An indicative £935 will be spent from the 2022-23 allotments budget.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environmental legislation.

Community Safety: The Council pays due regard to community safety.

Background:

A version of this report went to the PLOS Committee 31st January 2023, Members considered and approved its recommendations for Town Council resolution. The Public Works Loan Board (PWLB) strategy update report to the 22nd November Town Council meeting provided an indicative 2022-23 funding allocation of £10,000 for the Allotments Improvement project. The project deliverables are to make the allotments site far more efficient, release more than 10 new half plots via landscaping work, significantly reduce the waiting list, and rectify 5 flooded plots. The PWLB report separately included up to £40,000 for new allotment land procurement in 2024-25 and Officers are reaching out to land agents and owners.

Summary:

The project will reduce the current waiting list (50 people December 2022, due to 8 new online recently received expressions of interest) by 10 half plots down to 35, in time for April 2023, and will generate additional income. After extensive project site scoping, in November Officers began minor landscaping pilot work to good effect. To its great credit, the Public Realm team has delivered the project work at negligible cost and within the 2022-23 allotment budget allocation. **Hence Officers are not seeking any PWLB funds.**

A short specification for the required materials, composters, and micro-planters is included in Annex A costed at an indicative £935, sourced from the 2022-23 allotment budget line (£2,000 allocation). Officers have discussed the micro planter approach in detail with the Biggleswade Allotment Association and CBC and both organisations are favourable as the scheme is sustainable in the current climate. Officers will roll out the micro planter programme incrementally from summer 2023 to meet demand. New lockable enclosed composting units will be placed on both sites improving access and health and safety to reduce pest control measures.

As part of the project, Officers are developing an allotments site plan using PT Mapper software to include precise measurements for all plots (including proposed new plots), which will be redacted and shared to benefit all allotment users and accuracy.

Indicative Income (2023-24): Figure 1 Income for the newly created half plots and micro-planters.

Item	Quantity	Annual Rental (£) per Unit	Indicative Total Income (£)	Comments
New Half Plots	10	35	350	Located on the north site
New micro planters	8	8	64	Located along the north perimeter
Sub total			414	Indicative new income from an efficient allotment site
Projected Allotments Total Revenue	206	N/A	7,800	
New Projected Allotments Total Revenue	216	N/A	8,214	The project will deliver a circa 5% increase in overall allotments revenue

Recommendations:

That Members consider the PLOS Committee recommendations and approve that:

1. Officers approach people on the waiting list (50, December) to invite them to take on the new 10 plus half plots and pay rent at £35 per half plot per annum.
2. Officers promote to people on the waiting list, more widely and the BAA to determine appetite levels for the new micro planter style of growing fresh produce.
3. Officers use the existing allotments budget allocation to spend an indicative £935 on the project to deliver lasting improvements by March.

Karim Hosseini
**Head of Governance & Strategic Partnerships
 Manager**

Jonathan Woolley
Public Realm

Annex A

Specifications for New Allotment Plots

Item	Cost per unit (£)	Quantity	Cost (£)	Comments
Micro planters (1m x 1m)	22	8	176	Deployed across the northern perimeter and will redefine growing practices for future years and positively boost the Town Council's reputation.
Plastic Composter Units (600 litres)	99	4	396	Units will be placed in two locations across the two allotments sites and replace the existing redundant composting bays.
Wood chipping	0		0	Free, via PR work
Wood pallets	0		0	Free, sourced from local companies
Plot markers	12	5	62	500 flag markers
Onsite Signage	50	6	300	Professional grade directional and H&S signage
Total			934	

OUTCOME OF CBC DETERMINED PLANNING					
Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
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.	Awaiting Decision
Biggleswade, Land North of	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous corresp 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 as at 05/10/2022. PAPC applications are Private enquiries submitted before Planning Applications and only available to the Applicant/Agent that submitted them
Biggleswade, Land North of	19/04301/OUT	24/08/2021	Separate correspondence for this application has been sent to the Planning Officer, Nikolas Smith, as agreed with Council. Strongly Object - Due to: 1) Inadequate access to the site. 2) Severe Highways impact at Sun Street/Shortmead Street junction. 3) Severe Highways impact at Drove Road/London Road junction. 4) Exaggeration of site sustainability. 5) Reduction in Public Rights of Way. 6) Disruption to irreplaceable Archaeology.	Outline Application: planning permission with all matters reserved except for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's play space; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.	Awaiting Decision
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.	Awaiting Decision

2020					
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	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
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development 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	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 (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
2021					
Shortmead Street, 130	21/02886/FULL	21/09/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. Also, 1) Clarification of the extent of F1(a) use is required; 2) To limit education use of the premises to current use; 3) There are concerns about the limited parking.	Change of Use of a building from the existing mixed E(a) and Sui generis (hot food takeaway; A5), to primarily E(a) Use Class with an ancillary E use class and F1(a) educational use.	Awaiting Decision

2022					
A1 Retail Park, Unit E, London Road	22/03121/VOC	13/12/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the variation of condition for Unit E. The original condition was put in place to protect the town centre and should stand.	Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland. Previously on Council Agenda 22/03121/VOC on Council Agenda 23/08/2022. Outcome as Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	22/11/2022	Town Council Strongly Objects and called to move the item to EXEMPT agenda.		Report from Transport Consultants to be submitted to Council for discussion before sending to CBC.
Land at Bonds Lane and Foundry Lane	22/04159/VOC	22/11/2022	It was RESOLVED that the Town Council has NO OBJECTION to the variations to this planning application. However, the Town Council does OBJECT to the variation regarding changes to cycle storage due to new proposals being less accessible.	CB/18/02353/FULL on Council Agenda - Variation of condition numbers 11, 13, 16, 17 and 19 in respect of planning permission CB/18/02353/FULL (Demolition of existing vacant and derelict buildings and erection of 50 residential apartments with associated vehicular access, car and cycle parking, refuse storage and landscape). Variation sought to new plan numbers and substitute previously approved drawings for condition 19.	Awaiting Decision

Land to North of Lindsell's level crossing	22/02881/DOC	09/08/2022	It was RESOLVED that the Town Council STRONGLY OBJECTS to the discharge of Planning Condition 3 on the revised plan and demand that Network Rail are obliged to implement the landscaping as per the plan approved at Development Management Committee in order to mitigate the visual impact of the bridge.	<p>Discharge of Condition 3 against planning permission CB/21/02168/FULL Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works.</p> <p>Details have been received to discharge condition(s) listed below to this planning permission.</p> <p>3 No Development shall take place until a detailed planting and landscaping scheme, which seeks to mitigate satisfactorily the visual impact of the bridge on the landscape, as well as a landscape management plan (which includes consideration of the need for irrigation of the planting) and final design have been submitted to and approved in writing by the Local Planning Authority. The approved soft landscaping scheme shall be implemented in full by the end of the full planting season immediately following the completion and/or first use of the development (a full planting season means the period from October to March). The trees, shrubs and grass shall subsequently be maintained in accordance with the approved landscape maintenance scheme for a minimum period of 5 years and any which die or are destroyed during this period shall be replaced during the next planting season. Reason: To screen the development and reduce the impact the proposal would have on the character and appearance of the area (Section 12 and 15, NPPF).</p>	Discharge of Condition Decision Released
London Road, Unit E, A1 Retail Park	22/03121/VOC	23/08/2022	Town Council STRONGLY OBJECTS to the variation of condition for Unit B. The original condition was put in place to protect the town centre and should stand.	<p>Variation of Condition 20 of planning permission CB/14/01181/VOC (Variation of Condition 20 of planning application No. CB/14/01109/VOC dated 11/06/2014 to allow up to 5% of the ground floor area of any one single unit only to be used for the sale of food and to allow a pharmacy to operate from part of the unit. Wording of the condition to be amended to:" The development hereby approved for the units referred to as A, B, D, E, F,G, H, J, K, L, M, N, P, Homebase, 1 & 2 as shown on plan no. 8659 P02 Revision W shall be used for A1 (retail) but shall not be used for the sale of food, as a post office, for the sale of tickets, as a travel agency, for hairdressing, for the direction of funerals, for the reception of goods to be washed, cleaned or repaired, as an internet café where the primary purpose of the premises is to provide facilities for enabling members of the public to access the internet or as a pharmacy, except for Unit B, which can be in part used as a pharmacy and can sell food in up to 5% of its total ground floor area") - The variation is to increase the range of permitted goods that can be sold from the premises to facilitate reoccupation of the floorspace by incoming tenant, Poundland.</p>	Awaiting Decision
London Road, BP MFG	22/02922/FULL	27/09/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Creation of an EV charging zone with 7 no. EV charging bays, associated canopy, substation and LV panel.	Awaiting Decision
Normandy lane, Unit B	22/03438/FULL	27/09/2022	No Objection - There is a concern regarding the parking.	Extension to factory building to accommodate 4 additional units for flexible use comprising Class B8 (storage and distribution), B2 and Class E(g)iii (light industrial)	Awaiting Decision

Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was RESOLVED that the Town Council would like to PROVISIONALLY OBJECT to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the CCTV is not under variations to conditions.	Flatten the existing mounds in the play area, install lighting columns, and improve the perimeter fence.	Awaiting Decision
Saturn Way, 12	22/04424/FULL	13/12/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by Central Bedfordshire Council in their deliberations.	The addition of four skylights to facilitate a loft conversion.	Awaiting Decision
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application.	Erection of new dwelling with a detached annexe.	Awaiting Decision
Springfield Bungalow & Stratton Farm Cottages Land, land at bridleway 58 to the south of Dunton Lane and land south of Stratton Business Park	22/04252/FULL	13/12/2022	It was RESOLVED that the Town Council OBJECTS to this planning application on the grounds of traffic congestion on the A1 south but note that if Officers are minded to pass this application then Biggleswade Town Council would like to see Section 106 money related to speeding, access to the A1, leisure facilities and in terms of sustainable transport to the Town Centre in terms of buses.	Demolition of 3 existing dwellings and the construction of 3 B8 units, together with associated access, vehicle parking, landscaping, and all other ancillary works.	Awaiting Decision
Stratton Upper School, Eagle Farm Road,	22/03441/FULL	27/09/2022	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.	Erection of 255 no roof mounted photovoltaic solar panels and 9 no floor level air source heat pump units.	Awaiting Decision
Potton Road, Land at former Scaffolding Depot	22/02691/FULL	08/09/2022	It was RESOLVED that the Town Council OBJECTS to this planning application as•The traffic impact on Furzenhall Road and Potton Road. •There are too many dwellings hence overdevelopment. •Loss of residential parking on Winston Crescent. •Properties would be very close to the railways line which will lead to noise pollution for residents. The Town Council notes that the Highways Officer has objected.	Erection of ten dwellings and the conversion of an existing building into two one bed flats.	Awaiting Decision
2023					
Banks Road, 10	22/04850/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Rear dormer and skylight to the front	Awaiting Decision
Biggleswade, Land North of	19/04301/OUT	10/01/2023	It was RESOLVED that the Town Council STRONGLY OBJECTS to this planning application on the grounds of the letter circulated in the Town Council agenda pack, which must be sent to Senior Central Bedfordshire Council Officers, and attaching with it the Transport Consultants' Review.		Awaiting Decision
Dells Lane, 3	22/04656/FULL	10/01/2023	The Town Council OBJECTS to this planning application on the grounds that there is insufficient detail on how the 'protected' tree will be protected with the structure.	Replacement front car port	Awaiting Decision
Dells Lane, 39	22/03789/FULL	10/01/2023	The Town Council OBJECTS to this planning application on the grounds that it is not in keeping with the surrounding buildings with regards to the colour of the exterior cladding. The Council also OBJECTS on the grounds of loss of parking outside the building.	Front porch to include a downstairs toilet (retrospective)	Awaiting Decision

Drove Road, 38&40	22/04656/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	single story rear infill extensions to two adjoining semi-detached dwelling houses with associated alterations.	Awaiting Decision
Harrison House, Sheep Walk, langford Road, Biggleswade	22/04809/FULL	24/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations	single storey extension to house swimming pool	Awaiting Decision
1A Havelock Road	22/04742/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Demolition of existing building and erection of a one-bedroom flat	Awaiting Decision
179 Holme court Ave	22/04815/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Story rear extension	Awaiting Decision
Land off Drove Road, adj to 1A Droive Road	23/00003/DOC	24/01/2023	The Town Council STRONGLY OBJECT to the discharge conditions on this application as Council would like to see the conditions in place ahead of any planning approval.	Discharge of Conditions 6,8,9,11,12,13 and 21 against planning permission CB/22/00575/FULL (Erection of 5 dwellings with associated car park, access road and amenity space and proposed stopping up of the highway)	Awaiting Decision
Land north of Lindsell's Level Crossing, Biggleswade	22/04935/ VOC	24/01/2023	The Town Council NOTED the shorter ramps and changes to right of way; however Council STRONGLY OBJECT, as they have done previously in August 2022, as this will present even less landscaping.	Variation of condition 8 of planning permission CB/21/02168/FULL: Construction of new ramped and stepped bridleway bridge to facilitate the closure of Lindsell's level crossing; formation of new bridleway to western side of railway and associated works. Revised Plans	Awaiting Decision
Station Road, 8	22/04767/FULL	10/01/23	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Story rear extension	Awaiting Decision
Stratton Upper School, Eagle Farm Road,	22/04514/FULL	10/01/2023	It was RESOLVED that the Town Council has NO OBJECTION to this planning application and look forward to the new facilities being shared with the wider community.	Creation of artificial 3G grass pitch with perimeter fencing, hardstanding areas, storage container, floodlights, bunding and access footpath.	Awaiting Decision
Woodlands, 11&12, Dunton Lane	22/04516/REG3	10/01/23	The Town Council OBJECTS to this planning application on the grounds that there is no flood risk or noise analysis reports present for this area.	Change of use of land, from the stationing of two transit pitches to two permanent pitches for gypsy and traveller use, with associated parking and amenity units	Awaiting Decision

NOTES OF THE BTC ALLOTMENT MEETING
HELD ON 26th JANUARY 2023
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL

PRESENT:

Peter Tarrant	BTC - Town Clerk and Chief Executive - Chairman
Karim Hosseini	BTC - Head of Governance and Strategic Planning
Jonathan Woolley	BTC - Public Realm Manager
Michael North	Councillor
Colin Thomas	Councillor
Brian Barraclough	Biggleswade Allotment Association
John Ingrey	Biggleswade Allotment Association
Carol Carstairs	Biggleswade Allotment Holder
Louise Millsip	BTC - Administrator

1. Apologies

Isaac Lord, BTC; Julia Duffin, BAA; Bill Lucas, BAH; Hazel Clark, BAH

The Chairman introduced Louise Millsip who has recently joined BTC as an Administrator.

2. The minutes from the previous meeting of 24th November 2022 were agreed.

3. Manure Collection Update

BTC confirmed agreement that once staff were available a one-day manure collection would take place from some of the locations agreed with BAA and local stables.

4. Plot Map Update

BTC confirmed that progress was being made with a new computer programme mapping the plots. Once completed it will be fact checked and posted on the Allotment notice board.

5. Flooded Plots

Discussion on the practicalities of a long-term cost-effective solution to the flooding. It was generally agreed that there was no easy solution that would not involve great expense and would need repeating on a regular basis because of the water levels. BTC confirmed that tenants who are still using plots effected by the water logging have been offered a reduced rent.

6. Car Park Gate Lock

BTC confirmed that quotes for a tamper-proof lock had been obtained and will be fitted shortly. It was agreed by all present that if anyone was found damaging the lock or other equipment, their tenancy would be terminated.

ACTION: BTC to proceed with purchase and fitting of tamper-proof lock.

7. Track Progress

BTC advised the track was inspected regularly, and a crater by the first gate had recently been filled. Once the improvement works have been completed and the heavy vehicles no longer need to access the site, the potholes will be filled again.

8. Allotment Security

Due to the restrictions of having no power or signal to the site, BTC have sourced a wildlife camera that runs off rechargeable batteries. It offers three directional views, which would cover the driveway, the gate and the carpark, and is motion triggered. Suitable notices would be displayed. BTC would carry out regular maintenance checks.

9. Allotment Project Work Update

BTC advised that the re-shaping work at the north end of the site was progressing well, and it is hoped that initially a further ten half plots could potentially be sited here. Discussion followed regarding the possibility of offering quarter plots, however BAA felt this would not allow tenants to practice crop rotation. BTC confirmed that nothing was agreed, and all changes would need to go to the PLOS Committee for agreement.

10. Allotment Improvement Plan

BTC outlined current plans including the removal of current compost bays and replace with lockable 600 litre compost bins around the site. BAA felt that this would not really be practical as most tenants compost their own waste with the exception of longer term green waste, such as brassica stalks. BAA advised that they felt that a more cost-effective solution would be to use the existing compost sleepers to produce a bigger bay that the council tractor could turn over every few months. This would speed the decomposition process and could then be transported back to plots for use back on the land. BTC to consider and report back.

11. BTC to Define 'Tidy Plot'

BAA suggested the term 'Tidy Plot' needs to be defined to avoid confusion when a tenant leaves a plot. It was agreed that this means no rubbish is left on site, that it is left in a workable state for the new tenants, and the ground should be diggable to start beds for planting. Raised beds, sheds, paving slabs and usable timber left for new tenants would be considered acceptable.

ACTION: BTC to propose new wording to define the term 'tidy plot'.

12. Bridge Walkway

BAA requested that a replacement bridge walkway between the two sites be considered, as it's a long walk to site 2. It was noted that the original had not been supplied by BTC and was a Health & Safety concern. BTC will apply to CBC requesting permission to replace it.

ACTION: BTC to contact CBC

13. Outstanding Rents and Terms & Conditions

Nine tenants were written to, asking for them to return their signed outstanding Terms & Conditions, as issued back in September 2022. Six tenants have now returned them

and will be issued with their rent letters for September 2022 to August 2023. Three further tenants have decided to relinquish their plots.

BAA noted that the communication was clear and BTC had done more than expected to contact outstanding tenants and unless there were exceptional circumstances, nothing more could be done. BAA have also advertised to both members and non-members the consequence of non-compliance.

AOB

BAA wished it to be noted that it had been a long time since any noticeable improvements had been made to the site, and were pleased to see this going ahead, and wanted to record their thanks to BTC.

Date of Next Meeting

Thursday 23rd February 2023, 2-3pm at Biggleswade Town Council Offices

DRAFT

Dear Councillor Russell,

Thank you for your follow-up letter to Lord Rose in response to my previous reply to you, dated 22 December; Stuart has asked I respond to you again.

I previously set out the rationale behind the decision to amend the parking time limit and this remains the case. Any overstay will result in a penalty notice being issued.

The decision to offer paid parking is part of a wider programme across a large number of our stores and it is within Asda's control to vary the amount of spaces available - this could see the number reduce at peak times of the year. This does not detract from the need to ensure the majority of spaces see a regular turnover to help customer accessibility.

The new 90 minute limit exceeds the (free) one hour offered at the Town Council operated Chestnut Avenue and White Hart car parks (source:<https://link.edgepilot.com/s/7dce7f9e/9OAXvUvN7kiuhYV-6cAoiA?u=https://biggleswadetowncouncil.gov.uk/services/car-parks/>) and mirrors that offered by Aldi at Bonds Lane.

The concerns raised by the Town Council have been acknowledged by Asda's Estate Team who, in conversation with the store, will monitor the situation moving forward and keep the new time limit under review. Until such a time that reverting back to two hours may be a possibility, Asda's position on this matter will not change.

Best,
Alan.

BIGGLESWADE TOWN COUNCIL
Town Council
14th February 2023
Drove Road Chapel

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: PLACE: Improve the environment of the cemeteries in Drove Road and Stratton Way and upgrade and re-purpose the Grade II listed chapel in Drove Road.

Finance: Sourced from Public Works Loan Board.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Remedial works are underway at Drove Road Chapel, with the contractors having taken over the site on Friday 25th November. The purpose of this report is to provide an update on these works as part of an ongoing flow of information for Members relating to Public Works Loan Board (PWLB) expenditure.

Summary

Heras security fencing was erected around the perimeter of the chapel on Friday 25th November. Shortly after, scaffolding was erected to provide access to the central valleys between the chapels and the central tower, along with access to high-level slate covering the roof and timber vents serving the tower. Whilst it was projected for scaffolding to have been erected by the 12th of December, the cold snap prevented work from progressing. Instead, this was completed at the end of December.

High-level inspections were carried out on the 13th of January to assess the full extent of works required. A programme of works has consequently been devised, as below:

- Redecorate timber ventilators to tower.
- Repair two damaged timber ventilator sections to tower.
- Refix mesh to control pigeon ingress to tower ventilators.
- Reglaze two broken circular windows to tower.
- Replace three slates.
- Repointing brickwork.
- Repair stonework of decorative window and buttresses.

The above is very likely to be concluded by the end of February. However, until the contractor has had an opportunity to meet with the stonemason, it is unknown when the repairs to stonework will be finished. It is expected that the scaffolding will be removed once this tranche of work is completed.

Officers need to complete the application to the PWLB for £66,623 year two funding of the project before it can commence. Each of the three years' specifications and cost has been agreed by Council previously.

Recommendations

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Council Meeting 14th February 2023
Planning Applications Update Report

Implications of Recommendations

Corporate strategy: Planning. Maintain our efforts to influence Government and CBC strategic plans and their impact on the town.

Finance: Not Applicable

Equality: Not Applicable

Environment: Not Applicable

Community Safety: Not Applicable

Background

Planning applications and responses are an essential aspect of the Town Council's functions.

Summary

Some time ago, Officers obtained a very helpful document from Cllr H Ramsay (attached in Annex A), originating from Central Bedfordshire Council which sets out the CBC Planning Case Types and Descriptions. The document informs the Town Council on which planning types require its scrutiny, discussion, and response.

The Secretariat team is now resources to implement and embed this document as a means to swiftly triage planning applications and thus reduce the overall volume.

Officers are working with Members to finalise a 'fit for purpose' suite of planning response templates.

Recommendation

That Members note the report and attachments.

Karim Hosseini

Head of Governance & Strategic Partnerships

Central Bedfordshire Planning Case Types & Descriptions and which applications require Town Council consultation

Planning Applications

Case Type	Description	Consult Town Council
ADV	Advertisement Consent	Yes
CA	Conservation Area consent	Yes
DOC	Discharge of Condition	No
FULL	Full Planning Application	Yes
LB	Listed Building Consent	Yes
LDCE	Lawful Development Certificate – Existing	No
LDCP	Lawful Development Certificate – Proposed	No
NMA	Non material change to permission	No
OUT	Outline Application	Yes
REG3	Regulation 3 – CBC is the Applicant	Yes
RM	Reserved Matters	Yes
SCN	EIA – Screening Opinion	No
SCO	EIA – Scoping Opinion	No
SECM	S106 – Modification/Discharge	Yes
TCA	Works to trees in a conservation area	Yes
TRE	Works to trees protected by a TPO	Yes
VOC	Variation of Condition	Yes
PSID	Public Service Infrastructure Development – new from 1 st August 2021	Yes

Prior Approvals / Notifications / Permitted Development

Case Type	Description	Consult Town Council
PAAC	Prior Notification of change of use from agricultural building to flexible commercial	No
PAAD	Prior Notification of change of use of agricultural building to dwelling:	No
PAAM	Prior Notification of change of use from Agricultural Excavation/Waste	No
PAAO	Prior Notification of change of use from agricultural to class B1 business use	No
PAAR	Prior Notification - Agricultural proposed road	No
PAAS	Prior Notification of change of use from Agricultural to state-funded school or registered nursery	No
PADD	Prior Notification of change of use from Amusements/Casinos to a Dwelling	No
PAFS	Prior Notification of change of use from a School	No
PASB	Prior Notification of change of use from Shop to Bank	No

PAEC	Prior Approval: Change of use – commercial/business/service (Class E) to dwellinghouses (Class C3)	No
PAEM	Prior Approval for change of use – commercial/business/service/etc to mixed use including up to two flats	No
PAUN	Prior Approval for erection, extension, or alteration of a university building	No
PASD	Changed to: Prior Notification of change of use from Takeaway/ Sui generis/mixed use to dwellinghouses	No
PASP	Prior Notification of the Installation or replacement of other Solar Photovoltaics Equipment	No
PATS	Prior Notification of change of use to a School	No
PADM	Proposed Demolition	No
PABF	Additional Storeys on blocks of flats	No
PATC	New dwellinghouses on terrace buildings in commercial or mixed use	No
PATD	New dwellinghouses on terrace buildings in use as dwellinghouses	No
PADC	New dwellinghouses on detached buildings in commercial or mixed use	No
PAUD	New dwellinghouses on detached buildings in use as dwelling houses	No
PADB	Demolition of buildings and construction of new dwellinghouses	No
PAES	For the enlargement of a dwellinghouse by construction of additional storeys	No
AG	Prior Approval - Agricultural Development	No
EB	Electricity Board Works	No
GPDE	PD – Large rear extension	No
TD	PD – Telecommunication Development	No
TDM	Prior Approval – Telecommunication Determination (Masts)	No
RD	Railway Determination	No

Central Bedfordshire Council

07 February 2023

Executive

Schools for the Future – Biggleswade Cluster Statutory Notice Results

Report of:

Cllr Sue Clark, Deputy Leader & Executive Member for Families, Education and Children
(sue.clark@centralbedfordshire.gov.uk)

Responsible Director:

Sarah-Jane Smedmor, Director of Children's Services
(sarah-jane.smedmor@centralbedfordshire.gov.uk)

This report relates to a decision that is Key

Purpose of this report

- To note the outcome of the statutory notice consultation undertaken regarding the proposal to make prescribed alterations to maintained schools in the Biggleswade cluster. This is as part of the move to a primary and secondary model of schooling for the cluster under the Schools for the Future Programme.
- Seek Authority to implement the required capital changes at all schools in the Biggleswade cluster.

RECOMMENDATIONS

Executive is asked to:

1. Note:

- The details of the statutory consultation which has been undertaken for the prescribed alterations to maintained schools within the Biggleswade cluster area.
- The findings of the consultation which is attached at Appendix A.

2. Support for the ongoing, parallel significant change process being undertaken by academies, who will be seeking approval from the Department for Education, Regional Director's Office.

- 3. Approve the prescribed alterations as noted in Appendix B, to the maintained schools within the Biggleswade cluster area of Central Bedfordshire listed below:**
 - **Wrestlingworth lower School to become a split site infant / junior with Dunton**
 - **Dunton Lower School to become a split site infant / junior with Wrestlingworth**
 - **St Andrews East Lower School to become a primary school**
 - **St Andrews West Lower School to become a primary school**
 - **Sutton Lower School to become a primary school**
 - **Edward Peake Middle School to become a secondary school**
- 4. To approve the capital expenditure to implement the required changes at all schools in the Biggleswade cluster to be ready for service in September 2024, which is included within the Medium-Term Financial Plan (MTFP) for 2022/23 – 2025/26. The capital budget for this has also been updated and included within the proposed MTFP submission for 2023/24 to 2026/27, subject to approval at Full Council in February 2023.**
- 5. To authorise the Director of Children’s Services, in consultation with the Director of Resources, the Deputy Leader & Executive Member for Families, Education and Children and the Executive Member for Corporate Resources to approve entering into all appropriate legal documentation to implement the required changes at all sites in the SFF Biggleswade cluster, including the building contract and ancillary documents, development agreement, and all contracts required to secure delivery and operation of the change of age range.**

Overview and Scrutiny Comments/Recommendations

1. A report was presented to Executive at its meeting on 11th October 2022 and support was given for a statutory consultation to be undertaken. This was launched on the 31st October 2022, and ran until 7th December 2022.
2. In November 2022, the consultation, with a covering report, was presented to Children’s Services Overview and Scrutiny Committee (OSC) to ensure the committee had the opportunity to consider and comment on the proposal for the schools as part of the Biggleswade cluster.
3. It was noted that following feedback from the Have Your Say consultation earlier in the year changes had been made to the statutory consultation, including proposals to Edward Peake School and Lawnside Lower, with Dunton and Wrestlingworth acting as a split site.
4. In the OSC discussion; Members discussed the following items:
 - The reduction in the number of school places being proposed now reflected the slowdown in the rate of housebuilding in the locality, which meant that fewer school places were required than indicated in the Have Your Say consultation held in 2021.

- That the current remodeling was in relation to: moving from a 3-tier to a 2-tier system; building additional capacity to expand into existing school sites; and developing new schools in areas of housing development where appropriate.
 - That the funds to deliver this investment in the school estate were ringfenced and anticipated to be spent by the deadlines set out within the report.
 - Concerns about certain schools being oversubscribed, whilst others had fewer applications but recognizing that overall, the town had sufficient places.
 - The level of capital investment into the school estate was determined by assessing the current accommodation and assessing where additional space was required to deliver the curriculum. This includes some accommodation for SEND provision.
 - The point at which catchment areas would be determined following any changes and the need to ensure clear communication with parents.
 - The need to maintain high educational standards and support schools to achieve quality Ofsted ratings.
 - To note the importance of highway safety and confirmation that highway designs would be included at every stage of the process and that a key part of project viability was early engagement with highways and planning colleagues.
5. The feedback of OSC is noted, and where any update is appropriate, has been addressed in this paper.

Executive summary

6. In 2021 the Biggleswade cluster was included within the SFF Programme as an area of high projected population growth; where there was a need to consider not only the current educational landscape, but also the future needs of the area.
7. The 'Have Your Say' (HYS) Consultation, launched during Spring 2021, proposed a model for the transition of the Biggleswade cluster of schools from three-tier (lower/middle/upper) to two-tier (primary/secondary) taking into account the wider Housing Infrastructure Fund (HIF) Programme delivering change in Biggleswade and considering the educational pathway for children and young people through the transition.
8. The results of the HYS consultation were presented to Executive in February 2022 (report included as background papers) and the following recommendations were approved:
- Note and consider the HYS consultation response;
 - Authorise the move to Statutory Notice, for the closure of Potton Middle, and the change of age range of Potton Lower to become a primary school for September 2023; utilising the buildings and infrastructure of both the Potton Lower and Middle sites as far as required;

- Agree to receive a further report on the model and timescale for the Biggleswade cluster of school's transition to a two tier system of education taking into account the revised pupil growth forecast, outcome of the consultation and indicative budgets.
9. A report to Executive in October 2022 followed up on those recommendations and provided an update on the work undertaken since February 2022, outlining the proposed next steps, including a recommendation to progress to a Statutory Consultation. This was approved by Executive.
 10. This report, of February 2023, therefore provides an update on the results of the statutory consultation and a recommendation for next steps, including:
 - Approval of the proposed prescribed alterations to maintained schools in the Biggleswade Cluster, including:
 - Wrestlingworth lower School to become a split site infant / junior with Dunton
 - Dunton Lower School to become a split site infant / junior with Wrestlingworth
 - St Andrews East Lower School to become a primary school
 - St Andrews West Lower School to become a primary school
 - Sutton Lower School to become a primary school
 - Edward Peake Middle School to become a secondary school

Background

11. Central Bedfordshire Council (CBC) has a statutory duty to ensure there are sufficient school places for children living in Central Bedfordshire. As part of this duty an annual pupil forecast is produced and published, forecasting how many school places will be required over the next five years.
12. According to the Local Plan (now adopted), Central Bedfordshire is an area that will grow - with up to 39,350 new homes expected by 2035. The expected growth has significant implications regarding pupil place planning as the Council has a statutory duty to ensure that there are sufficient school places for children living in Central Bedfordshire.
13. Schools for the Future (SFF) is an ambitious programme of work to streamline the education provision from a three tier to a two tier system. This contributes towards raising educational standards, and the provision of places required across Central Bedfordshire in line with the Local Plan. A strategic and co-ordinated approach is required to ensure change is planned and managed effectively.

Schools for the Future

We want to develop a coherent and transparent plan for our future educational landscape that is shaped by all our schools, mapping out where existing schools can expand, what additional schools we will require and the structure our schools will take over the next 15 – 20 years. This plan will help to ensure we achieve the best educational outcomes possible for our children making best use of public money.

The right schools, in the right places, delivering the best education

14. The objectives of the Programme are to:
- Improve educational outcomes at all Key Stages
 - Ensure sufficient places (appropriately located) to best meet demand from housing growth.
 - Shape the future educational landscape - to provide clear educational pathways and reduce the number of transitions.
 - Deliver best value – to ensure viability.
 - Facilitate more school-based SEND (Special Educational Needs & Disability) provision.
15. Historically, Central Bedfordshire has offered a three-tier system comprising lower, middle, and upper schools. Following the introduction of academisation, schools have had more control to change the age range they cater for. This has resulted in a mixed landscape of schools in Central Bedfordshire that now also includes primary and secondary schools as well as some hybrid models, which includes elements of three tier and two tier in the same area.
16. This is confusing for parents and where changes occur to the age ranges of schools without coordination there can be a negative impact on the viability of other schools in the area. This is particularly relevant for the Biggleswade cluster which borders another local authority area and the Sandy cluster which all operate under the two-tier education system. This has led to a significant decrease in middle school pupil numbers in years 7 and 8 at Potton Middle, which has adversely affected the educational and financial viability of the school. A decision was made in the summer of 2022, to close Potton middle school as a result of this.
17. A move to a primary/secondary model of education will align Central Bedfordshire with the rest of the country and help improve educational attainment at all schools, recruitment and retention of the teaching workforce, school viability and provide a clearer pathway for parents, carers and their children.

The consultation period and methodology

18. The consultation ran from 31st October 2022 until 7th December 2022.
19. The consultation was promoted through the following channels:
- E-mails and letters to schools, parents and carers, ward members and other stakeholders on launch date of consultation
 - Local press release on launch date of consultation
 - Three E-mails to subscribers of Council updates as detailed below:

Email Ref	Recipients	Open rate
E-mail 1	30, 939	43%
E-mail 2	30, 984	40%
E-mail 3	31, 081	39%

- Consistent promotion during the consultation period on social media, as detailed below

Platform	Posts	Reach	Engagement
Facebook	10	9211	11
Instagram	10	3581	12
Twitter	14	6320	48

20. Schools for the Future officers, supported by the Council's community engagement team also held multiple engagement events to answer queries and speak to parents, carers and residents on what the proposed changes would mean. These were a mixture of online and face to face events to try and reach as many people as possible, held as below:

Date	Format	Time	Location
03/11/22	Online	6pm – 7pm	Microsoft Teams
14/11/22	Face to Face	4pm – 6pm	Dunton Village Memorial Hall, Dunton
22/11/22	Face to Face	4pm – 6pm	Weatherly Centre, Biggleswade
24/11/22	Online	6pm – 7pm	Microsoft Teams
24/11/22	Online	7pm – 8pm	Microsoft Teams

Outcome of Public Engagement

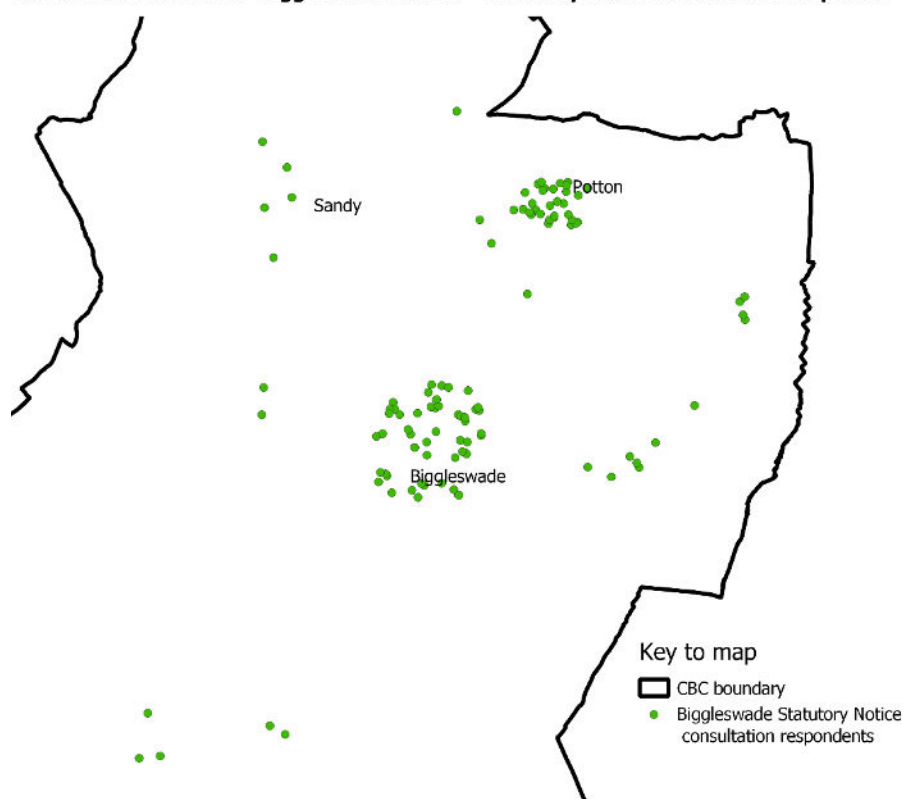
21. Across the events, there were a total of 13 attendees to the online sessions, and 8 attendees to the in-person events.
22. During these engagement events, officers answered residents' queries on topics such as how school facilities would be provided, and how travel and transport arrangements might be affected by the change. Notable feedback from this engagement was identified as:
- Visuals provided by CBC were not easy to navigate.
 - The added disruption to children in years where this transition will take place.
 - Happy that Wrestlingworth is staying open as its vital for the smaller village.
 - Overall attendees are supportive of the change in schools moving to two-tier but want more communication and resources so they can understand how it will affect them specifically.
23. A short summary of the public engagement during consultation is included as Appendix C to this report.

24. These topics are reflective of what was also seen in the consultation responses, which is summarised from paragraph 26 of this report.
25. It should be noted that as queries were raised, the Schools for the Future team produced and updated the frequently asked questions, and developed further guidance and visuals, ensuring that the Schools for the Future website was updated and contained all relevant information, to assist parents, carers and local community in responding to the consultation. Where specific queries were raised – council officers also held one to one meetings with parents to resolve queries.

Results of Statutory Notice Consultation

26. The statutory consultation had 198 respondents
27. A breakdown of how the respondents accessed the consultation can be found below:
- 113 (57%) respondents accessed the questionnaire through the mobile version
 - 81 (41%) respondents accessed the questionnaire through a pc/laptop
 - 4 (2%) respondents accessed the questionnaire through the tablet version
28. Children's Services Overview and Scrutiny Committee also considered the consultation on 1st November 2022, with their comments captured at paragraph four of this report.
29. Respondents have been geographically plotted based in the information provided to the consultation, as per the image below. This shows that most responses came from the Biggleswade and surrounding area, which aligns to the area covered by the consultation.

Schools for the Future - Biggleswade cluster - Statutory Notice consultation responses



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Responses

30. The full analysis of the Statutory Consultation can be reviewed in detail at Appendix A to this report, however a high-level summary of the feedback is provided below:

Respondents

- There were 198 respondents,
- Responses were received primarily from the Biggleswade area –with some scattered across the nearby villages.

Levels of Support

31. All proposals received majority support for the changes, although it is noted that the level of support and quantity of respondents has varied from school to school. Table 1, below shows the level of support for each school as a reference, along with how many respondents there were for the school. There were also 87 comments on the overall proposal.

Table 1, Level of Support

School	Number of Respondents	Percentage Support
Dunton Lower School	20	60%
Wrestlingworth Lower School	21	62%
St Andrews East Lower School	33	73%
St Andrews West Lower School	16	81%
Sutton Lower School	20	90%
Edward Peake Middle School	61	55%

32. A summary of the repeated themes and associated quantity of comments noted from the free text feedback is provided below. The top 5 themes have been included in this report, however the full table is available at Appendix A. Where appropriate, concerns raised through free text responses which align to these themes have been captured also.

Themes

Theme	No. of comments
Supportive of proposals	23
Prefer 3 tier	14
Consider the impact / disruption on children	12
It would simplify things / aligns with rest of country	12
Funding/ improvements will be needed	11

Concerns

Concern	Theme(s) addressed	Officers response
Change from three tier to two tier	<ul style="list-style-type: none"> • Prefer 3 tier • Supportive of Proposals • It would simplify things / align with rest of country 	<p>We recognise that some respondents are content with the current educational three tier system, but also recognise the level of support for the proposed change to move towards two tier. It should be noted that significant engagement has been undertaken to influence how the Biggleswade cluster moves forward to align with the policy decision for a move to two tier, taken in 2018. This has ensured that the model is informed by schools, parents and carers, and we deliver a model that provides children with a supported transition to primary / secondary.</p>
Suitability of Accommodation	<ul style="list-style-type: none"> • Funding / improvements will be required 	<p>Through feasibility studies, the project teams have identified accommodation gaps at school sites which would need to be addressed in order to meet the curriculum. Depending on the site, this could include general and specialist classrooms, group rooms, toilets, cloak, staff accommodation and in cases of secondary proposals would extend to sports halls. We also consider the outside space a school has – as we must demonstrate to the Secretary of State for Education that the school still has sufficient outside play space if any is lost to building works. To offset any loss of playing fields may require the introduction of Multi Use Games Area's (MUGA's) which can be used year-round. The additional educational facilities will be delivered alongside the legal change in age with the intention of being completed ahead of moving to two tier.</p>
Size of school sites	<ul style="list-style-type: none"> • Funding / improvements will be required 	<p>We look to adhere to guidance on school sites issued by DfE as far as is possible however we are constrained by legal school boundaries and physical building constraints. Working closely with DfE colleagues has ensured we bring forward viable proposals in accordance with the Section 77 playing fields regulations that protect or re-provides outdoor space which would be lost to development. We will provide the best solution that is available to us to meet the needs of the school and its pupils within the constraints of the site.</p>
Change is disruptive for pupils	<ul style="list-style-type: none"> • Consider the impact / Disruption to Children 	<p>When considering school places, the Council must consider a wider cluster approach to school organisation. An analysis of birth, housing and trend data helps to inform where places are required, ensuring that the right balance is struck to cater for parental preference whilst keeping schools viable. By working with our schools, and considering</p>

		transition routes, this ensures that the disruption is minimized.
<p>Potential impact to Dunton and Wrestlingworth proposals, including:</p> <ul style="list-style-type: none"> • Potential for increased journeys • Logistics of having siblings at different sites • Impact of those without cars, or low income. 	<ul style="list-style-type: none"> • N/A 	<p>A few comments were received about the potential impact on travel that an infant and junior proposal might create and how parents / children might be impacted by such proposals. This is captured in the analysis at Appendix A.</p> <p>In the Executive paper of October 2022 (included as background papers), it was acknowledged that the split site option may increase the amount of journey's for parents. It was explained to be a consequence of bringing forward a model which retained both school sites, which was supported through the Have Your Say survey. While the sites could unfortunately not be brought forward as individual primary schools, the option of a split site provision was considered to be the next best option to retain the village schools, and was therefore brought forward to the Statutory Consultation.</p> <p>It is also acknowledged that parents may have siblings attending the different infant and junior sites. The Council will work with the schools on how this can be mitigated and supported, including potential for staggered start and finish times between the sites which will form part of the school travel plans.</p> <p>If despite any mitigations or changes to minimise the impact of the proposal, any family or child finds they are unable to get themselves to the school, It should be noted that the Council has a School Transport policy, reviewed annually, which considers eligibility for home to school transport. Any Family or child who is therefore negatively impacted by the proposal can be assessed against the policy.</p> <p>The policy covers scenario's, including:</p> <ul style="list-style-type: none"> • Age of child • Distance from school • Availability of safe walking routes, and; • Individual circumstances such as low income. <p>While it is therefore acknowledged that there could be an impact, the Council has existing controls and measures which can be used to mitigate this.</p>

33. Although not part of this consultation, a number of comments were also received about proposals for possible surplus land created by the merger of the Potton Lower and Middle School Sites. This has therefore been captured below for completeness of resident's concerns.

Regional Director's approval to the changes in academies

34. This Executive report only considers the feedback from consultation on maintained schools. Academy schools are funded directly by the DfE, and as such they remain the legal decision maker for changes to them. The Executive paper of October 2022 noted that a parallel process would therefore be undertaken by academies for the legal change of age range to occur. It will be the Regional Director for the DfE that decides about the change of age range in the following academies in the Biggleswade cluster:
- Biggleswade Academy Lower and middle schools merge to become a primary school
 - Caldecote Academy (Lower) to become a primary school
 - Lawnside Academy (Lower) to become a primary school
 - Northill CofE Academy (Lower) to become a primary school
 - Stratton Upper to become a secondary school

Funding

35. The forecast cost to deliver the Biggleswade cluster, which is based on feasibility studies at every school is calculated as £32.34M. Noting the HiF funding available, this leaves up to £18.34M to be met through Council funding, although S106 will be applied where appropriate.
36. The HiF funding was accepted from Homes England by the Council as set out in the Executive paper of 16th June 2020 (Included as background papers), with a future paper to be brought forward by Schools for the Future for its use.
37. This Executive report, dated 7th February 2023 therefore fulfils that requirement, and in doing so seeks approval for the capital expenditure, as set out in recommendation 4, and delegated authority to the Director of Children's Services, in consultation with relevant Members and officers, as set out in recommendation 5.

Proposed next steps

38. As per Executive Recommendations.

Conclusion

39. Consultation feedback showed a majority support for the proposal for the cluster at 54%, and individual support for all schemes, as noted in Table 1.
40. Where concerns have been raised, these have been acknowledged and addressed with proposed mitigation or solutions identified where possible.

41. It is therefore appropriate to recommend the approval of the prescribed alterations and implementation of changes for September 2024, as set out in the recommendations above.

Council priorities

42. This report supports the Central Bedfordshire Strategic Plan 2030, for Central Bedfordshire to 'continue to be a great place to live and work' with an education system that is truly inclusive, closes the skills gap and helps our young people into great jobs.

Corporate Implications

43. No corporate implications have been identified other than those already listed.

Legal Implications

44. The recommendations in this report include seeking Executive approval of the prescribed alterations to maintained schools within the Biggleswade cluster (Appendix B).
45. The legislation governing school organisation are set out in sections 18 to 24 of the Education and Inspections Act 2006 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013. The legislation is supported by statutory guidance ["Making significant changes ('prescribed alterations') to maintained schools] which the local authority must have regard to when exercising functions pursuant to the aforementioned legislation.
46. Proposals for prescribed alterations must follow the processes set out in the guidance. These include the publication of statutory notices; representation (formal consultation); decision and implementation. With regard to the decision-making aspect of the statutory process, the local authority should decide a proposal within two months. Failure to do so, will result in the decision being made by the Schools Adjudicator.
47. As the decision-maker for maintained schools, the Executive will need to be satisfied that the appropriate representation (consultation) period has been carried out and that full consideration has been given to the responses received. The statutory guidance states that decision-makers "...should not simply take account of the numbers of people expressing a particular view. Instead, they should give greatest weight to responses from those stakeholders likely to be most affected by a proposal – especially parents of children at the affected school(s)".
48. This report sets out the responses to the Statutory Notice consultation and directs the Executive to Appendix A, which sets out the analysis of the statutory consultation.
49. The statutory guidance also sets out other matters the Executive should consider, including the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents, raise local standards and narrow attainment gaps.

50. Sections 13 and 14 of the Education Act 1996 ("EA 1996") places a general duties on the local authority to ensure the availability of sufficient and efficient primary and secondary education to meet the needs of the population in its area. Sections 13(1) of the Education Act 1996 ("EA 1996") provides:
- "A local authority shall (so far as their powers enable them to do so) contribute towards the spiritual, moral, mental and physical development of the community by securing that efficient primary education and secondary education ... are available to meet the needs of the population of their area ...".
51. Section 14 of the EA 1996 provides that a local authority shall secure that there are sufficient schools for providing (a) primary education; and (b) education that is "secondary education ... available for their area".
52. Section 14(2) of the EA 1996 provides that the "...the schools available for an area shall not be regarded as sufficient for the purposes of subsection (1) unless they are sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education. "Appropriate education" means education which offers such variety of instruction and training as may be desirable in view of: (a) the pupils' different ages, abilities and aptitudes, and (b) the different periods for which they may be expected to remain at school.

Financial and Risk Implications

53. The Schools for the Future programme will provide places where there is a forecast deficit arising from a basic need, in line with changes in age range. The current capital budget approved within the 2022/23 MTFP for the Schools for the Future programme is £10.6M gross expenditure and a further £58.9M within the Capital Pipeline. It is noted that this is proposed to be updated in line with forecast costs for 2023/24 as part of the Council's MTFP process.
54. The Schools for the Future capital programme will be funded by a combination of:
- Expenditure required to ensure sufficient school places as a result of housing growth (i.e. expansion) –which will predominantly be financed by developer contributions (secured via Section 106 agreements) and funding from central government (Basic Need Grant).
 - Potential capital receipts from the disposal of council owned assets (subject to approval from DfE & Regional Schools Commissioner).
 - Funding for the age range change (i.e. transitioning from three-tier to two-tier) is not eligible for developer contributions or central government growth funding. Funding will be via Council additional borrowing, but contributions will also be sought across the school system.
55. The Schools for the Future programme has significant financial implications and risks, and assumptions have been made about the level and timing of funding that might be expected from each of the above sources. Some of these need to be negotiated and/or determined and some elements may need to be forward funded. For example, the trigger points for S106 funding may be later than the date of need for a new build/expansion. Even where the Council receives such funding eventually, it will incur the revenue costs (MRP and interest) of forward funding some projects.

56. The HiF funding is required to comply with the Grant Determination Agreement milestone requirements. There are project deadlines for when the grant needs to be spent. Officers will continue to manage this process through engagement with Homes England.
57. There is also a need to monitor housing delivery to ensure pupil projections are aligned. This would be mitigated through regular reviews of housing delivery through the Schools for the Future programme and amendments to the timelines. This could prolong the forward funding pressures noted above. The pupil forecasts stemming from the housing trajectory are reviewed and published annually in August.

School Revenue Budgets

58. In restructuring the size and shape of schools, there is an impact on their revenue budgets too. School revenue budgets are calculated on a census of pupil numbers taken in October in the previous financial year. As such, schools in this cluster that are taking on additional year groups as a result of the age transition, will experience a lag in revenue funding (this is net zero for the Council) by either seven months (academies) or 11 months (maintained). For lower schools becoming primary schools, financial modelling shows they will experience a deficit in revenue funding for two financial years and secondary schools for 2 to 3 years depending on their transition arrangements (middle to secondary or upper to secondary)
59. Disapplied funding (reallocating funding from one school to another e.g. a year 5 in a middle school to a year 5 in a primary school) will mitigate the impact of this to a significant degree. However, where there is growth in pupil places too the local authority is exploring use of the Growth Fund (for new and expanding schools) to fund the changes set out in this report. A paper will be taken to Schools Forum at the appropriate point in time, setting out the impact and implications.

Equalities and Fairness Implications

60. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
61. Central Bedfordshire Council has a statutory duty to ensure there are sufficient school places for children that need them. Age and disability are key considerations in respect of this duty and for the Schools for the Future programme.
62. The decision-making process, which is set out in regulation for proposals to expand Council maintained schools, requires an evaluation, on a 'project by project' basis, of any equalities and human rights issues that might arise.
63. An Equality Impact Assessment (EIA) was undertaken at the commencement of the Biggleswade cluster and was attached to the Executive report included as background papers. It has subsequently been updated in light of the Statutory Consultation and is included at Appendix D. The proposals for school reorganisation has not identified any adverse impact on any of the following – sex, gender reassignment, age, disability, race and ethnicity, sexual orientation, religion or belief (or no belief), pregnancy and maternity, human rights and all other groups. Regarding age, children will have access to sufficient school places.

64. The Schools for the Future programme seeks to include multi-agency space in every school where required to support schools' SEND and Early Intervention work.

Sustainability Implications

65. Central Bedfordshire Council has an adopted Sustainability Plan which focuses on how the Council can improve its own operations and processes, led by example in buildings we are responsible for, facilitate investments in infrastructure-led projects and influence, support and enable residents and local businesses to adopt sustainable behaviours and practices.
66. The Schools for the Future programme will look to ensure that sustainability is embedded in all new schools and extensions delivered. It is the intention of the programme to ensure that any Council-led and commissioned capital building projects embrace sustainability, are energy efficient, low carbon, and economically viable, based on a sound business case and robust whole-life-costing. In doing so, the Council will lead by example for developers in the area.
67. Wherever possible, this will include:
- Low-carbon design for new schools and extensions.
 - Ensuring design embeds circular economy principles and water sensitivity.
 - Maximisation of energy efficiency taking a fabric first approach to building design
 - Consideration for on-site renewable energy generation.
 - Minimisation of waste generation, and maximization of green and blue infrastructure including their future maintenance.
68. All schools involved in the Schools for the Future programme will be required to develop a School Travel Plan to actively encourage sustainable travel for journeys to and from school and any educational or recreational journeys organised by the school. This will also help to mitigate the impact of unsustainable travel modes on the local community.

Appendices

Appendix A: SFF Biggleswade – Statutory Consultation Analysis
Appendix B: Summary of Proposed Prescribed Alterations
Appendix C: Community Engagement Post Analysis Biggleswade
Appendix D: SFF Biggleswade EIA

Background Papers

[SFF Biggleswade Cluster – Results of HYS Consultation](#)

[SFF Biggleswade Cluster – Approval to launch Statutory Consultation](#)

[Making significant changes \('prescribed alterations'\) to maintained schools](#)

[Biggleswade Housing Infrastructure Fund \(HIF\) Forward Funding](#)

Report author(s):

Mike Ford

Head of Service, Schools For The Future

Mike.Ford@centralbedfordshire.gov.uk