



Ref: Agenda/Council – 26/07/2022

21<sup>st</sup> July 2022

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 26<sup>th</sup> July 2022** 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

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 questions 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\\_jRCjuresTISTYlaxNu2UIlw](https://us06web.zoom.us/webinar/register/WN_jRCjuresTISTYlaxNu2UIlw)**

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**

For Members to receive a presentation regarding Site 4 Kings Reach, Biggleswade from Taylor Wimpey South Midlands represented by Ny Moughal and Susannah Oates.

6. **MEMBERS' QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Town Council Meeting held on **Tuesday 12<sup>th</sup> July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. The Minutes of the Town Council Meeting held on **Tuesday 12<sup>th</sup> July 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. **ITEMS FOR CONSIDERATION**

a. **Allotments Documents and Fees**

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

b. **Consultation on Variation of Rail Crossing Diversion Order: Biggleswade BW 11**

For Members to receive and consider the consultation on the variation of Rail Crossing Diversion Order: Biggleswade BW 11. Comments to be submitted by the 20<sup>th</sup> August 2022.

c. **Consultation on new powers to improve road safety**

For Members to receive and comment on the proposed Central Bedfordshire consultation on road safety from CBC and the proposals to include ANPR cameras on Sun Street in Biggleswade to enforce the one way system. Consultation closes the 4<sup>th</sup> August 2022. To view the consultation view on the website [here](#).

d. **War Memorial Signage**

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

10. **ACCOUNTS**

None.

11. **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. Click on the hyperlink on the heading of each planning application listed below.

a. **CB/TCA/22/00367- 37 London Road, Biggleswade, SG18 8ED**

Works to trees within a Conservation Area:G1 - Leylandii Hedge - Cut back overhang by 2m  
G2 - Leylandii Hedge - on rear boundary - Cut back overhang by 2m and reduce in height by 3m to previous pruning points.

b. **CB/22/02606/FULL - 32 Shortmead Street, Biggleswade, SG18 0AP**

Replacement agricultural building.

**12. PLANNING APPLICATION OUTCOMES**

- a. A report of the Planning Application Outcomes (by exception applications only) as of 20<sup>th</sup> July 2022.

**13. ITEMS FOR INFORMATION**

a. **The Mayor's Fundraiser**

The Mayor of Biggleswade will be holding a fund raiser at Biggles Lounge on 29<sup>th</sup> September 2022 to raise funds for his chosen charities.

**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\\_jRCjuresTISTYIaxNu2UIw](https://us06web.zoom.us/webinar/register/WN_jRCjuresTISTYIaxNu2UIw)**

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 it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

- (16a. Kings Reach Estate S106)  
(16b. HR 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 BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 12<sup>th</sup> JULY 2022**  
**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 K Brown  
Cllr I Bond  
Cllr L Fage  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
Cllr H Ramsay  
Cllr D Strachan  
Cllr J Woodhead  
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Ms H Calvert – Deputy Administration & HR Manager

Members of the Public – 11

**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.

**22/0071.0 APOLOGIES FOR ABSENCE**

None.

**ABSENT WITHOUT APOLOGIES**

None.

**22/0072.0 DECLARATIONS OF INTEREST**

**22/0072.1 Disclosable Pecuniary interests in any agenda item:**

None.

**22/0072.2 Non-Pecuniary interests in any agenda item:**

None.

**22/0073.0 TOWN MAYOR'S ANNOUNCEMENTS**

**22/0073.1 Biggleswade Dental Centre**

On Friday 1<sup>st</sup> July 2022 Cllr G Fage attended the post-refurbishment reopening of the Dental Centre on Station Road. It was an enjoyable meeting with the staff, and the manager of the establishment advised him that the refurbishments have allowed them to increase their capacity, which will help to reduce waiting lists.

**22/0073.2 Her Majesty's Queen's Awards for Voluntary Service 2022**

On 11<sup>th</sup> July 2022 Cllr G Fage attended Her Majesty's Queen's Awards for Voluntary Service 2022 held at the Baptist Church. The Town Council nominated Biggleswade Good Neighbours for their community charity services, and they were one of the recipients of the award. It was inspiring to see the excellent turnout made up of a mix of volunteers and members of the community that benefit from their services.

**22.0073.3 Biggleswade Academy Year 8 Students – Political Debate**

On 11<sup>th</sup> July 2022 Cllr G Fage joined a number of Year 8 Students from Biggleswade Academy at the Town Council Chamber, and they conducted two very interesting debates on a Youth Centre and development in Biggleswade. Cllr G Fage said it was rewarding to see these future potential politicians in action.

**22/0074.0 PUBLIC OPEN SESSION**

**22/0074.1 Ms Sandra Sparrow & Mr Michael Huckle – Stratton Park Drive mobile home resident on Dunton Lane**

A number of residents from this park home development were in attendance. Ms Sparrow said that Taylor Wimpey are building houses behind the park and these works have caused a significant amount of dust and noise pollution to their mobile home site. Ms Sparrow has met with the Construction Site Manager, has written to various agencies and the Town Council has been the only respondent to date. Residents on the site have made numerous requests to dampen the soil, movement of construction vehicles causes continuous vibrations in their homes.

Mr Huckle played a video recording from 11<sup>th</sup> July of the noise levels and machinery activity residents are subjected to on a daily basis.

Cllr G Fage said this item would be discussed in this Meeting.

**22/0074.2 Cllr Dr Hayley Whitaker – CBC Ward Councillor regarding Stratton Park Drive mobile home park on Dunton Lane**

Cllr Whitaker has been working closely with the residents and the CBC Enforcement team has been out to site on a number of occasions. Environmental Health Officers have also been involved to investigate the sound pollution. Cllr Whitaker said the planning application should have had planning conditions governing installation of a fence for privacy at the rear of the development and dust suppression measures on the made - and unmade - roads. As a result, it appears to be very difficult to get the Developer to agree to these measures retrospectively. Cllr Whitaker asked the Town Council to ensure that future planning applications

for new developments place robust conditions on having boundary fencing installed early as a measure to protect privacy and control dust and noise pollution.

Cllr G Fage said he visited residents this afternoon to assess these issues and the Town Council is committed to supporting those residents.

**22/0075.0 INVITED SPEAKERS**

**22/0075.1 Kathy Lewis, Preen, Biggleswade**

Ms. Lewis thanked the Town Council for inviting her to speak at this meeting.

Preen is a Community Interest Company acting as a reuse centre and food bank for Biggleswade and surrounding villages for the last 15 years. Ms Lewis asked for the Town Council's support in sourcing a new cost-effective warehouse-type business premises around 25,000 square feet as the current premises is no longer viable. In September Preen's landlord will make a decision on whether to renew its lease or put the property up for sale. Preen would like to stay within the Biggleswade district and is asking for help and to keep them in mind if they hear of anything. Additional needs would be parking with sufficient space for delivery vehicles to park safely, toilets and a large open-plan space for storage of items for the reuse centre.

**22/0076.0 MEMBERS' QUESTIONS**

None.

**22/0077.0 MINUTES AND RECOMMENDATIONS OF MEETINGS**

**22/0077.1** From the Minutes of the **Town Council Meeting of Tuesday 28<sup>th</sup> June 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Biggleswade, SG18 8DL.

- Item 22/0061.4 - Correct all the Accounts listed as for April 2022 to May 2022.
- Item 22/0068.1 – last sentence correct “Cllr ...” to “Cllr Knight”.

Subject to the above changes the Minutes were **APPROVED** as an accurate record of the Meeting from 28<sup>th</sup> June 2022.

**22/0078.0 MATTERS ARISING**

**22/0078.1** Cllr Woodhead asked if there were any updates from PC Stephen Beer or Sgt Adam Sugden regarding the recent spate of break-ins. Mr Hosseini confirmed that there is a meeting for Officers and Members in the calendar with Inspector Maxted in early August to discuss the increased criminal activity. Cllr G Fage asked Officers to address specific points relating to the Town Centre businesses as there are some outstanding issues.

**22/0078.2** Cllr Knight in respect of 22/00268.1 - Ms Rhiannon Barrow – Request to extend the Community Garden at Chestnut Avenue Car Park. Cllrs North, Thomas and Knight met with the group managing the Community vegetable gardens and had a walkaround with them. Cllr Knight will bring further information to a future Town Council Meeting.

**22/0080.0**     **ITEMS FOR CONSIDERATION**

**22/0080.1**     **Lost Child and Vulnerable Adult Policy**

Mr Hosseini updated Members that the Policy has been condensed with concise instructions for staff who may encounter a lost child or vulnerable adult. Officers drew down on precedent and equivalent Policies from other Councils to ensure the policy is fit for purpose.

Cllr Pullinger requested consistency in the wording “missing child” versus the “found child” which needs to be applied across the Policy.

It was **RESOLVED** that this Policy be deferred to a future Town Council Meeting to allow Cllr Pullinger and Officers to discuss further comments.

**22/0080.2**     **Resident Letter Connected to New Development**

Cllr Pullinger expressed his sympathy with the residents. He stated that on 24<sup>th</sup> September 2019 the Town Council resolved to object to the development on the grounds of insufficient space between the mobile home and the new development. Cllr Pullinger said the Town Council would like to work with all Ward Councillors to present a united front in terms of making those points clear to Central Bedfordshire Council. He stated it isn't within the Town Council's remit to address planning application issues, however, the Town Council is committed to supporting the residents.

Cllr Albone pointed out the planning condition about wetting down dust on the internal road and added that the noise and the dust together are aggravating factors to environmental health issues, which takes this issue beyond simply enforcing a planning application condition.

Cllr M Foster said he will work with other Ward Councillors and do whatever he can to mitigate the situation. He suggested a visit to the site to inspect the conditions at first hand.

Cllr Knight suggested writing to the Planning Team to ensure this does not happen again in the future. Cllr Knight requested that Officers distribute the original letter be sent to the Town Council Members as they have a legitimate need to see the original, unredacted information.

Cllr Bond has reviewed the Outline Planning Application filed in 2017. Condition 13 of that application states there will be a Construction Management Plan and this has clearly not been adhered to. Cllr Bond has contacted the Head of the Enforcement Team and will pursue this with CBC.

Cllr Brown suggested that as this has been a long-standing issue, he believes a council tax rebate to these residents affected by the development should be applied.

Cllr G Fage stated Officers and Members will be collating evidence over the next few days, giving Officers the opportunity to present the strongest possible case in their letter to CBC next week.

It was **RESOLVED** that Officers would write to the CBC Enforcement Team and to the Environmental Health team, presenting all the evidence that Members and Officers can collect and, with the support of Ward Councillors M Foster and Bond, reiterating the concerns of the residents because the situation has not been dealt with in a satisfactory manner to date.

### **22/0080.3 Banking Signatories**

Mr Tarrant stated this item follows on from a Town Council resolution in May 2022 to agree moving the Town Council's banking function from Lloyds Bank to Unity Trust Bank. This latest version of the guidance process includes clarification on Member sign-off permissions based on civic or functional roles, ensuring signatures are obtained a timely manner and including an additional Officer in the event the Responsible Financial Officer is on holiday.

Cllr Pullinger suggested the sign-off process should be reviewed annually as Members' responsibilities change.

Mr Tarrant confirmed to Members that there will be a computer made available within the Town Council office to facilitate Members to sign-off on payments.

It was **RESOLVED** that the signatories for the Unity Trust Bank should be:

- Town Council Chairman (Mayor)
- Chairman of Finance and General Purposes Committee
- Vice-Chairman of Finance and General Purposes Committee
- Cllr Hazel Ramsay
- Cllr Ian Bond
- Cllr Michael North
- Cllr Frank Foster
- Town Clerk and RFO
- Head of Governance & Strategic Partnerships

It was **RESOLVED** that the banking signatories as set out above are to be reviewed and confirmed at the Annual Statutory Meeting every year.

### **22/0080.4 BTC Website**

Ms Calvert informed Members that the website work is almost complete but there are some additional costs to consider before the completion. The report included analytics on which articles and posts were visited the most.

Cllr G Fage and Cllr Knight asked for additional information relating to the Market Stall charges. Ms Calvert confirmed that this piece of work relates to having a registration page for stall holders wishing to attend on the day so that the Market Superintendent has better intelligence around the number of market stall holders on site to facilitate operational logistics.

It was **RESOLVED** that the Town Council approves the completion of the following website work:

<b>Title</b>	<b>Detail</b>	<b>Estimated cost to complete</b>
<b>Allotments</b>	Allow allotment tenants to pay online for their allotment plot and issue an automatically generated receipt.	£225 plus VAT.
<b>Cemeteries</b>	Allow for funeral directors to submit their interment forms online, make payment and receive an automatic receipt.	Cost estimated to be in the region of £225 plus VAT.
<b>Cemeteries</b>	Allow members of the public to apply for and pay for a burial plot/plots on our website. Check postcode and upload documents of proof of address.	Cost estimated to be in the region of £225 plus VAT.
<b>Car Parking Permits</b>	Allow members of the public to apply and pay for a change of vehicle online. This would require approval from a member of the admin team before a parking permit could be issued.	£285 plus VAT.
<b>Football Pitch Calendar</b>	To allow members of the public to book the football pitches online.	No cost.
<b>Update payments process</b>	Update all payment forms to go to accounts@biggleswadetowncouncil.gov.uk in addition to enquiries@biggleswadetowncouncil.gov.uk	£20 plus VAT.
<b>Update Memorial form</b>	Add additional checkbox and open text fields for memorial masons to add sizing of the memorial when applying for a permit.	£115 plus VAT.
<b>Memorial Form Receipt</b>	Send memorial masons a confirmation about a memorial application with unique reference number.	£115 plus VAT.

**22/0081.0 PLANNING APPLICATIONS**

**22/0082.1 CB/22/02446/FULL - 4 Presland Drive, Biggleswade, SG18 0FU**

Single storey rear extension. Loft conversion comprising single rear dormer and two pitched roofed dormers to the front elevation.

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

**22/0082.2 CB/22/02472/FULL - 7 Bluebell Close, Biggleswade, SG18 8SL**

Loft conversion with rear dormer and front rooflights and raising the existing ridge.

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

**22/0082.3      CB/22/01870/FULL - 46 Furzenhall Road, Biggleswade, SG18 0ES**

Erection of 2m high fence to enclose front garden area.

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

**22/0082.4      CB/22/02342/FULL - LAND TO THE SOUTH OF THE WASTE TRANSFER SITE COW CLOSE, BIGGLESWADE**

Development of a 24/7 'light-touch' temporary 'depot' to include a single-storey modular build office and welfare facility, a single storey store and workshop along with associated parking, refuse and service yard areas.

It was **RESOLVED** that the Town Council has an **OBJECTION** to this planning application due to the following grounds:

1. The site is not allocated for development in the Local Plan and is outside the settlement envelope.
2. It encroaches on a rural area which prevents coalescence between Biggleswade and Langford and establishes a precedent for development in this area.
3. It is not clear what "temporary" means and how long this might be for, although 10 years is mentioned in the Planning Statement. Might the site be required longer term for monitoring or maintenance of the Train Control System?
4. The excess traffic will be generated on Langford Road and through either Biggleswade or Langford.

The Council further requests that, if this application is recommended for approval, a planning condition is applied that, within ten years, the development is removed and the site restored to its current condition.

The Town Council requests that, in the event this application is to be approved, that this application be called in for review by the Development Management Committee.

**22/0082.5      CB/TCA/22/00346 - Ivel Mill, Mill Lane, Biggleswade, SG18 8AZ**

Works to trees within a Conservation Area: Raise crowns and thin by approximately 15% to Sycamore Trees (numbered 1 and 2). Fell and poison stump to Rowan Tree (numbered 3), Reduce by approximately 10% and reshape crowns to Cherry Trees (numbered 4, 5 and 6).

This tree works application is **NOTED**.

**22/0083.0      PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

**22/0084.0**     **ITEMS FOR INFORMATION**

**22/0084.1**     **Allotment Policy and Terms of Conditions**

Mr Hosseini stated that the Allotment Policy and Terms of Conditions have been under review and Officers are meeting with the Biggleswade Allotment Association on 14<sup>th</sup> July 2022 to finalise the draft documents together. Officers intend to bring the clean documents back to the 26<sup>th</sup> July 2022 Town Council Meeting.

Cllr F Foster welcomed the contact and engagement with allotment holders.

**22/0084.2**     **Sustainable Travel Corridor**

Cllr G Fage reminded the Town Council there were four proposals for connecting travel between the East and West sides of Biggleswade. Cllr Russell stated that BTC Officers and Members met with CBC Officers on a walking tour of the 2 proposed routes, discussing issues that affect each route such as resident's parking, bus stops that are not adequately developed as a bus stop and cycling concerns.

Cllr Russell elaborated that CBC's preferred route is The Baulk/Drove Road/Hitchmead Road through to Baden Powell Way. One area of concern she wished to highlight was The Baulk/Drove Road/Hitchmead Road junction - where no suggestions were put forward to deal with effective and safe traffic flow. There are a lot of issues with the route, particularly at Ivel Valley School in Hitchmead Road – it would require land being taken from Stratton Upper School to accommodate additional space for walking, cycling and small buses in the future.

Officers and Members then walked the second proposed route, past Stratton Upper School, out to Eagle Farm Road. The group waited on the corner of the Eagle Farm Road/London Road/Drove Road junction watching traffic flow and buses negotiating the corner. They discussed the potential land that could be used to improve the junction.

Cllr Russell expressed this is a very useful discussion and a number of issues were highlighted directly to the CBC Officer. CBC Officers have agreed to update the Town Council on their progress.

**22/0084.3**     **Biggleswade Twinning Association**

Mr Hosseini updated Members that regrettably there were no Officers or Members from the Town Council able to attend the Erlensee festival on the weekend of 16<sup>th</sup>/17<sup>th</sup> July 2022. There is still some funding available on the Twinning Association vote heading and it was recommended that a portion of the funds could be spent on planting another tree to acknowledge the continuing relationship with Erlensee. Alternatively, the funds could be split between three local charities at the discretion of the Town Council.

It was **AGREED** that the decision on the tree planting be made at the next PLOS Meeting.

**22/0085.0 PUBLIC OPEN SESSION**

**22/0085.1 Mrs Karen Huckle - Stratton Park Drive mobile home resident on Dunton Lane**

Mrs Huckle is a life-long resident of Biggleswade and feels the growth of the town has not been matched by provision of infrastructure such as doctors, there is an increase of motorists speeding along Baden Powell Way and latterly, with the Development near the mobile park home, she questioned how the Town Council wasn't aware of the residents' plight and whether it intends to tighten up control over planning applications.

Mrs Huckle said she has already written to Environmental Health and Planning Enforcement but has not had any responses. Cllr G Fage re-stated that the Town Council is committed to helping the residents and asked for evidence to be provided to the Town Council to support its engagement with CBC.

**22/0085.2 Cllr Hayley Whitaker – CBC Ward Councillor regarding Stratton Park Drive mobile home park on Dunton Lane**

Cllr Whitaker wished to draw the Town Council's attention to scheduled works to the Dunton Lane corner as set out in this year's Annual Highways Maintenance Plan, which will add additional pressure to the already-existing issues experienced by residents of the mobile home park.

Cllr Whitaker also informed the Town Council she has a meeting in the calendar with a representative from Taylor Wimpy Head Office to go over the problems with the site and welcomed Ward Members joining her at the meeting.

**22/0086.0 EXEMPT**

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

(Recreation Provision Update)  
(HR Update)

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

**22/0087.0 EXEMPT**

**22/0087.1 Recreation Provision Update**

Council resolved to take no further action at this point.

**22/0087.2 HR Update**

The Town Clerk updated Members on Staff HR matters.

The Chairman ended the Meeting at 8:35pm



**BIGGLESWADE TOWN COUNCIL**  
**Town Council Meeting 26<sup>th</sup> July 2022**  
**Allotments Documents and Fees**

**Implications of Recommendations:** ASPIRATIONS: Improve the quality of allotments for the community.  
**Finance:** Sourced from allocation set aside in Town Centre budget.  
**Equality:** The Council pays due regard to all equality legislation.  
**Environment:** The Council pays due regard to all environment legislation.  
**Community Safety:** The Council pays due regard to all community safety legislation.

## **Background**

Allotments fees and condition have been historically problematic for the town council largely based on perceived several years of neglect on maintenance.

## **Introduction**

This report has been created to inform Members of recent visits to the allotments, creation and implementation of a specific programme of improvements for 2022-23. The Public Realm team and Management continue to engage with both the Biggleswade Allotments Association (BAA), and independent plot holders to deliver targeted improvements.

Officers recently met with the BAA and independent plot holders and agreed a common clean draft of the allotment policy, the terms and conditions, and the acceptance of plot template documents (attached at annex A).

## **Summary**

After the April F&GP Committee, allotment fees increases were agreed which would commence from 1<sup>st</sup> September 2023. Since then, there has been consistent public pressure to reconsider that fees increase decision.

NB: It must be noted that the BAA have provided BTC Officers with their own independent fees comparison work, based on £s per SQM. BTC Officers have included this information at annex B and assessed (where possible) its compatibility with the BTC own comparison exercise.

Figure 1 below shows allotment fees currently charged by local authorities neighbouring the Town Council on a pounds per square metre (i.e., like for like) basis. This follows on from the previous exercise conducted in 2021 which was published.

Local Authorities	Fees per Full Plot	Fees per Half Plot	BTC Full Plot	BTC Half Plot	National Size Conformity	BTC Fees per Square Metre
BTC	£50	£35	100 sqm	50 sqm	No	0.50p full plot 0.70p half plot
Arlesley	£40	N/A	105 sqm	N/A	No	0.38p full plot
Flitwick	£ 25.73	N/A	126.46 sqm	N/A	No	0.20p full plot
Stotfold	£52	£26	No measurements	No measurements	No	N/A
Dunstable	No information	No information	125 sqm	N/A	No	N/A
Bedford	£60.60	£30.30	252.93	N/A	Yes	0.24p full plot
Letchworth	£157.50	£78	N/A	N/A	No	N/A
Royston	£150	£74.50	125 sqm	65 sqm	No	£1.20 full plot £1.15 half plot

It appears that the Town Council should maintain allotment fees (full and half plots) at the current rates. Several councils include concessions in their fees structure and Officers consider that universal concessions (pensioners/students/benefits claimants etc) backed by production of appropriate evidence should be introduced for allotments fees at a 25% reduction. This conforms with several other councils practice and is inclusive.

In the medium term, a further review of fees and plot sizes should be undertaken once new allotment land has been secured. The review would be underpinned by new mapping software to manage the allotment sites more efficiently in future.

## Recommendations

That Members consider and agree;

1. The policy, terms & conditions, and acceptance template are fit for purpose and can be published, communicated, and fully implemented.
2. Due to the 'cost of living crisis' and forecast economic climate, allotment fees are frozen at the current rate.
3. A new universally applied 25% concession should be introduced immediately.
4. A full review of allotments sizes should be undertaken with new software introduced to enable the next annual fees review in 2023.

Karen Saunders  
**Administrator**

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

## Annex A



## BIGGLESWADE TOWN COUNCIL

### ALLOTMENT POLICY

This Policy should be read together with the Allotments Terms and Conditions and Tenants' Agreement documents. The purpose of this Policy is to ensure that good quality allotment plots are provided to residents living in Biggleswade in accordance with the regulations set out below.

This Policy supports and builds on Biggleswade Town Council's 'Aspirations for Biggleswade 2021-2025,' which includes as part of its priorities building a sustainable town, promoting a healthy environment, building a single community and providing needed amenities.

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. With national efforts underway to address climate change, allotments are an effective way of producing good and low-cost food on a 'zero miles' principle which is increasingly important. They offer recreational activity involving healthy exercise, social contact and the fun and challenge of growing a variety of fruit, vegetables, and flowers.

The Allotment Act 1922 defines the term "allotment" as "an allotment not exceeding 40 poles (1011.72m<sup>2</sup>) in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family."

Since 2004 Biggleswade entered into a tenancy agreement with Central Bedfordshire Council to operate one site which is divided into two large areas, a total of 9.117 acres of land. Since that date, the Town Council has been offering a full plot (20m x 5m) and a half plot (10m x 5m). As at June 2022, the Town Council has 207 plots in total, which are broken down to 116 half plots and 91 full plots.

In accordance with its statutory duty (Small Holdings and Allotments Act, 1908.S23), the Council will periodically assess the need for additional allotments in the Town over and above those currently provided by the Council and other private providers. Where there is a shortfall as set out in the Act, it will strive to help satisfy that need by sourcing suitable land ideally within the town boundaries and were this not possible then identifying land on an increasing town radius.

The Town Council considers it important to routinely collaborate with the Biggleswade Allotment Association and individual allotment holders to deliver a full range of positive outcomes for allotments.

The Town Council follows good practice set out by the National Allotments Society (NSALG), to assess the need for allotments, deliver the vision encompassing the provision of allotment sites with good facilities and plots in sufficient numbers to satisfy all newcomers, and to deliver effective and inclusive policies to promote the use of allotments to the whole community. The Town Council is committed to working with other stakeholders in the allotment service to achieve wider objectives for the community. The Town Council embraces a spirit of innovation and sustainable custodianship of the site and introduces efficient procedures for managing the allotment service on a day-to-day basis.



## **TERMS AND CONDITIONS FOR TENANCY OF ALLOTMENT AT KENNEL FARM ROAD, BIGGLESWADE**

### **Interpretation of Terms and Conditions**

Throughout these Terms and Conditions, the expression “the Council” shall mean Biggleswade Town Council and includes any Committee or Officers of the Council or any Allotment Managers appointed by the Council under the Allotments Act 1908 to 1950 and the Local Government Act 1972.

### **Eligibility, Age, and Residency of Tenants**

Biggleswade Town Council will only grant new allotments via a signed tenancy agreement to people living within the Parish boundary who are a minimum age of 18 years.

It is a Tenant’s responsibility to notify the Council of any change in residence, including to a new residence outside of the Parish boundary. Once a tenant (listed as the primary person on the tenancy agreement) permanently moves out of the Parish boundary, the tenancy of their allotment garden will automatically terminate. The Council reserves the right to terminate allotment gardens for tenants who are living out of the Parish boundary. Tenants will provide evidence for their eligibility annually. The Council will provide 12 months’ notice for tenants who live outside the Parish boundary to relinquish their tenancy.

### **Allocation**

Allotments will be offered on a “first come, first served” basis. When demand is high, a waiting list will be used by the Council. Individuals will be placed on the list in date order upon receipt of a request in writing. The priority will be to allocate a plot to each new applicant first to ensure fairness to all applicants. The Council will maintain and monitor the waiting list and ensure that for as long as there are applicants waiting for an available plot, no existing tenant with a plot will gain additional plots.

When a plot becomes vacant it will be offered to the person at the top of the waiting list for them to accept. The applicant will be invited to inspect the plot and make a prompt decision. If applicants decline the offer of a plot, they can subsequently re-apply and will be considered as and when an alternative plot becomes available.

It is the responsibility of all Tenants to keep the Council informed of any change in their personal details. The Council will periodically contact those on the waiting list to ensure details are correct and that individuals wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council reserves the right not to grant an allotment tenancy where there is evidence of previous plot misuse or a history of enforcement action for matters including non-payment of rent, tenancy conduct, plot maintenance, anti-social behaviour to other plot holders and Council staff, or cultivation issues.

## **Subletting/Co-Workers**

A co-worker is someone who assists the allotment tenant with the maintenance of an allotment. Co-workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co-workers is not permitted and the tenant must still demonstrate regular participation in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if he or she chooses to nominate a co-worker.

Co-workers are obliged to abide by the Allotment Rules and Conditions and generally accepted standards of good behaviour. Any breaches of the Allotment Rules and Conditions and good behaviour standards will automatically result in a review of the tenancy, which will be carried out on a case by case basis once all information is collated. The tenant is always thus responsible for the co-worker's actions and both tenant and co-worker would have to vacate the plot if the tenancy was terminated by the Council. It is the responsibility of the co-worker to make themselves aware of, and to comply with the allotment tenancy terms and conditions.

For all new allotment applications and on annual renew of existing tenancy, the Council mandates production of formal documents (i.e. driving licence, council tax bill etc) as part of application and renewal. The Council will securely hold this information which will enable us to verify proof of residency.

## **Rent Payment**

The Tenant shall pay a yearly rent on the first day of September in each year. The initial payment will be determined by the Council when the allotment is first taken over. The yearly rent may be reviewed annually by the Council and the Tenant will be notified accordingly.

Failure to pay within the invoicing time limits below may result in termination or refusal to renew the allotment lease. Any change in tenant circumstances, including change of address or contact details must be communicated immediately to the Council.

## **Invoicing**

Allotment rent is payable to the Council from the first day of September each year and throughout the continuation of the allotment garden tenancy. The rent invoice must always be paid in full within 30 days of receipt. If an account falls into arrears, the Council can legally give 30 days' notice to terminate the tenancy for non-payment or any shortfall in payment. Allotment rents will be reviewed each year and may be adjusted at the discretion of the Council.

## **Concessions**

Concessionary discounts of up to 50 per cent are available on allotment rent. Tenants are eligible for this discount if they are in receipt of means tested benefits, for example, Pension Credit, Universal Credit, Employment Support Allowance, Job Seekers Allowance, Council Tax Benefit, Housing Benefit, Disability Living Allowance, Attendance Allowance or Personal Independence Payment.

Tenants who wish to apply for a concession will need to notify the Town Council in writing and provide proof of eligibility. Applications for a discount for being in receipt of benefits will need to provide proof annually.

## **Use of Land**

The land is to be used solely as an allotment plot in accordance with the relevant Allotment

Acts and this Allotment Policy. Any business use is strictly prohibited.

## **Cultivation**

Tenants must keep their plots clean and tidy, in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The Tenant must take all reasonable steps to eradicate weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed.

The Tenant is responsible for maintaining their allotment boundary area immediately adjacent to any paths/tracks. Tenants must ensure that any tools for cultivation and maintenance are removed from the site. The Council takes no responsibility for any items which are subject to theft, vandalism, or damage.

## **Use of Chemical Sprays and Fertilisers**

The Tenant will take proper precautions when using sprays or fertilisers to avoid any adverse effects on the environment or on neighbouring allotments. Should any damage occur, the tenant will make good or replant as necessary. Spraying activity should only take place when conditions are still and calm.

Regarding overgrown plots, rotovating is not recommended because this breaks up pernicious weed roots which spreads the problem because the broken-up parts left in the soil re-grow. The Tenant will need to perpetually manage the waste caused by rotovating. The best way to clean the plot is for the plot holder to dig it over and remove problem weeds and roots by hand.

As an additional service to assist plot holders, the Council will, on request, trim the plot and apply an eco-friendly pro-bioactive weedkiller to kill roots prior to cultivation and render the plot easier to manage. Charges are set out on the Town Council website.

## **Allotment Management and Overgrown Plots**

The Council conducts routine inspections taking photographic evidence of plot condition. A letter will be sent to allotment holders for any plot which is considered to be overgrown and poorly managed. The letter will mandate urgent improvement work by the Tenant giving a minimum period of 2 weeks. If no corrective work has been completed to return the plot to a good condition, a letter of termination with a one month deadline will be issued. The Tenant must be in continuous correspondence with the Council and provide any reasonable grounds for not having completed the work.

## **Nuisance**

The Tenant must not cause or permit any nuisance or annoyance to the occupier of any other allotment or to the owners or occupiers of any adjoining or neighbouring land. The Tenant must not obstruct or encroach on any path or roadway used or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property. The Tenant will be liable for any damage caused to adjoining landowners or neighbouring tenants' plots.

Any allotment tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to surrender the plot and terminate the tenancy. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property. Tenants must agree to conform with codes of good conduct.

Any incident of antisocial behaviour (categorized as an allotment tenant having harassed, intimidated or verbally or physically abused any person or Council representative, whether by telephone, email or in person) will result in the termination (with one month's written notice) or non-renewal of the tenancy of the perpetrator at the discretion of the Town Clerk.

### **Restriction on Assignment**

The Tenant may not assign, charge, sub-let or part share the possession, occupation or use of the allotment garden or any part or parts thereof or allow any person to occupy the allotment garden or any part or parts thereof as a licensee.

### **Vehicles**

A parking area is available at the entrance to the allotments site. Allotment tenants must not bring or place any vehicle, caravan, trailer or vehicle parts onto the allotment plot. Vehicles must be left on the track for loading/unloading purposes only and kept to one side to allow vehicles to pass. Tyres or any other non-gardening item must not be brought onto allotment garden sites. No vehicle is to be run on the internal road network when the ground is soft to prevent rutting.

### **Water Usage**

No Tenant shall use a hose-pipe, sprinkler or other long term watering device on the allotment plot. Tenants are permitted to use hose-pipes to fill water butts only. Tenants will use the water troughs provided by the Town Council. Anglian Water will issue penalties to Tenants who ignore this regulation. The Town Council turns off the water supply every Winter.

### **Trees and Shrubs**

No ornamental trees, forest trees or shrubs should be planted on the allotment. It is forbidden to grow any plants which are deemed illegal substances anywhere on the allotment site.

### **Hedges, Fences, and Boundary Features**

The Tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed and keep in good repair any existing boundary fences and gates on the allotment plot. Allotment plots are permanent fixed features, so tenants must not alter or move the boundary fences on their plot. Rubbish must not be piled against fences as this can cause fences to lean or rot and impede any maintenance. Any boundary disputes should be referred to the Council to resolve.

### **Approved Specification for Sheds, Greenhouses and Poly-tunnels**

A plot holder is allowed to erect a single shed, greenhouse, and a poly-tunnel on their plot, but only if sheds are solely used for storing materials for use on the allotment garden. Due to the risk of break-ins, it is not advisable to store any valuable items in woodsheds. Tenants are entirely responsible for the security of sheds and their contents as well as for providing any insurance cover. All sheds, greenhouses and water containers must be kept in good condition at all times.

## **Dimensions**

Due to the conditions set out in the overarching lease agreement which the Town Council holds with Central Bedfordshire Council (CBC), the maximum size of a shed (or greenhouse) permitted by the lease is no more than four feet by four feet. New applications for erecting suitable sheds or greenhouses which are larger than four feet by four feet must be made in writing to the Town Council for Officers to consider and will be replied to in writing within 30 days.

## **Construction**

Glazing in greenhouses must be with horticultural P.V.C. type material, not glass which is prohibited.

Proper roofing and guttering may be fitted, leading to a water butt or tank.

## **Barbed Wire**

The Tenant of an allotment must not use barbed wire or razor wire for a fence adjoining any path set out by the Council.

## **Restrictions on Cropping**

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs or longer-term edible and legal crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow. No bush or tree should be planted which requires more than 12 months to mature, as this would be expensive to remove at the end of a Tenancy.

## **Depositing Refuse/Disposal of Rubbish**

The Tenant is responsible for disposing of all their own rubbish or waste matter from their plot. Small compost areas on individual plots are encouraged to dispose of green waste only. With the exception of manure and compost in such quantities as may be reasonably required for use in cultivation, the Tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment site including unused plots. Also, tenants may not place any refuse or decaying matter in the hedges or ditches adjoining the land.

Tenants must use the provided three bay areas at the rear of the site for composting. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment. Only weed suppressant membrane should be used which must be taken away at the end of the Tenancy.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be disposed of in the allotment site or put onto an allotment compost heap.

## **Bonfires/Burning Rubbish**

Under the Environmental Protection Act 1990, it is an offence to emit smoke, fumes or gases which are a nuisance. Small bonfires are allowed as long as they are kept under control and constantly supervised. Smoke from bonfires can be annoying to neighbouring tenants, ruining the enjoyment of their allotment. Causing a nuisance could lead to the termination of a tenancy.

## **Children**

Children are welcome on allotment sites and must be supervised at all times by a responsible adult for their own safety.

## **Dogs**

The Tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

## **Livestock**

No livestock or animals of any kind should be kept on the allotment.

## **Advertisements**

The Tenant is not to display or permitted to display on any part of the allotment; signs, notices, placards, advertisement or writing of any kind, other than the plot letter or number and any advertising for the Biggleswade Allotment Association.

## **Inspection/Failure to Comply**

The Tenant will permit any Officer of the Council to enter onto the allotment at any time to inspect its state and condition. Tenants who fail to comply with this lettings policy will be contacted in writing and requested to address any issues raised with them within fourteen days. Failure to comply with any such notice may result in further warnings. Ultimately, the Council has the power to give tenants 'Notice to Quit' as per the allotment Tenancy Agreement conditions between the Council and allotment tenant.

## **Tenancy Agreement**

The Tenant will receive a copy of the Tenancy Agreement which should be returned to the Town Council, duly completed, as soon as possible. If a Tenancy Agreement is not received within 30 days, the Town Council will assume the allotment is no longer required and will offer it to the next person on the waiting list.

Once the Terms and Conditions have been signed, the Tenant will receive an invoice for payment. If a payment is made before the invoice has been raised, then it will state "Paid with Thanks". Invoices will be charged pro rata and run from the beginning of each month.

## **Termination of Tenancy**

The Tenant must hand back to the Council vacant possession of the allotment on the termination of the tenancy, in a condition consistent with these rules. The Council reserves the right to retain any tenant deposits relating to plots which have been returned in a sub-standard condition.

## **Service of Notice**

Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Designated Officer and may be served on the Tenant either personally or by leaving it at his last known place of abode or by prepaid post addressed to him there, or by fixing the notice in a conspicuous manner on the allotment. Any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the Tenant and sent by prepaid post to the Town Clerk and Chief Executive Officer.

## **Change in Circumstances**

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the Tenant. Tenants who are unable to work their plot because of illness or have other reason for a long-term absence (over one month) must keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and lead to the issuing of non-cultivation letters and potentially a notice to quit.

## **Legal Obligations**

The Tenant of an allotment garden must at all times observe and fully comply with all laws and regulations. They must not hold the Town Council liable for loss or damage due to incidents beyond its reasonable control, including but not limited to theft, vandalism, fire, flood, pandemic, or drought.

## **Enforcement**

The following enforcement procedure will apply:

- **Informal Warning** – Tenants who fail to comply with the Council's Tenancy Agreement will be contacted by email and required to address issues of non-compliance within 14 days.
- **Formal Warning**- Following the 14-day period, the Council will send a letter to Tenants requiring them to immediately address issues of non-compliance.
- **Notice to Quit** – Tenants who fail to respond to a formal warning within 30 days will automatically be given a notice to quit.

## **Power of Eviction**

In the event of a serious breach of the Tenancy Agreement, the Council reserves the right to serve the Tenant immediate notice to quit, without progression through the above procedure stages.

## **Right of Appeal**

The Tenant retains a right to appeal a Council decision relating to financial, plot management or other issues set out in the tenancy agreement. In the event of the Tenant making an appeal, the Tenant must put this in writing, clearly stating the reasons, providing evidence and submitting the appeal to the Town Clerk and Chief Executive. The case may also be made in person with external representation. The Town Clerk will assess the appeal and provide the Tenant with a final decision in writing no longer than 14 days from the date the written appeal was received.

## **Refundable Deposit**

By accepting and continuing to use an allotment the Tenant agrees to pay a refundable deposit of £50. The deposit will be refunded only if the allotment is handed back in a good condition required by the Council. Additional costs (subject to the extent of corrective work required) may be applied if the plot is left in a sub-standard condition.

The Tenant will keep the allotment clean, free from weeds, well manured and otherwise maintain it in a good state of cultivation and fertility which constitutes good condition and to keep any pathway or roadway included therein or abutting thereon reasonably free from weeds.

The Council is entitled to compensation from the Tenant for any deterioration in the land arising from the Tenant(s) failure to keep it clean and in a good state of fertility. Costs arising from mis-management or neglect will be determined transparently and on a case by case basis

## **End of Tenancy**

The tenancy shall determine on the death or serious illness of the Tenant. Upon notification of death, the Council will use the waiting list, offer the plot to the person at the top of the waiting list. The Council will inspect the plot and agree with the incoming Tenant that the latter will continue to manage the plants and contents of the former Tenant.

The tenancy may also be determined in any of the following manners:

- by either party giving to the other one months' notice in writing
- by re-entry by the Council at any time after giving three months' previous written notice to the Tenant on account of the allotment being required (i) for any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision or (ii) for building, mining or other industrial purpose or for any roads or sewers necessary in connection with any of those purposes
- by re-entry by the Council at any time after giving one month's previous notice in writing to the Tenant
- if the rent or any part thereof is in arrears for not more than 30 days whether legally demanded or not
- if it appears to the Council that there has been a breach of the conditions and obligations on the part of the Tenant herein contained
- by decision of the Town Clerk if it is found that an allotment tenant has harassed, intimidated or verbally or physically abused any person or Council representative, whether by telephone, email or in person. An incident of antisocial behaviour may result in the termination (with one month's written notice) or non-renewal of the tenancy of the perpetrator at the discretion of the Town Clerk.

**Notices**

Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Town Clerk for the time being and may be served on the Tenant either personally or by leaving it at their last known place of abode, or by prepaid post addressed to them there, or by fixing the notice in a conspicuous manner on the allotment.

Any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the Tenant and sent by prepaid post to the Town Clerk.

In signing this document, I can confirm that I have read all the documentation and fully understand the policy, terms and conditions set out.

**SIGNED:** .....

**PRINT NAME:** .....

**DATE:** .....

Our Ref. KH/KS/Allotments 2021-22

2022

Mr

Dear Mr

**Tenancy Allotment Plot Offer: 00X /Agreement to Terms and Conditions at Kennel Farm Road Biggleswade**

Further to your enquiry for an allotment at Kennel Farm Road, Biggleswade we are pleased to be able to offer you the tenancy of the above plot.

**Please note that due to Town Council capacity we will be unable to clear this plot for you and you have given verbal confirmation that you are happy to take the allotment as it currently stands.**

Rent is to be paid annually in advance on the first day of September every year and is subject to review. Your first payment due for the period from to will be £ . There is also a one-off refundable fee required of £50 which will be refunded in full at the end of the tenancy agreement, provided that the condition of the plot is satisfactory in line with the policy.

Upon acceptance of the tenancy agreement, payment of the tenancy fees in the total amount of £ can be made by cash, cheque or BACS before (Biggleswade Town Council, Sort code 30-94-30 Account No: 42629068). If paying by BACS please put your name and plot number in the reference and provide us with a snap shot of your proof of payment by email at: [allotments@biggleswadetowncouncil.gov.uk](mailto:allotments@biggleswadetowncouncil.gov.uk).

**If you wish to accept the tenancy of this plot and agreed costs, please sign and return our copy of this letter within 14 days together with the signed Tenancy Agreement.** In the event your acceptance is not received within 14 days from the date of this letter it will be assumed that you do not wish to take up the tenancy of this plot and the plot will be offered to the next person on the waiting list.

Details of the Biggleswade Allotment Association (BAA) are also enclosed for your information.

Yours sincerely

Helen Calvert

**Administration and HR Manager**

Encs. Tenancy Agreement, Map of Site 1, 2020 – 2021 Fees List

<ul style="list-style-type: none"> <li>I hereby accept the Tenancy of Allotment Plot Number 87B at Kennel Farm Road, Biggleswade and agree to abide by the Terms and Conditions for Tenancy.</li> <li>I do not accept the Tenancy of the Allotment. (Please delete if appropriate)</li> </ul>	
Name:	
Address:	
Phone Number:	Email address:

## Annex B

### BAA sourced Fees Assessment

(assumed in metres, length and area)

Location	Plot Width	Plot Length	Plot Area	Cost	Cost/Sq m	
Biggleswade (Large plot)	7	22	154	£ 51.00	£ 0.33	
Biggleswade (average e.g. Plot 202)	5.2	20	104		£ 0.49	
Herts Area			250	£ 157.00	£ 0.63	
Potton			198	£ 55.00	£ 0.28	
Bedford			250	£ 60.60	£ 0.24	
Stotfold - Quarter Plot			60	£ 13.50	£ 0.23	
Gamlingay			120 approx	<b>FREE!</b>	£ 0.17	£20 to Allotment Association for provision of water troughs etc

Checked rental costs at a number of local Allotment plots and apart from the Hertfordshire plot (which has tarmac roads and full fencing), currently the average Biggleswade plots are twice the cost per sq m of local sites and the Biggleswade site has no more facilities or better roads than any of the others.



E-mail: [town.clerk@biggleswadetowncouncil.gov.uk](mailto:town.clerk@biggleswadetowncouncil.gov.uk)  
[Philip.Truppin@biggleswadetowncouncil.gov.uk](mailto:Philip.Truppin@biggleswadetowncouncil.gov.uk)



**Mr Philip Truppin**  
Town Clerk  
The Old Court House  
4 Saffron Road  
BIGGLESWADE  
SG18 8DL

**Your ref:**  
**Our ref:** BIG/11-RCDO/AM  
**Date:** 12 July 2022

**Dear Philip**

### **Highways Act 1980 - S.326 - Variation of Rail Crossing Diversion Order**

#### **CENTRAL BEDFORDSHIRE COUNCIL (PART OF BIGGLESWADE BRIDLEWAY NO 11) RAIL CROSSING DIVERSION ORDER 2020**

Central Bedfordshire Council is proposing to vary the above confirmed Rail Crossing Diversion Order, which seeks to close Lindsells level crossing to the north of Biggleswade (SG18 0FD) and to create a new bridleway and bridleway bridge crossing of the East Coast Main Line.

The proposed variation is required due to a revised shape for the bridleway bridge: this would have a shorter span over the tracks and slightly shorter-length ramps than were envisaged when the original order was made in 2020. The bridge is also being moved approximately 1.5 metres to the east to avoid an underground sewage pipe on the eastern side of the railway line and approximately 4 metres to the north to avoid impinging on the existing bridleway.

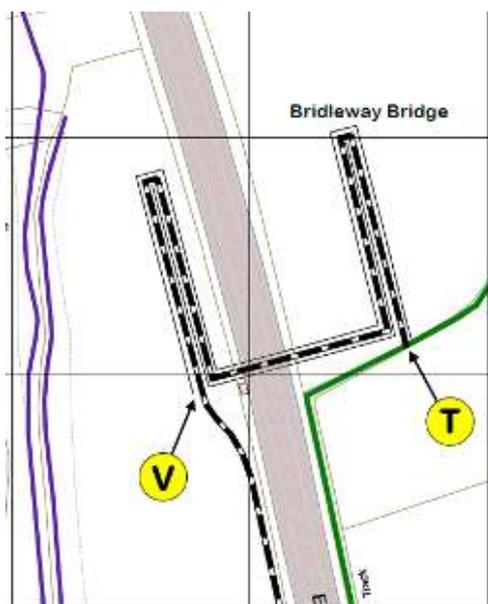
The attached plan shows the proposed variation to the 2020 Order between points V-T. The plan extracts shown overleaf show the differences in bridge shape between the confirmed 2020 Order and proposed variation order.

The proposed variation order will **not** affect any other part of the 2020 order. Any comments should only address the particulars being varied, rather than the merits of the original confirmed order.

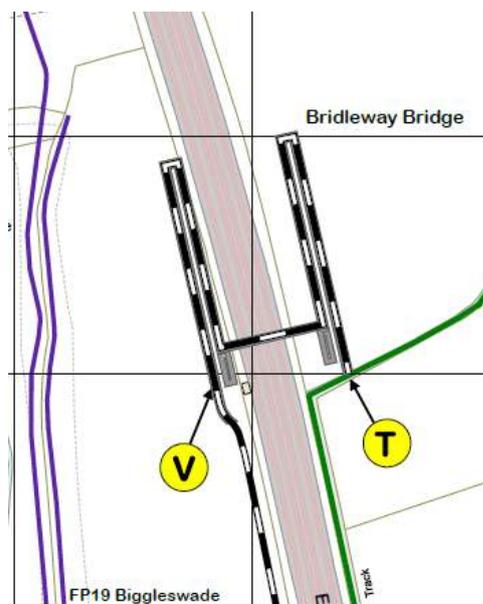
**Central Bedfordshire Council**  
Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ

**Telephone** 0300 300 8305  
**Email** [customer.services@centralbedfordshire.gov.uk](mailto:customer.services@centralbedfordshire.gov.uk)  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**Not protected**



Original 2020 Order



2022 Proposed Variation Order

I would be grateful if you can provide me with any comments you care to make on the proposed variation of the 2020 Order by 15<sup>th</sup> August. Please note, I will be on annual leave between 1<sup>st</sup> and 14<sup>th</sup> August and so will respond to any queries upon my return.

Yours sincerely,

**Adam Maciejewski** mIPROW  
Senior Definitive Map Officer

**Direct telephone** 0300 300 6530

**Email** adam.maciejewski@centralbedfordshire.gov.uk

**Please reply to:**

Adam Maciejewski  
Highway Assets Team  
Central Bedfordshire Council  
Priory House  
Monks Walk  
SHEFFORD  
SG17 5TQ

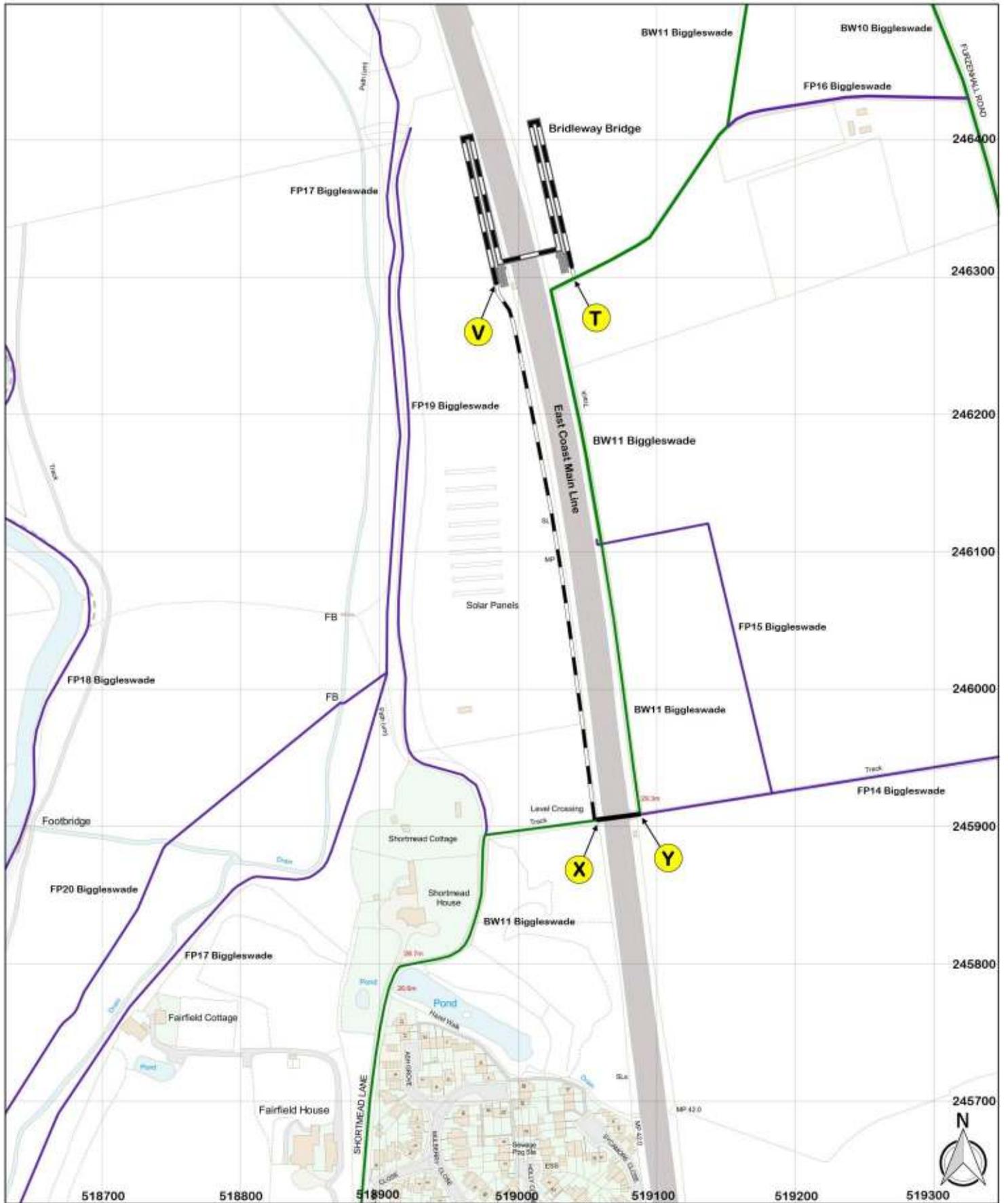
← Please note my new address

**Central Bedfordshire Council**  
Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ

**Telephone** 0300 300 8305

**Email** customer.services@centralbedfordshire.gov.uk  
www.centralbedfordshire.gov.uk

**Not protected**



Highways Act 1980 Section 326

### Variation of Rail Crossing Diversion Order: Public Bridleway No. 11 Biggleswade

Public Bridleway No 11 to be stopped-up X - Y



Public Bridleway No 11 to be created X - V - T



Unaffected Public Footpath



Unaffected Public Bridleway



Scale : 1 : 2500 @ A3

AM: 1/06/2022



Produced by Central Bedfordshire Council  
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OS Licence Number 10003829



**BIGGLESWADE TOWN COUNCIL**  
**Town Council 26<sup>th</sup> July 2022**  
**War Memorial Signage**

**Implications of Recommendations:**

**Corporate Strategy:** ASPIRATIONS: Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area.

**Finance:** This project will be sourced from the general budget.

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

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all aspects of community safety.

**Background**

There have disappointingly been several occasions in which individuals have been disrespectful towards Biggleswade's war memorial. Officers have therefore looked to procure two signs that would encourage improved behaviour through sensitive, educational wording.

**Summary**

Three quotes have been obtained by emailing potential suppliers with a specification for two small plaques at roughly an A5 size. As illustrated by Annex A, Officers propose these are situated at either entrance to the war memorial to be discreetly deep pegged into the turf. The plaques will have an expected lifespan of 10 to 15 years.

Officers would propose that the Royal British Legion (RBLI) are consulted with to discuss these plans, and to seek their input, at the 8<sup>th</sup> August meeting scheduled for Remembrance Sunday.

**Cost**

The below figure shows costs from three different, local suppliers. The sizes of these plaques and their cost will vary slightly depending on the wording, with quotes obtained based on the following sentence 'Please be respectful of the war memorial. Thank you..' With an increased number of words, a tolerance of £150 should be given to accommodate increased cost. Annexes B-E provide examples of these suppliers' work that are similar to the specification given to them by Officers.

	Price (two plaques)	Size	Specification
Supplier A	£269.98	8" x 6"	Brushed stainless steel, raised border, black colour fill with powder coated angled ground spike
Supplier B	£582.00	12" x 8"	Solid rigid polyurethane, black colour fill with aluminium stake
Supplier C – Option 1	£502.00	6" x 4"	Cast bronze plaque, black fill, with a simple ground stake
Supplier C – Option 2	£550.00	6" x 4"	Cast bronze plaque, black fill, with a stronger ground stake

All prices exclusive of VAT. Additional cost to be added for bonding of Supplier A's plaque to spike is yet unknown.

Officers would suggest supplier B is chosen as both designs sent through are of a good timeless design, provide a strong ground stake and represent good value for money. At present, their quote is only the most expensive due to the size of the plaque. Proportionally, it is the second cheapest quote. They are also able to hand paint a poppy onto the plaque at an additional cost of circa £30. Officers would suggest this is done. Further to this, Officers would suggest the Public Realm team support in extending the spike using wood to support with delicately driving the stake further into the ground to prevent theft.

## **Wording**

Officers are cognisant that sensitive wording is paramount in eliciting the right response from the public and suggest the following options. Please note that longer wording other than the below, will result in increased cost.

Option 1 – *Please be respectful of the War Memorial. Thank you.*

Option 2 – *We remind you that this area is reserved for quiet reflection. Playing, climbing, or standing on the grass is not permitted. Thank you for your cooperation. Lest We Forget.*

Option 3 – *Please take care of the cenotaph and grass areas when paying respects to the fallen. This area is not for climbing or playing. Thank you for your cooperation. Lest We Forget.*

## **Recommendations**

Members consider and agree the following to take place sequentially:

- I. Option 2 of the wording is chosen, plaque style, and positioning of the two plaques is agreed with RBLI.
- II. Supplier B is chosen and is reapproached to confirm pricing and a final design, again in agreement with RBLI.
- III. Officers agree the final design with RBLI input.
- IV. Officers procure and install the finalised plaques and communicate this using the Town Council website.

Isaac Lord  
Place Shaping Manager

**Annex A – Plaque Positioning**



### Annex B – Supplier A Example



### Annex C – Supplier B Example



### Annex D – Supplier C Example





## Development Management

### Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
www.centralbedfordshire.gov.uk



Mr Peter Tarrant  
Clerk to Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds  
SG18 8DL

**Contact** Joanna Baker  
**Direct Dial** 0300 300 6990  
**Email** [planning@centralbedfordshire.gov.uk](mailto:planning@centralbedfordshire.gov.uk)  
**Your Ref**  
**Date** 11 July 2022

Dear Mr Tarrant,

**Application No:** CB/TCA/22/00367

**Proposal:** Works to trees within a Conservation Area:  
G1 - Leylandii Hedge - Cut back overhang by 2m  
G2 - Leylandii Hedge - - on rear boundary - Cut back overhang by 2m  
and reduce in height by 3m to previous pruning points

**Location:** 37 London Road, Biggleswade, SG18 8ED

I have received an application to carry out work to tree(s) at the above property which is within the **Biggleswade Conservation Area**. You can view the application details and documents on our website by visiting:

<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **01 August 2022** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Joanna Baker  
**Tree and Landscape Officer**



OUTCOME OF CBC DETERMINED PLANNING

Address	Application No.	Committee date	BTC Decision	Description	Central Beds Outcome/DATE
<b>2019</b>					
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 correspondence Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was <b>resolved</b> 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 05/07/2022. 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. <b>Strongly Object</b> - 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
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. <b>Strongly Object</b> - 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
<b>2020</b>					
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,	See Below
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	<b>As above.</b>	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,	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	Awaiting Decision
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.	Awaiting Decision
<b>2021</b>					
Chestnut Avenue, The Library	21/02802/REG3	29/06/2021	No Objection.	Change of Use from ancillary garage to a children's centre working space (Class E). Building works to windows and doors.	Awaiting Decision
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
<b>2022</b>					
Banks Road, 17	22/02083/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Creation of new vehicular access to the rear of the dwelling, and new carport.	Awaiting Decision
Land to the South of the waste transfer site, Cow Close	22/02342/FULL	12/07/2022	It was RESOLVED that the Town Council has an OBJECTION to this planning application due to the following grounds:  1. The site is not allocated for development in the Local Plan and is outside the settlement envelope. 2. It encroaches on a rural area which prevents coalescence between Biggleswade and Langford and establishes a precedent for development in this area. 3. It is not clear what temporary means and how long this might be for, although 10 years is mentioned in the Planning Statement. Might the site be required longer term for monitoring or maintenance of the Train Control System? 4. The excess traffic which will be generated on Langford Road and through either Biggleswade or Langford.  The Council further requests that, if this application is recommended for approval, a planning condition is applied that, within ten years, the development is removed and	Development of a 24/7 'light-touch' temporary 'depot' to include a single-storey modular build office and welfare facility, a single storey store and workshop along with associated parking, refuse and service yard areas.	Awaiting Decision

Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	08/03/2022	It was <b>resolved</b> that the Town Council <b>objects</b> to this planning application on the following grounds: 1) Refuse vehicles will not be able to use the access road and bins will need to be put onto a very narrow pathway, obstructing pedestrian traffic. 2) The construction encroaches into the root protection area of trees nearby which are covered by a TPO. 3) Parking arrangements for the houses that front onto Drove Road indicate there will be a drop over the pavement, posing a danger to pedestrians using the footpath. 4) Vehicles will be reversing into the narrow Drove Road which has high traffic volume. 5) The bus stop would need to be relocated. 6) Over-development of the site for the amount of land that is incorporated in this plan. 7) The Eagle Farm/London Road junction is already very busy during peak traffic and school run periods. The additional vehicular traffic this development will bring to this junction will only compound the significant traffic flow	Erection of five dwellings with associated car parking, access road and amenity space.	See Below
Drove Road, Land off, adjacent to 1A Drove Rd	22/00575/FULL	22/03/2022	This item was resolved at the Town Council Meeting of 8th March 2022 and Central Bedfordshire Council was directed to the Town Council's previous response (above).	Erection of five dwellings with associated car parking, access road and amenity space.	Awaiting Decision
Eldon Way, Units 1-4	22/01567/FULL	14/06/2022	No Objection	Replace roofs and increase all pitched roof heights. Replace cladding to first floor rear elevation and ground floor rear gable elevation of all 4 units. Replace windows to front and rear elevations of all 4 units. Refurbishment to 4 buildings.	Awaiting Decision
Lawrence Road,13	22/01555/FULL	24/05/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided that there are no obstructions to rights of way.	First floor rear extension.	Awaiting Decision
Langford Road, The Club House	22/00196/FULL	22/02/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Erection of 12 no. 12 metre high floodlight columns with associated lighting units.	Awaiting Decision
London Road, 1 The Red Lion	22/00857/FULL	12/04/2022	See comments below.	Conversion of former public house to one dwelling and demolition of a single storey rear extension with conversion of the outbuilding into garage and storage building.	Awaiting Decision
London Road, 135	22/02057/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension, garage conversion with front bay window.	Awaiting Decision
Montgomery Way, Stratton Business Park, JRL Plant & Logistics	22/00727/FULL	12/04/2022	It was resolved that the Town Council has no objection to this planning application.	Erection of a workshop.	Awaiting Decision
Normandy lane, Unit B	22/01782/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Change of Use: Unit B external alterations comprising re-cladding, new glazing, roller shutter doors and other alterations to facilitate use of the building for its existing use and / or for B8 use (storage and distribution).	Awaiting Decision
Presland Drive, 4	22/02446/FULL	12/07/2022	It was RESOLVED that the Town Council has NO OBJECTION to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension. Loft conversion comprising single rear dormer and two pitched roofed dormers to the front elevation.	Awaiting Decision
Rutherford Way, 14	22/02162/FULL	14/06/2022	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension.	Awaiting Decision

Salcombe Close, Land West	22/01990/FULL	28/06/2022	It was <b>RESOLVED</b> that the Town Council would like to <b>PROVISIONALLY OBJECT</b> 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
Shortmead Cottage, Shortmead Lane	22/01860/FULL	28/06/2022	It was <b>RESOLVED</b> that the Town Council has <b>NO OBJECTION</b> to this planning application	Erection of new dwelling with a detached annexe.	Awaiting Decision
Shortmead Street, 46	22/01519/LB	14/06/2022	It was <b>RESOLVED</b> that the Town Council has <b>NO OBJECTION</b> to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Conversion from shop to 2 residential dwellings.	Awaiting Decision
Shortmead Street, 46	22/01520/FULL	14/06/2022	It was <b>RESOLVED</b> that the Town Council has <b>NO OBJECTION</b> to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations subject to the following: 1) That there is support from Conservation Officers 2) That the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.	Listed building: Conversion from shop to 2 residential dwellings and internal alterations.	Awaiting Decision
South View, 14	22/02317/FULL	28/06/2022	It was <b>RESOLVED</b> that the Town Council has <b>NO OBJECTION</b> to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Proposed single storey rear extension, replacing conservatory on the back of an existing extension.	Awaiting Decision

